



TOWN OF  
WINDHAM, NEW HAMPSHIRE  
2016 ANNUAL REPORTS



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# DIRECTORY OF SERVICES

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**EMERGENCY: Fire, Police, or Ambulance** \_\_\_\_\_ **CALL 9-1-1**

**Local Departments/Other:**

Town Administrator/Selectmen's Office _____	432-7732
Fire Department Business Line _____	434-4907
Police Department Business Line _____	434-5577
Tax Assessor _____	434-7530
Tax Collector _____	432-7731
Town Clerk _____	434-5075
Community Development/Health Officer _____	432-3806
Transfer Station _____	426-5102
Highway Agent _____	216-5676
Recreation Department _____	965-1208
Nesmith Library _____	432-7154
Community Services/Animal Control Officer _____	434-5577
Community Access Television _____	434-0300
Windham Post Office _____	437-3819

**School Department:**

Golden Brook School _____	898-9586
Center School _____	432-7312
Middle School _____	893-2636
Windham High School _____	537-2400
Superintendent of Schools _____	425-1976

**Official Town Website** \_\_\_\_\_ [www.WindhamNH.gov](http://www.WindhamNH.gov)

**Official School Website** \_\_\_\_\_ [www.SAU95.org](http://www.SAU95.org)

**State/Federal Representatives:**

*Governor*

Chris Sununu - State House, 107 N. Main Street, Concord, NH 03301 \_\_\_\_\_ 271-2121

*US Congress District 2:*

Ann Kuster - 18 N. Main Street, 4<sup>th</sup> Floor, Concord, NH 03301 \_\_\_\_\_ 226-1002

*US Senators:*

Jeanne Shaheen – 2 Wall Street, Suite 220, Manchester, NH 03101 \_\_\_\_\_ 647-7500

Margaret Hassan – B85 Russell Senate Office Bldg., Washington, DC 20510 202-224-3324

*Senator District 19:*

Regina Birdsell, 24 Larson Drive, Hampstead, NH 03841 \_\_\_\_\_ 489-1537

*State Representatives District 7:*

David Bates - 12 Range Road, Windham, NH 03087-2005 \_\_\_\_\_ 894-6987

Mary E. Griffin - 4 Wynridge Road, Windham, NH 03087-1628 \_\_\_\_\_ 432-0959

Walter Kolodziej - 8 Kent Street, Windham, NH 03087-1645 \_\_\_\_\_ 437-7936

Charles E. McMahon - 11 Floral Street, Windham, NH 03087-1024 \_\_\_\_\_ 432-8877

**Official State of New Hampshire Website** \_\_\_\_\_ [www.NH.gov](http://www.NH.gov)

# ANNUAL REPORTS

OF THE  
OFFICERS, TRUSTEES, AGENTS, COMMITTEES  
AND ORGANIZATIONS

OF THE  
TOWN OF WINDHAM  
NEW HAMPSHIRE



FOR THE YEAR

# 2016

Many thanks to talented resident Gina Anderson for sharing with us her fabulous oil painting of local landmark, Johnson's Farm. Mrs. Anderson created the original on behalf of the Windham Endowment for Community Advancement's event, "The Art of Giving", which benefited the art scholarship fund for Windham High School students. We can't help but think the lucky winner must truly enjoy being able to appreciate the original – first hand – every day!

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**2017 Budgets and Warrants \_\_\_\_\_ Colored Center Section**

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# DEDICATION

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In life, there are countless ways to make your mark in your community; both tangible and intangible. One only has to look at our previous annual reports to know that Windham is truly blessed to count among her residents a range of individuals who embrace and exhibit a true sense of community. Whether through donations, through time, or through determination.

William F. Duggan, Sr. came to Windham over 50 years ago and, over those five decades, he invested much on her behalf. For a period of time, he served as Dog Officer, and for a period of time he actively assisted the local Scouting groups. These are but small – perhaps intangible – contributions, however, in the whole of his legacy.

For the bulk of his time here, Bill was actively and passionately involved in our Police and Fire Departments and their respective Associations. Photographer, historian, sounding board, friend, and more than a bit of a comedian; he is sorely missed by all who had the good fortune to know him. He leaves behind, with the Fire Department in particular, a photographic journey of our growth as a community. Tangible contributions.

Most recently, Bill was instrumental in setting in motion a series of events which, ultimately, brought to Windham the restored C-16 caboose located at the junction of Depot and Frost roads; across from the Historic Depot. Through his time working at Ironhorse Park and his longtime membership in the “*Old Railroad Wheels*” retired railroad group, Bill was able to facilitate the Town’s obtaining a historic caboose. Below, late Selectman Carolyn Webber presents Bill with small tokens of the Town’s appreciation for his countless volunteer hours and numerous donations towards the Depot and the caboose. Perhaps, as you pass by the caboose on your way to Derry or to walk the Rail Trail, you’ll pause and whisper a small “thanks” to Bill, for making it happen.



Tangible or intangible gifts; some are so blessed with the spirit of community they leave a legacy of both when they are gone and Bill Duggan was just such a soul. It is because of this, and with the deepest respect and gratitude, that we dedicate these 2016 Annual Reports to the memory of Mr. William F. Duggan, Sr. – or, just Bill, to most.



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# TOWN OFFICIALS

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## BOARD OF SELECTMEN

*Joel Desilets, Chair – 2017*

Bruce Breton – 2017

Ross McLeod, Vice Chair – 2018

Roger Hohenberger – 2018

Jennifer Simmons – 2019

## TOWN ADMINISTRATOR

David Sullivan

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### ***Town Clerk***

Nicole Merrill - 2018

### ***Tax Collector***

Ruth Robertson

### ***Town Moderator***

Peter Griffin - 2018

### ***Treasurer***

Robert Coole - 2018

### ***Finance Director***

Daniel Popovici-Muller

### ***Chief of Police***

Gerald Lewis

### ***Fire Chief/Warden***

Thomas McPherson, Jr.

### ***Community Development Director***

Rex Norman

### ***Highway Agent***

Jack McCartney

### ***Town Assessor***

Contracted - MRI Consultants

### ***IT Director/GIS***

Eric DeLong

### ***Human Services***

Kathleen Davis

### ***Solid Waste Manager***

David Poulson

### ***Recreation Coordinator***

Cheryl Haas

### ***Planning Director/Health Officer***

Dick Gregory

### ***Library Director***

Carl Heidenblad

### ***Cable Studio Coordinator***

Kelly Yucupicio

### ***Community Resource Officer***

Anna Jenoski

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### **Cable Advisory Board**

*Margaret Case, Chair – 2018*

Mary Griffin – 2017

Leo Hart – 2017

Alan Shoemaker – 2018

Bob Coole – 2019

Barbara Coish – 2019

### **Capital Improvements Committee**

*Rob Gustafson, Citizen, Chair – 2019*

Neelima Gogumalla, Citizen – 2017

Steve Bookless, Citizen – 2018

Kathleen DiFruscia, Planning Board

Dan Guttman, Planning Board

Ken Eyring, School Board

Dennis Senibaldi, School Board Alt.

Roger Hohenberger, Board of Selectmen

Joel Desilets, Board of Selectmen Alt.

### **Cemetery Trustees**

*Wendi Devlin, Chair – 2019*

Barbara Coish – 2017

Bruce Moeckel – 2018

### **Conservation Commission**

*Lisa Ferrisi, Chair – 2019*

Wayne Morris – 2017

Pam Skinner – 2017

Dave Curto – 2018

Jim Finn – 2019

Jason Rogers, Alt. – 2017

Brian McFarland, Alt. – 2019

### **Depot Advisory Committee**

*Mark Samsel, Chair*

David Sullivan, Town Administrator

Jack McCartney, Highway Agent

Wayne Morris, Citizen

John Mangan, Citizen

Dick Forde, Citizen

### **Design Review Sub-Committee**

*Peter Griffin, Chair – 2018*

Brenda Behling – 2017

Tom Garden – 2017

Babar Khan – 2019

David Demers – 2019

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**Economic Development Committee**

*Ed Gallagher, Chair – 2017*  
Michael Oldenburg – 2017  
Melissa Magnuson – 2018  
Gary Garfield – 2018  
Bruce Richardson – 2018  
Lisa Walker – 2018  
George Fredette – 2019  
Dom Feroce – 2019  
Ruth-Ellen Post, Planning Board – 2017  
Joel Desilets, Selectman – 2017  
Jennifer Simmons, Selectman Alt. – 2017  
Donna Morris, GSCOC – 2017

**Forestry Committee**

*Wanda Rice, Chair – 2017*  
Brian McFarland – 2017  
Norm Babineau – 2018  
Jim Fricchione – 2019  
Jim Finn – 2019

**Highway Safety Committee**

*Tom Sharpe, Sr., Chair*  
Thomas McPherson, Jr., Fire Chief  
Gerald Lewis, Police Chief  
Jack McCartney, Highway Agent  
Dick Gregory, Planning Director  
Robert Coole, Citizen  
Allan Barlow, Citizen  
Mike Geha, Citizen

**Historic District/Heritage Commission**

*Frank Farmer, Chair – 2019*  
Carol Pynn – 2017  
Derek Saffie – 2017  
Peter Griffin – 2018  
Wendy Williams – 2019  
Joanne Dickie, Alt. - 2018  
Jennifer Simmons, Selectman – 2017

**Housing Authority**

*Charles McMahon, Chair – 2021*  
Leo Hart – 2017  
Grace Marad – 2018  
John Alosso – 2019  
Mary Griffin – 2020

**Local Energy Committee**

*Mark Kovacs, Chair – 2019*  
Patrick Manzo – 2017  
Peter Tousignant – 2017  
Peter Serian – 2019  
Jack McCartney, Maintenance Director

**Planning Board**

*Paul Gosselin, Chair – 2017*  
Margaret Crisler – 2017  
Alan Carpenter – 2018  
Dan Guttman – 2018  
Kristi St. Laurent – 2019  
Ruth-Ellen Post – 2019  
Ross McLeod, Selectman – 2017  
Jennifer Simmons, Selectman Alt. – 2017  
Kathleen DiFruscia, Alt. – 2017  
Matthew Rounds, Alt. – 2018  
Gabriel Toubia, Alt. – 2018

**Record Retention Committee**

*Nicole Bottai, Town Clerk, Chair*  
Ross McLeod, Selectman  
Bob Coole, Town Treasurer  
Ruth Robertson, Tax Collector  
Daniel Popovici-Muller, Finance Dir  
Julie Suech, Community Development  
Jennifer Hardy, Police Records Clerk  
Margaret Case, Citizen  
Doreen Demone, Citizen  
Kathleen DiFruscia, Citizen

**Recreation Committee**

*Fred Connarn, Chair – 2017*  
Jason Gill – 2017  
Dave Curto – 2018  
Mark Lucas – 2019  
Alberto Chang – 2019

**Route 111 Beautification Sub-Committee**

*Al Letizio, Jr., Chair*  
Anthony Berni  
Bill Deluca  
Jay Yennaco  
Jennifer Simmons, Selectman

**Searles School & Chapel Trustees**

*Peter Griffin, Chair – 2019*  
Betty Dunn – 2017  
Mike Mazalewski – 2017  
Fred Linnemann – 2018  
John Mentuck – 2018  
Roy Dennehy – 2019  
Maureen Spooner – 2019

**Supervisors of the Checklist**

*David Bates, Chair – 2020*  
Eileen Mashimo – 2018  
Mary Griffin – 2022

**Technical Advisory Committee**

*Greg Capiello, Chair*  
Jacques Borcoche  
Neelima Gogumalla  
Scott Baetz  
Eric DeLong, IT Director  
Carl Heidenblad, Library Director

**Town Center Beautification Sub-Committee**

*Maureen Spooner, Chair*  
David Sullivan, Town Administrator  
Joel Desilets, Selectman  
Cheryl Haas, Recreation Coordinator  
Kathleen DiFruscia  
Frank Farmer  
Peter Griffin  
Siri Wilbur

**Trustees of the Library**

*Patricia Barstow, Chair – 2019*  
Peter Tousignant – 2017  
Mark Branoff – 2017  
Karen Marcil – 2018  
Tara Picciano – 2018  
Cathy Robertson-Souter – 2019  
Michelle Stith – 2019

**Trustees of the Windham Museum**

*Jean Manthorne, Chair – 2019*  
Dennis Root – 2017  
Eileen Mashimo – 2017  
Kim Monterio – 2018  
Wendy Williams – 2018  
Derek Saffie, Alt. – 2017  
Carol Pynn, Alt. – 2019

**Trustees of the Trust Funds**

*Al Marcil, Chair – 2017*  
Karen Marcil – 2018  
Kathleen DiFruscia – 2019

**Zoning Board of Adjustment**

*Mark Samsel, Chair – 2017*  
Pam Skinner – 2018  
Bruce Breton – 2018  
Heath Partington – 2019  
Michael Scholz – 2019  
Mike Mazalewski, Alt. – 2017  
Jim Tierney, Alt. – 2017  
Kevin Hughes, Alt. – 2018

**MEETING SCHEDULES**

*(Note: Many of the following are televised live on Channel 20 and/or available to live stream at <https://wctv.viebit.com/>)*

The **Board of Selectmen** meets every other Monday at the Community Development Department (CDD) beginning at 7:00 PM.

The **Conservation Commission** meets the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month at the CDD beginning at 7:30 PM.

The **Historic District/Heritage Commission** meets the 2<sup>nd</sup> Thursday at the Town Museum at 7:00 PM.

The **Nesmith Library Trustees** meet the 2<sup>nd</sup> Tuesday at the Nesmith Library at 7:00 PM.

The **Planning Board** meets the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays at the CDD at 7:00 PM.

The **Recreation Committee** meets the 3<sup>rd</sup> Thursday at the CDD at 7:30 PM.

The **Zoning Board of Adjustment** meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays at the CDD at 7:30 PM.

The **Cable Advisory Board** meets the 2<sup>nd</sup> Thursday of *every other month* at the Cable Studio at 7:00 PM.

The following have a varying schedule, or meet infrequently as it becomes necessary/ required: **Searles Trustees, Trustees of Trust Funds, Cemetery Trustees, Trustees of Museum, Supervisors of the Checklist, Capital Improvements Committee** and the **Housing Authority**.

**HOW TO VOLUNTEER:** Volunteers are always needed and welcomed! Most volunteer positions are appointed in June of each year by the Board of Selectmen, including the: Cable Advisory Board, Conservation Commission, Depot Advisory Committee, Economic Development Committee, Historic District/Heritage Commission, Housing Authority, Recreation Committee, Searles School & Chapel Trustees, Technical Advisory Committee, and Trustees of the Museum. If you are interested in volunteering your time to any of these groups, a letter of interest should be submitted to the Town Administrator at 3 N. Lowell Road or via email to [DSullivan@WindhamNH.gov](mailto:DSullivan@WindhamNH.gov) (*note: submission of your interest is not a guarantee of appointment*). Elected volunteer positions include: Board of Selectmen, Planning Board, Zoning Board of Adjustment, Town Moderator, Trustees of the Cemeteries, Trustees of the Trust Funds, Supervisors of the Checklist, and Nesmith Library Trustees. The filing period for candidacy opens in January of each year, and interested parties should contact the Town Clerk’s Office at that time to file.



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# ANNUAL SENATE BILL 2 SESSIONS

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## WINDHAM, NEW HAMPSHIRE TOWN DELIBERATIVE SESSION

February 6, 2016

Moderator Peter Griffin opened the Deliberative Session at 9:00am, and introduced the Selectmen panel. Chairman Al Letizio, Ross McLeod, Roger Hohenberger, and Joel Desilets were present. Town Administrator David Sullivan, Town Attorney Bernie Campbell, Town Clerk Nicole Bottai, Supervisors of the Checklist, and all Town Department Heads were present. Moderator Griffin went over the rules and regulations regarding Deliberative Session.

Discussion ensued:

**ARTICLE 4.** To see if the Town will vote to raise and appropriate the sum of \$50,000 to be added to the Property Maintenance Expendable Trust Fund.

Selectman Hohenberger went over history of projects completed in 2015 including replacing areas of carpeting at the Police Station as well as the Community Development Department (conference room); security improvements were added to the Town Hall as well as an electronic handicapped access door was added to the building; wildlife mitigation was completed in the Armstrong Building; and heating repairs were made to the Fire Station system. Current balance of Trust at 12/31/15 is approximately \$20,000, which has been reserved for replacing the HVAC system at the Community Development Department. Additional projects that will receive priority in 2016 - (1) additional carpeting replacements at various buildings, (2) repairs/replacements of the HVAC systems at either the Police Station or Fire Station, depending on funds available and need, and (3) interior painting in several buildings.

*Recommended by the Board of Selectmen 5-0  
To be put on the ballot AS STATED*

**ARTICLE 5.** To see if the Town will vote to raise and appropriate the sum of \$30,000 to be added to the Earned Time Expendable Trust Fund.

Chairman Al Letizio explained the earned time fund as an asset fund. The following shows the history of the funds raised for this account: \$30,000 was funded annually from 1995-2001; \$0 approved '02-03; \$30,000 approved '04-05; \$20,000 for 2006; \$30,000 '07-08; \$0 approved for 2009 no request was made by the Board for 2010, 2011 & 2012 (as a cost saving measure). \$0 approved in 2013. \$30,000 approved in 2014, and 2015. Current balance of Trust as of 12/31/15 is approximately \$220,000. Total liability as of 12/31/15 is approximately \$1,130,000. Five (5) employees retired in 2015. Their respective earned time buyouts (total \$114,711) were absorbed by the respective department budgets in order to preserve the Trust.

*Recommended by the Board of Selectmen 5-0  
To be placed on the ballot AS STATED*

**ARTICLE 6.** To see if the Town will vote to raise and appropriate the sum of \$32,500, said amount to be withdrawn from the balance in the previously established Searles Special Revenue Fund for payment of both marketing related and maintenance related costs associated with the Searles Building. Approval of this article will have no additional impact on the tax rate.

Selectman Al Letizio asked if there were any more bids for the plan, and Town Administrator David Sullivan answered yes, very recently. Selectman Letizio noted that the new bids that came in were less than expected, and would reduce costs significantly and hope to have full support.

Selectman Desilets noted that some of the specific expenses paid from these funds include the salary of our part time coordinator to market the building, advertisement costs, and maintenance related projects and services to maintain the building and "set ups" for events. As of 12/31/15, the revenue fund has approximately \$15,085 in the account.

*Recommended by the Board of Selectmen 5-0  
To be placed on the ballot AS STATED*

**ARTICLE 7.** To see if the Town will vote to raise and appropriate the sum of \$75,100 for the purpose of paying the final of three lease payments associated with the Fire Department Ambulance leased in 2014. This article is part of the Capital Improvements Program.

Selectman McLeod explained that this article is part of the Capital Improvement Program. Note - the original purchase of the ambulance included a non-funding clause which requires us to bring this forward to each separate Town Meeting over the years 2014-2016.

***Recommended by the Board of Selectmen 5-0  
To be placed on the ballot AS STATED***

**ARTICLE 8.** To see if the Town will vote to raise and appropriate the sum of \$180,000 for the purpose of purchasing a Highway Truck (5 Ton) and necessary equipment and materials to place the vehicle into service, and further to authorize the acceptance of \$144,000 of this appropriation from the State of New Hampshire as part of an approved grant to fund 80% of the project, with the balance of \$36,000 to come from general taxation. Should this article be approved but the State reimbursement not occur, this article will be considered null and void. This will be a non-lapsing account per RSA 32:7, VI and will not lapse until the purchase is complete or for a period of two (2) years, whichever is less. This article is part of the Capital Improvement Program.

Selectman McLeod went over the importance of the key item of the article \$36,000. This article is part of the Capital Improvement Program. Funds are to be used to purchase a new vehicle to be added to the department. The Town is applying for a grant to offset 80% or \$144,000 of the cost of the truck under the State and Federal Salt Reduction program. If approved, this will be the fourth truck purchased under this program.

***Recommended by the Board of Selectmen 5-0  
To be placed on the ballot AS STATED***

**ARTICLE 9.** To see if the Town will vote to raise and appropriate the sum of \$90,000 for the purpose of making improvements to the former Skate Park at Griffin Park, 111 Range Road (Lot 22-R-900), to include passive recreation areas for both seniors and children including a gazebo, ADA compliant chess/checker and picnic tables and chalk art space. Also to include landscaping beautification with pavers and cemented benches. This article is part of the Capital Improvements Program.

Selectman Hohenberger explained that this is part of the Capital Improvement Program. Improvements planned are based on a design by the Recreation Committee. The Committee estimated the total cost of the project to be \$200,000 with contingency. The difference between the funding proposed and the final cost would need to be raised from donations or the project could possibly be phased.

***Recommended by the Board of Selectmen 5-0  
To be placed on the ballot AS STATED***

**ARTICLE 10.** To see if the Town will vote to raise and appropriate the sum of \$50,000 to hire a consultant to complete a full inventory, analysis and digitization of Town records held in the town vault, along with a software application for remote access to the files. This article is part of the Capital Improvements Program.

Selectman Desilets noted that this plan was put forth by the Town Clerk and Record Retention Committee and is a step in the right direction among other positive comments. Selectman McLeod added that there are a lot of irreplaceable history, and he has been researching with historic records in the vault recently.

***Recommended by the Board of Selectmen 5-0  
To be placed on the ballot AS STATED***

**ARTICLE 11.** To see if the Town will vote to raise and appropriate the sum of \$50,000 to complete update of the Town's Master Plan, including hiring a consultant to assist the Planning Board with research of information and document editing/formatting.

Selectman McLeod went into depth about discussion leading up to placement on the warrant. Also, how this particular item should not have been a CIP item. While this project was supported by the CIP Committee and Planning Board to be part of the approved CIP recommendations, the Board of Selectmen voted to support the project only as a separate warrant article without reference to the CIP as Board members did not feel the project meets the definition of a "Capital Project", but do support the need to update the Plan.

- Planning Board Representative Ruth Ellen Post of Stonehedge Road added that she appreciates the note that appears on the draft that the article was supported by CIP, and 6-0 by Planning Board, therefore appropriate for the CIP definition. She wanted confirmation that the note doesn't appear under the Article and multiple members answered that it would not.

*Post proposed an AMENDMENT to include THIS ARTICLE IS A PART OF THE CAPITAL IMPROVEMENT PROGRAM below Article (as it appears in other Capital Improvement Articles).*

*Amendment seconded by Selectman Hohenberger. DISCUSSION on AMENDMENT - the consensus of the discussion is that the feel is that the voters have the right to know the history of the Article and that it went through due process.*

*Debate CLOSED on Amendment.*

*AMENDMENT PASSED in the affirmative.*

*Discussion followed on AMENDED ARTICLE:*

- Alan Carpenter of Glenwood Road, Planning Board member, however speaking as a resident. Is questioning if the \$50,000 is going to in fact complete the project.
- Selectman McLeod answered that the Select board went based on information that Planning Board members Ruth-Ellen Post, Kathleen DiFruscia, Daniel Guttman, and McLeod himself went over numbers and can attest that should be sufficient.

Selectman Hohenberger also noted that many of these articles are a best guess estimate proposed from the people representing the Article. It then will go through the standard Request for Proposal process after the Article is voted on and passes.

- A. Carpenter went back to the contractor from previous years, where they paid \$20,000 and the finished project wasn't all up to par and the Planning Board ended up discarding about 50% of the material and re-wrote it. Currently, meeting standards of the RSA and Master Plan has 3 or 4 chapters to go, and a couple of committees to go through. It's almost complete, but doesn't want to see the money to go to waste.
- Margaret Crisler of Sunridge Road member of the Planning Board, has had history with Master Plan and participated with 3 past Master Plans. Never had a consultant, however, the difference is substantial from a professional and volunteers. Agrees with overall Article and amendment.
- R. Post confirming that we are still talking about the amendment. Responding to the issue of the amount of money - Came up through multiple boards through the process. Compared other towns and noticed that other towns are actually much higher than proposed number.
- Selectman Hohenberger stated that on the recommendation vote from BOS he was the one against this Article. One of the main reasons for Planning Board is to draft the Master Plan. They should carry on themselves without contractor, and giving the voice to the Planning Board instead.
- Selectman Desilets echoes Hohenberger, but agrees with R. Post and M. Crisler. Is interested to change recommendation votes at the next scheduled meeting.
- Chairman Letizio clarified that recommendations can only be changed at the next scheduled meeting.
- R. McLeod noted that the RSA simply says to review the Master Plan, and currently believes that Planning Board has met expectations and beyond. Ultimately fully supportive of Master Plan it needs to remain vital and current.
- Kathleen DiFruscia of Horseshoe Road, member of Planning Board, fully supports funds to complete Master Plan. Doesn't mean that all of the money is spent, and if they don't they won't, however will need professional input. It is the Planning Board's obligation and due diligence to make sure Master Plan meets expectations.

***Recommended by the Board of Selectmen 4-1  
To be placed on the ballot AS AMENDED***



**ARTICLE 12.** To see if the Town will vote, in accordance with RSA 80:80 (V) to retain lot 1-B-1025 and further to designate said parcel as Conservation Land under the care of the Conservation Commission.

Selectman Hohenberger went over timeline in the past year the Board of Selectmen decided to retain the town lot on Blueberry Road rather than continue the original intention to sell the parcel. As a result of that decision it was determined that the best use of the property was to place it under the stewardship of the Conservation Commission. Described land, and they would need waivers to have lot buildable. Beautiful piece of property and the lot, originally comprised of three smaller lots that have been merged together, was acquired by Tax Deed in 1991.

***Recommended by the Board of Selectmen 4-1  
Appear on ballot AS STATED***

*The Deliberative Session went into a brief recess, and Selectman Roger Hohenberger took the podium and recognized Selectmen Chair Al Letizio. Selectman Hohenberger went into depth of how Al has served the Town in many capacities, starting with the School Board. Now, being a part of the Board of Selectmen, he regrets to see him go. The Board nominated Al for Chair, and the past 3 years he has brought a different light, and positive tone to the Board, and in all has operated better. Roger thanked Al for everything that he's done in the past, present, and future. Roger presented some gifts on behalf of the Board. Al took podium and thanked the Board, and plans to continue to be involved with the community.*

**ARTICLE 13.** To see if the Town will vote to approve the proposed lease agreement between the Town and Jay Yennaco or his assignee, for the lease of the former police station property at 21 Haverhill Road (Lot 20-D-900). Said lease contains the following terms:

- An initial term of three (3) years
- The ability of the Selectmen, in their discretion, and upon request, to extend the lease for four (4) additional three (3) year terms
- Annual lease payment of \$2500 paid in monthly installments
- Lessee to pay utilities and an amount equal to assessed real estate taxes as required under RSA 72:23 (I)
- A right of first refusal, giving the Lessee the option to purchase the property if the Town should pursue authority to sell the property at a later date. [NOTE: This article does not authorize the sale of such property].

Chairman Letizio summarized that during the past year the Board of Selectmen solicited proposals to use the former police station. Went over brief history of property and how that parcel is maintained. It's been several years that parcel been utilized. There was discussion to see if property could be re-zoned and had been brought to various boards to set up plans for that property. Ultimately, the Board of Selectmen sent out RFPs to the public and a proposal was received from Mr. Yennaco. He submitted the only proposal at the time and the Board agreed to develop a lease agreement for review and submittal to the Town Meeting. If the Board determines that it is in the best interest of the Town to continue to move forward, a lease will need to be authorized by the Town Meeting. The article as drafted would provide the Board the authority to do just that.

- Selectman McLeod opposed the recommendation in the Article, and referred to the 2005 Master Plan under the Economic Development section. Selectman McLeod then went through the timeline of what transpired leading up. McLeod carried on that back in March 2015, under Administration recommendation, that the Selectmen should seek a short term tenant for building. Selectmen shouldn't encourage a long term tenant. As plans progressed and timing of lease changed in June, went forward in RFPs and disconnect occurred, the Article went forward to be placed on the warrant. Concerned as funds to be used \$5000 in line item, given and it's a premature item. Wants Planning Board to look at parcel harder. There's wet areas, not many assets, and wants to wait to see rather than commit. It won't take long, only for a year.

*Selectman McLeod proposed a **MOTION** to strike out the words approve the, and **AMEND** the Article to read: To see if the Town will vote to authorize the Selectmen to study a ...*

*Amendment seconded by Selectman Hohenberger.*

**DISCUSSION on AMENDMENT:**

- A. Carpenter questioned if the amendment passes and Article passes, could the Selectmen proceed with the lease agreement- Board members answered no.
- Selectman Letizio was not in favor of amendment- but agreed with Selectman McLeod's statements. Stated that the parcel should be utilized as it should be intended and all want something good to come of it. Understands that this takes time, however, doesn't want to miss an opportunity for the Town.
- Selectman Desilets agrees with the amendment, the proposal is inconsistent with RFP. Doesn't feel that all business owners have a chance to compete with this proposal. Another section of the lease that Desilets disagrees with is that the Lessee can allow sub lessees and also can request variances through Zoning Board.
- Selectman McLeod explained why he proposed amendment is that there is no time lapse in right to refusal in Article, and is concerned that they are giving someone preference over the use of this property and ultimately objects.
- Citizen Diane Carpenter of Glenwood Road wants to know about Selectman Hohenberger's thoughts.
- Selectman Hohenberger originally thought term agreement was shorter (1-2 years). Agrees to what Chairman Letizio noted that the property is sitting foul, and costing the Town money (\$500.00) to maintain. The original proposal would generate revenue. Major concern was the original proposal was 3 years, but now changed to 5 years, now the Community Development budget has that line item to study the property. Mr. Yennaco ultimately settled on the 3 year term. Planning Board will take about a year to really make a decision, but during that time he would like to generate money for the town.
- A Carpenter questioned that the zoning is currently. Selectman Hohenberger answered Rural. A Carpenter rebutted if rural, would the lessee have to go for a variance.
- A Carpenter's question sparked another question from Selectman Hohenberger if the Town has immunity for its own variance. Carpenter answered yes, but referred to Town Attorney Campbell.
- Town Attorney Campbell answered, that the town is typically exempt from its own ordinance. As long as it's serving in its government function. As far as the lease is concerned, they would have the property rezoned, because it's not serving its capacity, and would have to go through the Zoning Board process.
- Selectman Letizio mentioned that Yennaco wanted to utilize the property for a farm stand and things of that nature and wanted to know if that he could obtain a variance as a lessee.
- A. Carpenter answered that if given the right, he could go to ZBA and exercise the process-wants to know condition of building.
- Selectman Letizio says it needs work, and Carpenter can understand the timing of lease time as an investor point of view, it would be beneficial for the longer term.
- A Carpenter asked what the building is assessed for- Administrator Sullivan answered \$320,000 and would equivalent to \$8,000.00 per year for taxes.
- K DiFruscia, asked how much land included in the parcel and lease - just under an acre- also wants to know if any farming will be done and what kind usage the property will entail.
- Selectman Letizio answered that it may be Christmas trees, or corn, in that general idea.
- Community Development Director Laura Scott echoed that the lessee would need variances, agricultural would not be grown on land, just sold on land, and therefore an ordinance is required.
- Similar discussion ensued with condition of building and other details such as right to first refusal in the lease agreement.

- Selectman McLeod doesn't support amendment- no commitment of what the land will be used for, 50% can be sub leased, he would be able to keep any profit that he would sub lease. Planning Board issue, and should be vetted through that Board prior to this decision. Lastly, lessee wants to apply improvements but may not be improvements for a future tenant.

**Debate CLOSED on Amendment.**

**AMENDMENT PASSED in the Affirmative.**

***Recommended by the Board of Selectmen 3-2  
To be placed on ballot AS AMENDED***

**ARTICLE 14.** To see if the Town will vote to release from public dedication (if any) and authorize the Board of Selectmen to convey to George and Nancy Kimball a parcel of land associated with a proposed future road located between Lots 25-D-3 and 25-D-2 on Rock Pond Road, for two thousand (\$2,000) dollars and such other terms and conditions satisfactory to the Board of Selectmen.

Selectman Hohenberger went into detail that the intent of this article is to convey a 50' by 225' strip of land owned by the town which was set aside as a possible "future road" at the time the "Pine Hill Subdivision" was completed in 1970. Since that time the area where the road "could" have gone was further development into the present day Sharon Road, basically negating the need for the road. This article would eliminate any interest the town had in the parcel and convey it to one of the current abutters. Note that this parcel was acquired by the town via a tax deed in 1990. A similar article was approved by the 2015 Town Meeting however that article, which would have sold the parcel to both abutters, could not be exercised as one of the abutters changed their mind and was no longer interested in moving forward.

***Recommended by the Board of Selectmen 5-0  
To be placed on the ballot AS STATED***

**ARTICLE 15.** To see if the Town will vote to discontinue sections of the former Route 111 right-of-way in front of parcels 11-A-450 (1 Indian Rock Road), and 11-A-500 (7 Indian Rock Rd), which lie outside the current right-of-way of State Route 111, which portions were turned over to the Town as Class VI roads by the State of New Hampshire by letter dated June 27, 2012.

Selectman Desilets concluded that the approval of this article would essentially eliminate any of the town's interest in the reference sections of the old Route 111 which were reclassified by the State of NH in 2012. These areas have existed since the current Route 111 was developed. The land would then by statute revert to the abutting property owners to the center line of the old road. The owner of the land is paying any legal costs associated with this transaction.

***Recommended by the Board of Selectmen 5-0  
To be placed on the ballot AS STATED***

**ARTICLE 16:** To see if the Town will vote to adopt the following By-law as follows:

**BY-LAWS:**

**MANAGEMENT OF CAMPBELL FARM AREA (137 Kendall Pond Road – Lot 1-C-100):**

**SECTION I: PURPOSE:**

In order to promote the passive recreation use of and to manage the Campbell Farm and surrounding acreage for conservation and recreation purposes, and to protect its natural resources, the Windham Town Meeting adopts the following use regulations for the area pursuant to the authority granted to the Town by RSA 31:39.

**SECTION II: PERMITTED USES WITHIN THE CAMPBELL FARM AREA:**

- A) Passive recreational activities such as hiking, picnics (please carry out all litter), bird watching, etc., that are consistent with the purpose of these By-laws, which is to protect the natural resources of this area.

**SECTION III: PROHIBITED ACTIVITIES WITHIN THE CAMPBELL FARM AREA:**

- A) Hunting and trapping and/or discharge of firearms. The area will be posted against these activities pursuant to RSA 635:4.



- B) The use of motorized vehicles is prohibited subject to the following exceptions:
  1. Upon the authorization of the Conservation Commission, motorized vehicles may be permitted for any use as deemed necessary.
  2. Law enforcement vehicles/emergency vehicles may be permitted within this area at any time.
  3. Parking is permitted only in designated parking areas.
- C) Littering and disposal of garbage, trash or motor vehicles.
- D) Cutting, digging up, or otherwise willfully damaging trees, shrubs or plants except as authorized by the Conservation Commission.
- E) Building of fires.
- F) Swimming from the banks of Beaver Brook.
- G) Camping.
- H) Access to the Campbell Homestead or its curtilage.

**SECTION IV: VIOLATIONS**

Violations of these By-Laws shall be punishable by assessment of the following fines:

A) Hunting, trapping, discharge of firearms.	\$ 100.00
B) Unauthorized use of motor vehicles.	50.00
C) Littering as described in III, C.	100.00
D) Unauthorized cutting, digging up or otherwise willfully damaging trees, shrubs or plants.	100.00
E) Camping, building of fires, swimming from the banks; each offense.	50.00
F) Interference with the Campbell Homestead; each offense.	50.00

- Violators may also be subject to penalties imposed per State Statute(s) regarding trespassing,

**SECTION V: PENALTIES**

All fines collected shall be turned over to the Town Treasurer and deposited to the General Fund of the Town.

**SECTION VI: ENFORCEMENT**

This ordinance shall be enforced by the Windham Police Department.

**SECTION VII: SEVERABILITY**

If any section, clause, provision or phrase of these by-laws shall be held to be invalid or unconstitutional by any court of competent authority, such holding shall not affect, impair or invalidate any other section, clause, provision, portion or phrase of these by-laws.

**SECTION VIII: WAIVERS**

The Windham Conservation Commission is authorized to make exceptions or grant waivers regarding the permitted/prohibited uses within the Campbell Farm area for limited (in time) specific events or activities for good cause shown provided such activities are not inconsistent with the purposes for which such land was acquired as set forth in RSA 36-A:2.

Selectman McLeod noted that the proposed bylaws are similar to those previously approved for the Deer Leap and Fosters Pond Conservation Areas, as well as, most recently (2015) for Moeckel Pond and the Rte 28 Town Forest.

*Recommended by the Board of Selectmen 5-0  
To be placed on the ballot AS STATED*

**ARTICLE 17.** To see if the Town will vote to authorize the Selectmen to convey to the Southeast Land Trust of New Hampshire a third party conservation easement over all or portions of parcels previously acquired in the name of the Town on behalf of the Conservation Commission formally designated as Lots 8-B-3002, 8-B-5000, and 8-B-6150 for the purpose of restricting the uses of said lands to conservation forestland, wetlands and wildlife habitat. Said easements shall qualify the Town for possible receipt of

certain grant funds to reimburse the Town Conservation Fund for a portion of the acquisition costs of said parcels, and shall be on terms and conditions acceptable to the Selectmen.

Selectman Letizio explained that the establishment of a third party easement is a condition of the grant which has already been approved. A similar easement was placed on other parcels around these back in 2008, again as part of a reimbursement grant.

***Recommended by the Board of Selectmen 5-0  
To be placed on the ballot AS STATED***

**ARTICLE 18:** To see if the Town will vote to begin compensating the position of Elected Town Clerk on a salary and benefit basis beginning on April 1, 2016 and discontinuing the current practice of compensating the Clerk’s position on a total fee basis. If approved, the Clerk will be compensated at the equivalent of an annual salary of \$80,000 beginning on April 1, 2016 plus normal benefits offered to town employees, while maintaining the elected position; except that health benefits will be limited to either a single plan level benefit or a stipend in lieu of health insurance equivalent to the individual’s maximum eligible plan level. The Town in turn would begin receiving any and all fees currently being collected by the Clerk, including any future increases in said fees.

Selectman Letizio explained the proposed article would change the way the Town Clerk position is compensated. Windham is one of a few communities that pay their Clerk, who serves as the town’s municipal agent (processing car registrations, dog registrations etc.), on solely a fee basis. If approved the Clerk would be compensated on a salary and benefit basis rather than fees. Based on expected 2016 numbers, the net annualized difference reflects approximately a \$15,000 savings to the town.

- Margaret Case of Mountain Village Road noted that Town Clerk has done a fantastic job and wanted the public to know that the position will remain elected, and this should have been done a long time ago. Also inquired to see if the Clerk could buy in to benefit package for remaining family. Panel answered yes.
- Barbara Coish asked to when it would take effect. Panel answered April 1<sup>st</sup> 2016

***Recommended by the Board of Selectmen 4-1  
To be placed on the ballot AS STATED***

**ARTICLE 19.** Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$13,563,309.39. Should this article be defeated, the operating budget shall be \$13,323,344.39 which is the same as last year, with certain adjustments required by previous action of the town, or by law, or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI to take up the issue of a revised operating budget only.

Town Officers’ Salaries	\$ 3,330
Administration	496,485
Town Clerk Expenses	286,470
Tax Collector Expenses	141,810
Election and Registration	40,775
Cemeteries	41,200
General Gov’t Buildings	519,850
Appraisal of Properties	180,620
Information Technologies	231,390
Town Museum	5
Searles Building	26,720
Legal Expenses	52,400
Retirement Service Charges	4,000
Insurance	286,570
Contracted Services	5
Police Department	2,904,440
Dispatching	478,450

Fire Department	3,285,110
Emergency Management	6,670
Community Development	487,370
Town Highway Maintenance	1,202,030
Street Lighting	17,220
Solid Waste Disposal	819,550
Health and Human Services	36,760
General Assistance	57,040
Library	1,079,590
Recreation	212,690
Historic District Commission	6,000
Conservation Commission	5,560
Senior Center	4,960
Cable TV Expenses	114,960
Interest Expenses (TANs)	500
Long Term Debt	172,779.39
<i>(Principal \$120,674.45 and Interest \$52,104.94)</i>	
Capital Outlay – Roads (Part of CIP)	360,000

Selectman Hohenberger proposed an **AMENDMENT** and seconded by Selectman McLeod to change the parentheses below line item Long Term Debt to read as follows:

***(Principal \$140,674.45 and Interest \$32,104.94)***

*Discussion on AMENDMENT:*

Selectman Hohenberger noted that there was a misprint, and that it would not affect the bottom budget. He just wanted the correction made to reflect same

**AMENDMENT PASSES** in the Affirmative.

***Recommended by the Board of Selectmen 5-0  
To be placed on the ballot AS AMENDED***

Moderator Griffin invited any discussion from the public regarding the budget.

Town Treasurer Robert Coole inquired to see that if Article 18 didn't pass, would funds still be included in the budget to cover the fees for the Town Clerk- Selectmen panel said yes.

Motion to adjourn and seconded by many at 10:32 A.M. All in favor.

**OTHER BUSINESS:**

Citizen Margaret Case wanted to thank Board of Selectmen for a great job on the budget and good year.

Selectman McLeod, wanted to thank Town Administrator Sullivan and former Finance Director Dana Call, current Finance Director Daniel Popovici-Muller, and all Department Heads and staff for their hard work on the budget.

Respectfully submitted,



Nicole Bottai, Town Clerk

**Windham, New Hampshire Official Ballot Vote  
March 8, 2016**

On March 8<sup>th</sup>, 2016 at the Windham High School Gymnasium, Moderator Peter Griffin opened the Local Town Election, for the Town of Windham. The polls were announced opened at 7:00am. In attendance were Selectmen Al Letizio, Joel Desilets, Roger Hohenberger, Ross McLeod, and ex-officio (Moderator/Selectman) Galen Stearns, School Moderator Betty Dunn, Supervisors of the Checklist, Inspectors of the Checklist, Town Clerk Nicole Bottai, School District Clerk Mary Ann Horaj, and Deputy Town Clerk Nancy Charland. There were 9819 voters on the checklist coming into the Election.

Moderator Peter Griffin announced at 9:00am that the absentee ballot process will ensue. There were 229 absentee ballots accepted and processed at that time.

The following were duly elected:

**Board of Selectmen** (1 position/3 years)

Gabriel Toubia 715  
Jennifer Simmons 2585

**Town Moderator** (1 position/2 years)

Peter J. Griffin 3138

**Planning Board** (2 positions/3 years)

Kristi St. Laurent 2292  
Stephen Mavrellis 1240  
Ruth-Ellen Post 1810

**Board of Adjustment** (2 positions/3 years)

Michael Scholz 2257  
Heath Partington 2252

**Trustee of the Cemetery** (1 position/3 years)

Wendi Devlin 2915

**Trustees of the Library** (3 positions/3 years)

Michelle M. Stith 2359  
Patricia Barstow 2337  
Cathy Robertson-Souter 2334

**Supervisor of the Checklist** (1 position/6 yrs)

Mary E. Griffin 2346  
Roy K. Dennehy 904

Results are as follows:

**Town Warrant Articles**

Article # 4.	Yes	2573
	No	1178
Article # 5.	Yes	2295
	No	1420
Article # 6.	Yes	2908
	No	877
Article # 7.	Yes	3180
	No	653
Article # 8.	Yes	2805
	No	1033
Article # 9.	Yes	2255
	No	1592
Article #10.	Yes	2135
	No	1633
Article #11.	Yes	1215
	No	2437
Article #12.	Yes	2729
	No	869
Article #13.	Yes	1784
	No	1836
Article #14.	Yes	2793
	No	807
Article #15.	Yes	3045
	No	538

Article #16.	Yes	3226
	No	551
Article #17.	Yes	2961
	No	682
Article #18.	Yes	2548
	No	1164
Article #19.	Yes	2722
	No	1053

**Planning Board Article #2.**

Amendment # 1.	Yes	2636
	No	1013
Amendment # 2.	Yes	2172
	No	1554
Amendment # 3.	Yes	2014
	No	1564
Amendment # 4.	Yes	2240
	No	1211
Amendment # 5.	Yes	2708
	No	865
Amendment # 6.	Yes	2370
	No	1177
Amendment # 7.	Yes	2691
	No	807



Amendment # 8.	Yes	2629
	No	841
Amendment # 9.	Yes	2290
	No	1126
Amendment #10.	Yes	2473
	No	957

**Planning Board Article #3**

Petition #1.	Yes	1834
	No	1689
Petition #2.	Yes	1612
	No	1917

The Moderator closed the polls at 8:00pm. There were 4307 cast ballots.

At the time these minutes were prepared, the Supervisors of the Checklist could not provide the total number of new voters on Election Day.

Respectfully submitted,



Nicole Bottai, Town Clerk

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# BOARD OF SELECTMEN

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We are pleased to submit our 2016 annual report, encompassing some of the more notable accomplishments and activities that took place this past year. With the Board's oversight, several projects were completed through the efforts of many different individuals, departments, and committees. Thank you for placing your trust in us and for being involved in shaping the outcome.

**Goal Setting:** In the spring of this year, the Board reviewed the goals we established in 2016 and discussed amendments and additions. We are pleased to advise that we completed or made substantial progress on the following twelve (12) goals:

*1 - Employee appreciation and professional development:* It is refreshing to see the many talents and capabilities of the people who work in local government, at all levels, and to know that a big part of our job is to support an environment that permits everyone to contribute to the success of our Town. This especially involves actively engaging and supporting our employees to ensure inclusivity, satisfaction, and support for mutually beneficial initiatives. Our greatest strength is our people, and we value their insights.

Thus, the Board of Selectmen's #1 goal for 2016-2017 is employee satisfaction and development. This renewed focus is off to a great start. This year, the Board renewed our commitment to our Employee of the Year appreciation program and expanded it to include special recognition for Town Employees and also Town Volunteers. We're also excited to release an annual survey, enabling all employees to share feedback on their overall satisfaction and ways they feel management and our Board can support their continued growth. We are committed to reviewing the survey results on an annual basis, genuinely reflecting upon how policies and behaviors can be improved, and ultimately making continual changes to see that our employees are satisfied more each year and are empowered to achieve their goals and shape the future of Windham.

*2 - Review goals and improvement plan for the Town website:* The Board, following initial input from Department Heads in 2015, discussed their diversity of ideas about how to enhance the Town's presence on the web and through social media. The consensus was that: (1) we concentrate on enhancing the official Town website; (2) social media be used, as appropriate, to publish information out to the public that directs them back to the website for greater details, and; (3) opportunities be provided for the public to receive information through email and other convenient means. Throughout 2016, the Town Administrator, IT Director, and other Department Heads and staff, reviewed the best options to achieve the Board's goals. Further, our Administration team created and successfully began using an official Town Facebook page to help achieve our social media outreach goals.

The Board decided to make Live Streaming available, starting with all Board and Committee meetings held in the Community Development building. Our local Cable Advisory Board, staff, and volunteers worked to bring this service live beginning in January, 2017. Suggestions for expansion and improvement are welcomed.

Ultimately, a recommendation was made to the Board to improve our Website with a modern one provided and continually enhanced by a vendor who specializes in municipal websites for over 2,500 other towns and cities across the country, Civic Plus. Features to be particularly enhanced include ease of use for employees and the public, communication, search, calendar, transparency, and better encouragement and management of community issues and concerns that residents report. Further input and work in January 2017 helped shape the Board's final decision on what would provide the highest level of service to the community. The Board decided to award the redevelopment project to Civic Plus for a 5-year contract. The project is expected to be completed by the end of Spring 2017.

*3 - Review organizational structure of Town departments:* Following the departure of our Finance Director, Planner, and Community Development Director, the Board assembled a new finance, planning, and community development leadership team amidst our successful restructuring efforts. Based in part on a recommendation from the Windham Economic Development Committee (WEDC), the Board decided to substantially increase the Economic Development responsibilities of our new Community Development Director. The Planner position was broadened to a Director level position, reporting to the Community Development Director.

*4 - Hold collaborative workshops:* The Board held a joint meeting with the Planning Board at which we discussed several items, including: use of the town wells on Fellows Road to serve the Village Center District area; development of “service roads” for connectivity between commercial areas to alleviate traffic on the main routes, such as Route 111 and 28; Town land within the Market Square District and whether the Selectmen would consider selling that land for development; impact fee calculation; a “Complete Streets” initiative planned to be tested on Squire Armor Road, which looks at incorporating multiple modes of transportation on Town roadways via features like bike lanes; and use of land on Route 111 between Lowell and London Bridge Roads to create a positive revenue generator for the Town. A joint meeting with the School Board is planned for January 2017.

*5 - Review Town buildings and properties to plan for best uses:* The Board continued to place emphasis on the former Police Station building. We worked with the proposal received in 2015 towards a lease agreement. With a vote of 3-2, the Board placed an article before the 2016 Town Meeting requesting voter authorization to enter into the lease agreement, which could have entailed a series of five, 3-year leases. At Town Deliberative meeting, the article was amended to simply allow for studying a lease, versus entering into the proposed one. Ultimately, the voters defeated the amended article.

Subsequently, a “Rural Business and Recreation” zoning concept was proposed by the Windham Economic Development Committee and further developed through inputs by our Board, the Planning Board, and Conservation Commission. As 2016 drew to a close, the School Board concurred with their Superintendent and asked the Board of Selectmen to support allowing the School District to use the building for registration, maintenance operations, professional development, office space, and storage. Our Board unanimously agreed to support placing an article on the 2017 warrant requesting authorization to lease the building to the School District for 5 years.

*6 - Support Town Beautification Programs:* The Board continued to support two committees established in 2015, a Route 111 Beautification Committee and a Town Common Beautification Committee. Each was tasked with reviewing their respective areas and developing a plan to enhance the area both in terms of beauty and utility. To date, both committees have made substantial progress toward achieving their preliminary ideas.

The Route 111 Committee designed “Welcome to Windham” signs to be placed at the following four (4) entry points to the Town: along Route 111 west of Route 128; Route 111 west of Route 28; Route 111 east of the intersection of the I-93 Northbound off ramp; and Route 111, west of the intersection of the I-93 Southbound off ramp.

The Town Common Beautification Committee developed plans to both beautify and improve the safety of the area around the Town Center and Common. The plans include sidewalks and crosswalks along North Lowell Road, moving much of the parking in front of the Town Hall and Community Development buildings to the rear, and improving the Common with new trees, landscaping, and a larger gazebo. Also, as part of an Eagle Scout project this year, a ceremonial fire pit surrounded by fieldstones has been installed in the area of the Veterans Memorial.

*7 - Create Comprehensive Maintenance Plan:* Working with our Maintenance Directors and Town Administrator, the Board made progress on this goal and intends to further develop the plan in 2017. The plan will ensure that Department Heads, employees, and our Board alike, have the same understanding and agreement on priorities and how we are to measure our performance in the midst of time and resource constraints and varying criticality levels of issues.

*8 - Union Negotiations:* The Board and Town Administrator successfully negotiated new collective bargaining agreements with Windham's Municipal, Fire, and Police Unions. Each proposed three-year contract was unanimously supported by our Board for inclusion on the Ballot in March 2017, and is ultimately subject to voter approval.

*9 - Review proposed use of Campbell Farm House:* Since its purchase in 2015, the Conservation Commission has helped protect the Campbell Farm home by ensuring that a tenant has been taking care of the building via a monthly lease agreement. The \$700,000 purchase bond was paid off eight years early in 2016, paid for as intended from the Current Use funds received by the Conservation Commission and represented a significant savings in interest costs to the taxpayers. At the end of 2016, the Conservation Commission and the Campbell Farm Subcommittee came before the Board and received our unanimous support to put forth a warrant article allowing a 5 to 25 year "Curatorship Lease" to be developed and negotiated with an interested party yet to be determined. The purpose is to secure a more permanent caretaker who will maintain and improve the Campbell Farm House, in exchange for rent in excess of property taxes.

*10 - Repurpose the former Skateboard Park area at Griffin Park:* As discussed beginning in 2014, the Board supported establishing a more passive use of the area including a gazebo and picnic tables built for chess/checkers/Scrabble and bocce ball, amidst a shade tree landscaped perimeter with retaining walls and landscape pavers. This plan is based upon resident feedback received from the Planning Board's Master Plan Survey and was endorsed by the Capital Improvement Committee in 2015 at an initial funding level of \$90,000 with additional funds to be raised through donations or fundraising. Residents voted to approve this funding in 2016 and the Board awarded the bid for the first half of the construction to be completed in 2017. Donations and fundraising progress will be monitored and the plan finalized for the second phase of the design throughout 2017.

*11 - Windham's 275<sup>th</sup> Anniversary and other Cultural Programs:* The Historic District Commission spent much of the latter part of 2016 planning activities and events to help celebrate the Town's 275<sup>th</sup> anniversary with events next Summer to be planned for August 11-13, 2017. The Board supports the group's initiative, and has submitted an article to the 2017 Town Meeting requesting \$20,000 in funding to help support the celebration plans.

*12 - Review State roads given to the Town as part of the I-93 project:* The State of New Hampshire officially transferred ownership of Enterprise Drive to the Town this past year, and we expect that during 2017 they will do the same with a portion of Range Road.

Along with focusing on the above goals, the Board was heavily involved with a myriad of other items throughout 2016. Some of the more notable items and actions taken include:

*Renewable Energy Purchasing Consortium:* Developed by Windham's Local Energy Committee and the SNHPC - Windham saved a considerable amount of money and also offset our electricity usage with 100% Green (REC's) for 3 years, setting a standard in partnership with over a dozen other cities and growing each year. Another significant benefit is insulation against energy price volatility over the coming years.

*Residential Watering Ban:* The Board discussed the issue of an ongoing severe drought impacting Southern New Hampshire at great length and supported enacting a policy that prohibited residents from watering their lawns until drought conditions improve. The policy was created anew with various levels of control that can be selected in the future depending upon drought severity. Presently, the Town is under a complete water ban for outdoor residential lawn watering.

*Phone System Replacement:* Based on the recommendation of the IT Director, and following considerable analysis, the Board unanimously supported replacing our antiquated phone system to realize improved reliability and cost savings. Funding for this is within the 2017 budget request.

*Policy/Ordinance Adoptions and Revisions:* The Board made amendments to a number of documents including the Winter Operations Policy and the Use of Motor Vehicles on Town Property Ordinance, and expects to complete amendments to the Right of Way Ordinance and the Noise Ordinance before March.

*Use of Property Maintenance Trust Funds:* Two large scale projects were completed in 2016: the installation of a new septic system at the Searles Chapel, and the replacement of the HVAC system in our Community Development Building.

*Bond Releases and Road Acceptances:* The Board, for the first time in many years, was not asked to accept any new town roads, as none reached completion during 2016. However, we named the new access road in the Gateway (zoning) District (built by the State alongside Klemms, Naults, and the Village Shops) “Gateway Boulevard”. This road will have our new Park-and-Ride located on it, which could potentially become a Bus Stop in the future.

*Tax Abatements:* The Board held many meetings on this topic, as a result of the normal process of dealing with abatement requests associated with the statutorily required 5-year re-evaluation we completed for 2015. Some homeowners and businesses had questions and concerns regarding the process and outcomes. The Board worked diligently to address each of these questions and also consider how we may improve our process in the future.

*Sale of Three (3) Town Properties:* As approved by the voters at the 2015 Town Meeting, the Board was authorized to sell a number of Town properties. Three of these were successfully sold in 2016: London Bridge Rd. (\$150,000), Fourth St. (\$95,000), and Farmer Rd. (\$75,000). The Town realized a net of \$300,000 for these properties. As discussed in the Town Administrator’s annual report, the Board agreed to return \$200,000 of these funds towards the 2016 tax rate. The balance of \$100,000 was retained and will be submitted to the 2017 Town Meeting as part of a warrant article to establish a new trust fund named the “Facilities Improvement Trust”. These funds would be earmarked by future Town Meetings towards large repairs or replacement projects of the Town.

*Personnel:* We saw a few changes in personnel this past year through retirements, new hires, and those who left employment for other endeavors:

Employees starting employment in 2016:

- David Baker – Firefighter
- Andrea Cairns – Minute Taker (PT)
- Richard Gregory – Planning Director (*previously was Code Enforcement Administrator*)
- Glenda Hamilton – ZBA/Conservation Commission Administrative Assistant
- Jennifer Hardy – Police Records Clerk (PT)
- Paul Lutz – Transportation Driver (*also serves as Park Ranger*)
- Angela Marquis – Fire Chief Administrative Assistant
- Rex Norman – Community Development Director
- Maria Schroeter – Reference Librarian
- Nancy Vigezzi – Technical Services Librarian

Employees terminating employment in 2016:

- Cathy Brown – Assistant Town Clerk (PT)
- Maria Dillon – Assistant Town Clerk
- Jeff Galle – Maintenance Forman
- Joanne Garabedian – Maintenance Laborer (*Retired*)
- Kathy Lelievre – Dispatcher
- Charlotte Misuraca – Fire Chief Administrative Assistant
- Bruce Montgomery – Maintenance Laborer (*Retired*)
- Al Righini – Transportation Driver
- Laura Scott – Community Development Director
- Carolyn Shea – Library Clerk (*Retired*)
- Suzanne Whiteford – Minute Taker (PT)
- Elizabeth Wood – Community Planner

We welcome our new employees to our community and wish them every success in their new positions. To Ms. Garabedian, Ms. Shea, and Mr. Montgomery, who served the Town for 15, 28, and 16 years, respectively, we extend our heartfelt appreciation for their service and wish them the best in their retirement.

*Donations:* As in past years, the Town was blessed to be the recipient of many donations of equipment, funds, and services. We extend our deepest appreciation and gratitude to those who gave so generously to our community. On behalf of the Town, we are recognizing some key donations received:

- \$16,650 in cash donations from several sources towards the Griffin Park passive recreation improvement project (within the former skateboard park areas), including \$16,000 in “engrave a brick” purchases. We would also like to thank KNA Associates for their generous donation of “in-kind” services to help develop the bid specifications for the project.
- \$13,000 in cash donations to the Searles Building to be used for repairs and stained glass window repair/replacement.
- \$3,300 in cash donation towards over-seeding at Griffin Park from the Windham Soccer Association.
- \$1,880 in value from various donations of both cash and goods from area businesses and residents to help with the annual Easter Egg Hunt, Fireworks, Harvest Fest, Tree Lighting, Town Day, Senior Picnic, and Senior Christmas Party.
- \$750 in value from various donations of both cash and goods for the Community Garden, Adopt a Spot and Business Visitation Programs run by the Community Development Department from area businesses.
- \$240 in cash donations from the Windham Soccer Association for recreation field needs.
- \$231 in cash donation for the purchase of Police memorial cemetery flags.
- We would also like to thank Karl Dubay and the Dubay Group as well as KNA Associates for their “in-kind” donations in developing the conceptual plans for the Town Beautification project.

As we embark on this new year, we look forward to completing our remaining goals and establishing new ones. We welcome new challenges as well as simple requests for help, and are prepared to engage in open, transparent discussions with everyone. We are fully committed to doing what is in the best interest of our entire community.



We anticipate a full calendar as we enter into 2017, and look forward to the opportunity to work on the following: (1) reviewing results from our new annual employee survey to help improve their satisfaction and professional development; (2) enhancing our soon to be redeveloped website as a central tool to engage with residents; and (3) working with both Beautification, and the 275<sup>th</sup> Anniversary Committees to see their visions brought to fruition. Each one of us on the Board will work together in the best interest of the Town and its residents. We are here to serve and welcome everyone's comments and views. Please feel free to contact us or the Administrative staff with any questions, concerns, or ideas.

We wish to express our appreciation to all the elected and appointed officials, Town employees, first responders, volunteers, business owners, and residents for their continued excellence in what they each do and the commitment they show to make Windham such a desired place to live, work, and play.

Respectfully submitted,

A handwritten signature in black ink that reads "Joel Desilets". The signature is written in a cursive style with a large initial 'J'.

Joel Desilets, Chairman

For the Entire Board:

Ross McLeod, Vice Chairman  
Roger Hohenberger  
Jennifer Simmons  
Bruce Breton

# TOWN ADMINISTRATOR

I am pleased to submit my Administrator's Report for 2016 which, once again, focuses on our budget recommendations for the upcoming year while the Board of Selectmen's Report highlights the many accomplishments achieved by Town departments, staff, and volunteers this past year.

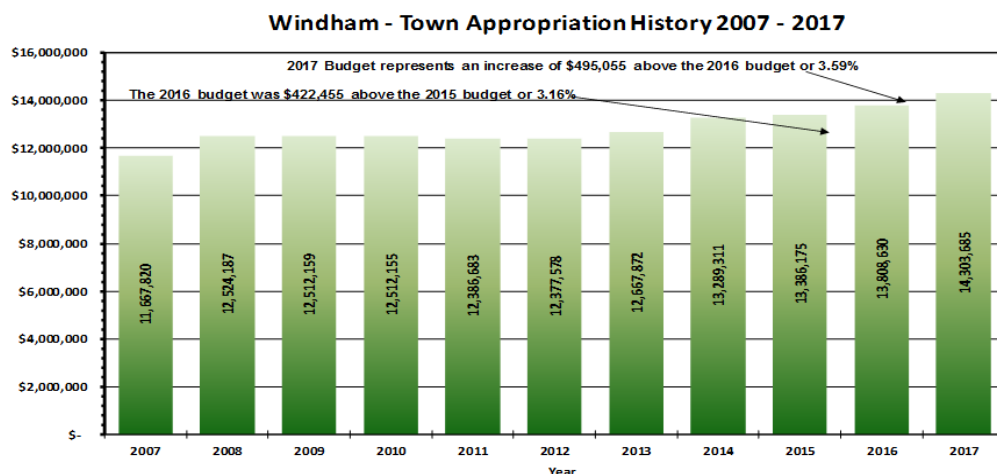
**2016 TAX RATE DISCUSSION:** As shown in the table below, the overall total tax rate for 2016 was slightly higher than the total in 2015 by \$.10/1000 valuation; an increase of .46%. The detailed breakdown of the 2016 tax rate, as compared to 2015, shows not only the changes in the Town portion, but the School and County portions, as well, to more fully illustrate how the individual components of the Town's tax rate impacted the overall rate adjustment.

### 2016 TAX RATE HIGHLIGHTS (assumes valuation changes [real rate])

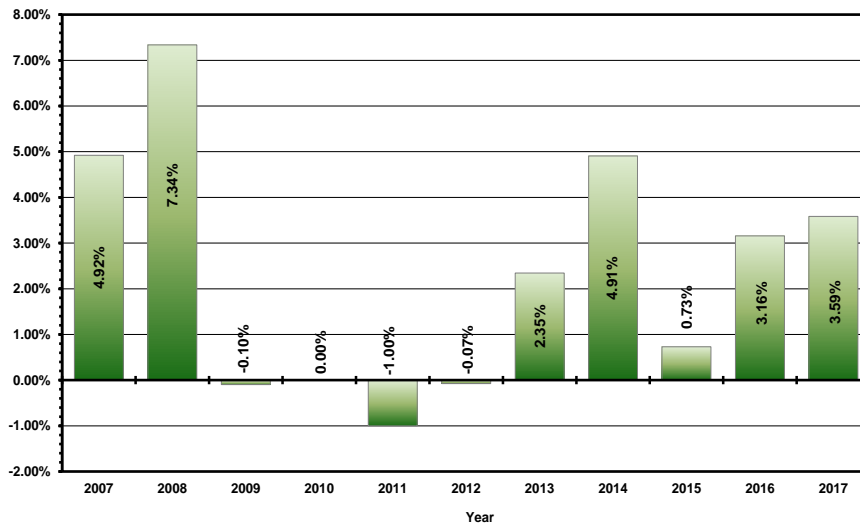
	2016 Net Appropriation	2016 Tax Rate	2015 Net Appropriation	2015 Tax Rate	% Increase (2016-2015)
Town	\$7,042,235	\$ 3.08	\$7,562,874	\$ 3.35	(8.06%)
Local School	\$34,914,920	\$15.32	\$33,826,958	\$15.02	2.00%
State School	\$5,326,111	\$ 2.36	\$5,128,390	\$ 2.30	2.61%
County	\$2,415,742	\$ 1.06	\$2,370,078	\$ 1.05	.95%
Total Property Tax assessed	\$49,699,008	\$21.82	\$48,888,300	\$21.72	.46%
Net Assessed Valuation	\$2,279,643,640		\$2,252,833,574		

As part of the overall rate increase, the Town's portion decreased by (\$.27/1000) or (8.06%), despite the Town's budget increasing 3.16% over 2015. This is because our general revenues, including available fund balance to reduce taxes, also increased in excess of \$723,000 resulting in the overall drop in the rate. Much of the increased revenues were as result of both ambulance revenues and funds generated from the sale of four (4) vacant, Town-owned properties. For comparison purposes, the Town rate had also decreased in 2015 by (\$.52/1000) after an increase of \$.13/1000 in 2014.

**2017 BUDGET DISCUSSION:** In total the budget recommendation for 2017, as will be submitted to the Deliberative Session and net of the other funds and reimbursements, has increased \$495,055 or 3.59% from 2016. For the purpose of comparing year to year, the following charts highlight our annual appropriations, and the percentage differences in same, from 2007 to 2017. This data is exclusive of any petitioned warrant articles, which are not included in the overall budget as recommended by the Board and staff.

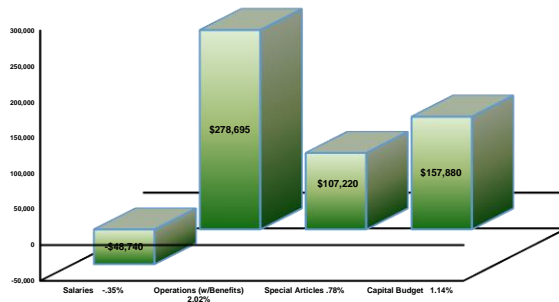
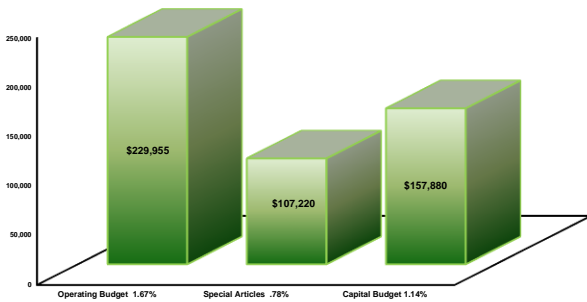


Windham - Percent of Change in Appropriations History 2007 - 2017



As depicted below, \$229,955 of the overall 2017 budget growth is due to increases in our Operating Budget (*specifically salaries of (\$48,740) and all other operating costs of \$278,695*); an increase of \$107,220 within special warrant articles, and; an additional \$157,880 in the Town’s portion of the Capital Improvement Program (CIP) expenditures.

***BREAKDOWN OF BUDGET IMPACT – 2017***



**OPERATING BUDGET:**

**Personnel Salaries:** The overall decrease in salary expenses is due primarily to a reduction of (\$126,380) in Maintenance as a result of the Department’s staffing reorganization in 2015, which moved us towards the use of contracted services to handle the custodial, maintenance and snow removal needs of the Town buildings. For the past several years, our Maintenance staff consisted of four (4) fulltime employees, however, beginning in mid-2016 we reduced the staffing to one (1) employee who augments the contracted firms. The three (3) employees, two (2) of whom retired, were all offered severance packages as part of the reorganization for their loyalty and years of service to the Town.

The proposed budget also reflects increasing the Human Resource Coordinator position back to fulltime to be effective in June (*an additional cost for 2017 of \$42,140 – inclusive of benefits*). Our current Coordinator, Kathy Davis, will be officially retiring at that time after many years of dedicated service to our community; first as a fulltime Coordinator until her “retirement” in 2012 and, since then, as a part time one. The part time Assistant Town Clerk position hours will also increase from eight (8) hours per

week to twenty (20) (*additional cost of \$11,325 for 2017*). And, finally, the budget as proposed includes the impact of increasing the Administrative Assistant to the Planning Board position to fulltime in 2016; that being \$54,500 including benefits.

Aside from the above mentioned personnel changes, the budget includes a general wage adjustment of 2.0% for all non-union personnel, totaling \$52,620; step raise impacts of \$24,150 for several employees across the overall Town employ, and; \$28,990 more in overtime for Police to reflect increased wages and actual coverage needs over the past few years. Salary increases for union personnel are discussed in the Special Articles section below.

**Operations:** This year's operating costs reflect a net increase of \$278,695 over two areas: \$228,330 more in benefit related expenses and \$50,365 more across all other operational areas. Benefit costs have increased as a result of changes in three main areas: (1) \$71,710 more in Health Insurance costs, both due to a 5.2% rate increase in premiums, as well as employee plan changes; (2) State retirement costs have increased \$66,070 due to rate increases for all employee classifications effective in July of 2017, and; (3) \$69,730 more in premiums for our Worker's Compensation Insurance, due to no longer having the benefit of "premium credits" being granted by our carrier that the Town had received for the past few years. As a result, while our overall premiums have not risen significantly, the fact that we no longer have a credit against our cost means our overall budget need is higher.

The remaining overall net increase of \$50,365 represents changes across all departments, both increases and decreases, some of which include:

- \$83,970 more in operating expenses for the Maintenance Department including: \$25,610 more in Groundskeeping to cover the cost of contracted snow removal services around our Town facilities, and; \$66,010 more in Contracted Services as a result of adding more hours to our janitorial services contract. Both increases are a result of our decision last year to reorganize the department staffing, and are completely offset by a reduction of \$5,520 in Property Maintenance and savings in excess of \$180,000 in salary and benefit costs (due to three less staff positions), which contributes towards the net, overall, Department savings of \$96,870 from 2016.
- \$5,860 more in Contracted Services for our Assessing Department to cover the increased cost in year two (2) of our five (5) year Assessing Consultant contract.
- \$4,860 more for Dispatch due to higher costs associated with our contract with the Town of Derry to dispatch our Fire Department calls.
- (\$54,055) less in Fire Department operations due to two (2) large equipment purchases from 2016, specifically a replacement command vehicle and a base radio replacement on one of our communication towers, not being similarly repeated in 2017.
- \$23,500 more in our Emergency Management budget to be used to purchase two (2) complex/informational signs for the Fellows Road complex and a similar sign at the Town Hall complex. The Fellows Road sign will have an electronic information board, while the Town Hall one will not. The Town will be reimbursed for half of these costs through a grant from the State's Emergency Operations Fund.
- \$7,160 more in waste disposal and \$6,390 more for demolition removal expenses for the Solid Waste Department; based upon higher disposal rates per ton.
- (\$11,500) less for General Assistance to reflect the past several years of actual expenses.
- \$15,000 more in Sportsfields Maintenance for Recreation.

**CAPITAL PROJECTS:** The following five (5) individual projects make up the Town's portion of the CIP budget. Combined, the dollars needed to fund these projects has increased by a net of \$157,880 over our 2016 CIP allocation.

1. \$360,000 for road improvements, which is an annual allocation to perform both complete and partial reconstructions of Town roadways. This recommended funding is identical to last year. While several roads are being considered for 2017 including portions of Blossom, Tully, Governor Dinsmore, Balmorra, and Fordway Extension, the final determination of which roads will be done will not be made until the spring.
2. \$85,715 representing the second of four (4) annual bond payments associated with the Town's 2015 purchase of a new Fire Engine Pumper.
3. \$85,000 to replace the carpeting and hard flooring in the Library as well as painting of the building's exterior. The requested funding will be offset using \$4,735 in funds which remain in a Capital Reserve Fund (CRF) established for such repairs. Once this project is completed the CRF would be discontinued.
4. \$280,000 to replace the Dispatch Command Center within the Police Department. The Center, which was built as part of the original building in 1998, needs upgrading both in terms of its technology as well as the functioning space it requires.
5. \$50,000 to be used to replace the Town's forty year old telephone system including its main control PBX, as well as individual phones throughout the Town offices, with a VOIP (voice over IP) system which will leverage the internet to provide both cost savings and customer service efficiencies.

**SPECIAL WARRANT ARTICLES:** In addition to the above operating and capital budget items, as recommended by the Capital Improvement Committee, the following ten (10) special warrant articles make up the balance of the Town's overall budget request. They include three (3) appropriations for Trust articles; three (3) Union Contract articles; and four (4) other types of appropriations.

***Trust Articles:***

1. \$30,000 - Earned Time Trust: The balance in our Trust as of December 2016 is \$249,022; while we continue to have an accrued liability of over \$1 million for all employees combined. This funding request is the same as was appropriated in 2016.
2. \$50,000 - Property Maintenance Trust: This amount is also the same as appropriated in 2016. The following projects are slated to receive funding priority in 2017: 1) Vinyl siding of the Community Development building and the rear addition of the Town Hall; 2) HVAC improvements to the Fire, Police and/or Town Hall buildings, depending on overall costs and need; and 3) carpet replacements in various Town buildings.
3. \$100,000 (*net of \$0 after using available fund balance cash reserves*) to fund a new Expendable Trust Fund to be named the "Facilities Improvement Trust", the purpose of which will be making repairs to or replacing assets of the Town in terms of its grounds, physical buildings, or infrastructure.

In 2016, the Town sold several surplus properties for a sum of over \$330,000; all but \$100,000 of which was used as general revenue towards the 2016 tax rate. The remaining \$100,000 was retained in our fund balance, and the warrant article to establish the new Trust would authorize the Selectmen to use it to fund the proposed appropriation resulting in no additional tax impact.

***Union Contracts:*** The Town and its three (3) Union groups successfully negotiated new three (3) year contracts to run from April 2017 - March 2020. Each of these contracts contain the following two (2) provisions:

- a) wage adjustments of 2% in 2017 and 2018, and of 2.5% in 2019
- b) elimination of all comprehensive health plans as of January 1, 2017 with the Town no longer assuming the responsibility for the deductibles or out of pocket expenses for these plans.

Other terms in each of the respective contracts are detailed below, along with the expected cost impacts.

1. \$11,190 - Municipal Union Contract. This amount represents the cost to fund the 2017 cost items contained in the tentative agreement reached between the Town and the Municipal Union. The contract is for three (3) years with the anticipated additional cost for 2018 to be \$17,130, \$20,440 for 2019, and \$6,160 for 2020 at the current staffing level. Some other applicable provisions include: 1) adding the position of part time Records Clerk to the bargaining unit; and 2) providing Christmas as a paid holiday for five (5) part time positions.
2. \$36,190 - Fire Union Contract. This amount represents the cost to fund the 2017 costs of the items contained in the tentative agreement reached between the Town and the Fire Union. The contract is for three (3) years with the anticipated additional cost for 2018 to be \$30,210, \$36,160 for 2019, and \$9,460 for 2020 at the current staffing level. Some other applicable provisions include: 1) increases in the stipends to waive health insurance coverage of \$2,000 each for two-person and family plan levels; 2) eliminating the current \$1,500 annual limit any individual employee could receive for academic reimbursement, but maintaining the existing \$7,500 total annual limit for the whole Union that the Town is responsible for, and; 3) changing the “EMT-Intermediate” incentive level to “EMT- Advanced” and increasing its level from 1% to 2%. In addition, the “Paramedic” incentive level would increase from 4% to 5%, but language that allowed employees at this level to also receive the EMT-Intermediate (Advanced) level would be eliminated, resulting in no net change in costs from the current contract.
3. \$39,840 - Police Union Contract. This amount represents the cost to fund the 2017 costs of the items contained in the tentative agreement between the Town and the Police Union. The contract is for three (3) years with the anticipated additional cost for 2018 to be \$43,090, \$41,530 for 2019, and \$10,170 for 2020 at the current staffing level. Some other applicable provisions include 1) increases in the stipends to waive health insurance coverage of \$2,000 each for two-person and family plan levels; 2) providing the School Resource Officers with a 1.5% stipend above base pay; 3) incorporating the position of part time Dispatcher as a member of the bargaining unit; and 4) providing provisions for “light duty” assignments for those out of work due to disability, including pregnancy.

**Other Articles:**

1. \$850,000 to purchase an Aerial Quint for the Fire Department. The purchase will be funded by a proposed twelve year bond with the first payment due in 2018. Based on current interest rates, we estimate the annual payments to be \$85,000 per year through 2019. The Quint, which has the functionality of both an engine and ladder truck, will replace a 1980 Spartan Ladder.
2. \$20,000 to fund community events and activities planned for the Town’s 275<sup>th</sup> anniversary celebration in August of 2017.
3. \$6,000 (*net of \$0 after use of available funds*) towards maintenance and recreation trail improvements within the McIlvaine Town Forest. The funding for this project will come from the proceeds of the 2015 timber harvest conducted in the Forest. As provided for in RSA 31:113, these revenues were placed into a Special Non-Lapsing Fund and any use of these funds can only be authorized by action of the Town Meeting.
4. \$300,000 (*net of \$0 after use of other funding sources*) for the reconstruction of the Marston-Finn Conservation Dam (*formerly known as the Moeckel Pond Dam*). Our intent is to apply for a 50% grant from the State of NH Land and Water Conservation Fund, with the balance to come from donations by the Friends of Moeckel Pond. Should either the grant not be awarded or the donations not received, the article proposing this project would be considered null and void.



**IN CONCLUSION:** As I reflect back on the past year and look forward to the future, I am reminded of how honored I am to have had the opportunity to work for so many years as the Town Administrator for Windham. In life, they say one is blessed if they can genuinely say that they truly enjoy their work and the people that they work with and for – *count me as one of those people*. The time I have spent working with such a vast number of dedicated employees, volunteers, and elected officials, and the time getting to know so many of the residents – all of whom have helped to weave a community full of spirit, pride, and dedication – has been not only enjoyable, but memorable as well.

I extend my sincere appreciation to my Administrative staff for all their dedication and hard work over this past year, and for always reaching for and achieving a high standard of performance. It continues to be my pleasure to work alongside such a knowledgeable group of individuals. Likewise, I extend my gratitude to all the Department Heads, staff, and volunteers who work so hard for the betterment of our community.

To the Board of Selectmen, I offer my personnel gratitude for their support and for the support and trust they give to all the employees and volunteers. Further, I would like to offer my thanks for the countless hours of time and effort they put into their roles as Selectmen.

Most importantly, I would like to thank the Windham residents for their continuous support and their willingness and interest to get involved. A community is not just one group, but many groups who collectively come together to determine the path of the whole. Everyone's involvement is welcomed and the feedback offered very much appreciated. I encourage everyone to contact me or a member of our staff; be it with a question, a comment on a pending issue, or to see how you can get involved through one of the many volunteer opportunities. We are here for you – you need simply just ask.

Respectfully submitted,



David Sullivan, Town Administrator

# EMPLOYEE WAGE AND BENEFIT REPORT - 2016

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2016 TOTAL GROSS PAY	2016 BENEFITS	2016 SALARY & BENEFITS
<b><u>TOWN OFFICERS</u></b>												
Breton, Bruce	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Coole, Robert	Treasurer	2,585.00	-	-	-	-	-	-	-	(d) 2,585.00	191.25	2,776.25
Davis, Robert	Deputy Treasurer	500.00	-	-	-	-	-	-	-	500.00	38.26	538.26
Desilets, Joel	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Hohenberger, Roger	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Marcil Jr, Alphonse	Trustee Of Trust Funds	418.00	-	-	-	-	-	-	-	(d) 418.00	26.78	444.78
McLeod, Ross	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Simmons, Jennifer	Selectmen	-	-	-	-	-	-	-	-	-	-	-
<b><u>ADMINISTRATION</u></b>												
Cerri, Adel-Marie	Book Keeper	20,741.48	-	-	-	-	-	-	-	20,741.48	2,623.78	23,365.26
Davis, Kathleen	HR Coordinator	29,642.12	-	-	-	-	-	-	-	29,642.12	2,111.30	31,753.42
Devlin, Wendi	Admin Asst to Town Admin	54,529.70	-	1,845.47	-	-	-	-	23.40	(a) 56,398.57	26,398.63	82,797.20
Popovici-Muller, Daniel	Finance Director	63,711.84	-	-	-	-	-	-	8,052.60	(ab) 71,764.44	13,379.24	85,143.68
Sullivan, David	Town Administrator	108,491.72	-	-	-	-	-	-	12,314.75	(abe) 120,806.47	21,992.41	142,798.88
<b><u>INFORMATION TECH</u></b>												
DeLong, Eric	Manager Info Systems	88,817.06	-	-	-	-	-	-	3,074.52	(ae) 91,891.58	40,904.87	132,796.45
<b><u>TOWN CLERK</u></b>												
Bottai, Nicole	Town Clerk	91,872.98	-	-	-	-	-	-	6,033.63	(ab) 97,906.61	14,594.34	112,500.95
Brown, Cathy *	Clerk	2,482.19	-	-	-	-	-	-	-	2,482.19	189.91	2,672.10
Charland, Nancy	Deputy Town Clerk	47,374.32	-	741.70	-	-	-	-	25.80	(a) 48,141.82	27,763.50	75,905.32
Dillon, Maria *	Assistant Town Clerk	42,973.36	-	-	-	-	-	-	-	42,973.36	15,530.40	58,503.76
<b><u>TAX COLLECTOR</u></b>												
Bergeron, Rita	Deputy Tax Collector	35,512.12	-	-	-	-	-	-	128.22	(e) 35,640.34	4,508.57	40,148.91
Robertson, Ruth	Tax Collector	66,260.40	-	-	-	-	-	-	205.92	(a) 66,466.32	19,569.24	86,035.56
<b><u>MAINTENANCE</u></b>												
Galle, Jeffrey *	Maintenance Foreman	13,782.87	-	628.96	-	-	25,000.00	-	9,264.81	(ace) 48,676.64	10,782.04	59,458.68
Garabedian, Joanne *	Maintenance Custodian	12,804.34	-	-	-	-	25,000.00	-	10,098.92	(ce) 47,903.26	11,656.30	59,559.56
Lorentzen, Wendy	Maintenance Custodian	41,288.53	-	3,200.94	-	-	-	-	8,204.00	(bc) 52,693.47	10,002.10	62,695.57
Montgomery, Bruce *	Maintenance Custodian	12,804.31	-	380.22	-	-	25,000.00	-	15,357.37	(e) 53,541.90	12,651.87	66,193.77
<b><u>ELECTIONS</u></b>												
Albert, Cheryl	Election Ballot Clerks	260.38	-	-	-	-	-	-	-	260.38	-	260.38
Anderson, Gina	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Ashburn, Robert	Election Ballot Clerks	210.38	-	-	-	-	-	-	-	210.38	-	210.38
Baker, Christopher	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Bates, David	Election Ballot Clerks	65.88	-	-	-	-	-	-	-	65.88	-	65.88
Bates, David	Supervisors Of Checklist	4,177.50	-	-	-	-	-	-	-	4,177.50	319.61	4,497.11
Bates, Jonathan	Supervisors Of Checklist	1,155.00	-	-	-	-	-	-	-	1,155.00	88.38	1,243.38
Bates, Lois	Election Ballot Clerks	124.01	-	-	-	-	-	-	-	124.01	-	124.01
Belanger, Donna	Election Ballot Clerks	133.88	-	-	-	-	-	-	-	133.88	-	133.88
Belanger, Paul	Election Ballot Clerks	65.88	-	-	-	-	-	-	-	65.88	-	65.88
Boss, Frances	Election Ballot Clerks	268.13	-	-	-	-	-	-	-	268.13	-	268.13
Brockmeier, Mark	Election Ballot Clerks	263.88	-	-	-	-	-	-	-	263.88	-	263.88

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2016 TOTAL GROSS PAY	2016 BENEFITS	2016 SALARY & BENEFITS
<b><u>ELECTIONS CONT.</u></b>												
Bushey, Emily	Election Ballot Clerks	136.00	-	-	-	-	-	-	-	136.00	-	136.00
Butterfield, Catherine	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Casaletto, Joan	Election Ballot Clerks	127.88	-	-	-	-	-	-	-	127.88	-	127.88
Clark, Lynn	Election Ballot Clerks	144.50	-	-	-	-	-	-	-	144.50	-	144.50
Crisler, Margaret	Election Ballot Clerks	110.50	-	-	-	-	-	-	-	110.50	-	110.50
Davis, Hannah	Election Ballot Clerks	369.75	-	-	-	-	-	-	-	369.75	-	369.75
Dean, Jean	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Demers, Shelagh	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Demone, Doreen	Election Ballot Clerks	385.26	-	-	-	-	-	-	-	385.26	-	385.26
Dickie, Joanne	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Difruscia, Kathleen	Election Ballot Clerks	272.00	-	-	-	-	-	-	-	272.00	-	272.00
Doran, Mary	Election Ballot Clerks	76.50	-	-	-	-	-	-	-	76.50	-	76.50
Drummond, Nancy	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Dunkley, Brenda	Election Ballot Clerks	133.88	-	-	-	-	-	-	-	133.88	-	133.88
Fallon, Dianna	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Farmer, Frank	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Forde, Richard	Election Ballot Clerks	463.81	-	-	-	-	-	-	-	463.81	-	463.81
Freeman, Toni	Election Ballot Clerks	263.88	-	-	-	-	-	-	-	263.88	-	263.88
Gallagher, Neil	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Gauthier, Dawna	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Gebo, Russell	Election Ballot Clerks	264.63	-	-	-	-	-	-	-	264.63	-	264.63
Gogumalla, Neelima	Election Ballot Clerks	213.63	-	-	-	-	-	-	-	213.63	-	213.63
Griffin, Mary	Supervisors Of Checklist	1,280.00	-	-	-	-	-	-	-	1,280.00	97.94	1,377.94
Griffin, Peter	Town Moderator	600.00	-	-	-	-	-	-	-	600.00	45.90	645.90
Hart, Leo	Election Ballot Clerks	272.38	-	-	-	-	-	-	-	272.38	-	272.38
Howard, Douglas	Election Ballot Clerks	144.50	-	-	-	-	-	-	-	144.50	-	144.50
Howell, James	Election Ballot Clerks	272.38	-	-	-	-	-	-	-	272.38	-	272.38
Hunt, Thomas	Election Ballot Clerks	264.63	-	-	-	-	-	-	-	264.63	-	264.63
Jasper, Stephen	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Joanis, Michael	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Joanis, Wendy	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Johnson, Candis	Election Ballot Clerks	344.26	-	-	-	-	-	-	-	344.26	-	344.26
Johnson, Tracy	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Klein, Yolande	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Kolodziej, Erma	Election Ballot Clerks	65.88	-	-	-	-	-	-	-	65.88	-	65.88
Kolodziej, Walter	Election Ballot Clerks	65.88	-	-	-	-	-	-	-	65.88	-	65.88
Kovacs, Mark	Election Ballot Clerks	144.50	-	-	-	-	-	-	-	144.50	-	144.50
Kovacs, Ruth	Election Ballot Clerks	210.38	-	-	-	-	-	-	-	210.38	-	210.38
Letourneau, Ryan	Election Ballot Clerks	144.50	-	-	-	-	-	-	-	144.50	-	144.50
Linnemann, Frederick	Election Ballot Clerks	127.88	-	-	-	-	-	-	-	127.88	-	127.88
Maloney, Eileen	Election Ballot Clerks	195.88	-	-	-	-	-	-	-	195.88	-	195.88
Marsden, Charles	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Mashimo, Eileen	Supervisors Of Checklist	3,867.50	-	-	-	-	-	-	-	3,867.50	295.92	4,163.42
Mccahon, Ellen	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Merrill, Lee Ann	Election Ballot Clerks	207.50	-	-	-	-	-	-	-	207.50	-	207.50
Miller, Joseph	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Missert, Mary	Election Ballot Clerks	198.00	-	-	-	-	-	-	-	198.00	-	198.00
Mollica, David	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2016 TOTAL GROSS PAY	2016 BENEFITS	2016 SALARY & BENEFITS	
<b><u>ELECTIONS CONT.</u></b>													
Morrow, James	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00	
Morrow, Jean	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00	
Mullen, Irene	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00	
Mullen, Robert	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00	
Pare, Justin	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00	
Parthum, Eric	Election Ballot Clerks	195.88	-	-	-	-	-	-	-	195.88	-	195.88	
Picciano, Tara	Election Ballot Clerks	247.63	-	-	-	-	-	-	-	247.63	-	247.63	
Prizio, Martha	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00	
Prizio, Theodore	Election Ballot Clerks	76.50	-	-	-	-	-	-	-	76.50	-	76.50	
Robertson-Souter, Catherine	Election Ballot Clerks	136.00	-	-	-	-	-	-	-	136.00	-	136.00	
Root, Janice	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00	
Sansoucie, Jan	Election Ballot Clerks	210.38	-	-	-	-	-	-	-	210.38	-	210.38	
Schroeder, William	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00	
Serian, Steven	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00	
Shoemaker, Alan	Election Ballot Clerks	195.88	-	-	-	-	-	-	-	195.88	-	195.88	
Simmons, Jennifer	Election Ballot Clerks	65.88	-	-	-	-	-	-	-	65.88	-	65.88	
Skinner, Pamela	Election Ballot Clerks	192.00	-	-	-	-	-	-	-	192.00	-	192.00	
Sobolewski, Mary	Election Ballot Clerks	144.50	-	-	-	-	-	-	-	144.50	-	144.50	
Stearns, Galen	Election Ballot Clerks	376.25	-	-	-	-	-	-	-	376.25	-	376.25	
Therrien, Carolyn	Election Ballot Clerks	195.88	-	-	-	-	-	-	-	195.88	-	195.88	
Tzavalas, Leanne	Election Ballot Clerks	76.50	-	-	-	-	-	-	-	76.50	-	76.50	
Wainwright, Cheryl	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00	
Welch, Joanne	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00	
Wimmer, Mark	Election Ballot Clerks	68.00	-	-	-	-	-	-	-	68.00	-	68.00	
<b><u>ASSESSING</u></b>													
Zins, Jennifer	Admin Asst to Assessor	44,447.89	-	-	-	-	-	-	2.76	(a)	44,450.65	34,212.06	78,662.71
<b><u>POLICE</u></b>													
Antista, Jeffrey	Police Officer	56,392.82	793.49	17,066.12	3,927.36	13,852.45	1,474.42	851.28	421.63	(ac)	94,779.57	52,588.04	147,367.61
Bliss, Bryan	Police Sergeant	66,506.00	2,811.13	15,095.33	5,185.30	15,733.97	3,452.69	1,912.20	1,853.97	(ace)	112,550.59	57,576.06	170,126.65
Caron, Michael	Police Captain	88,817.05	-	-	-	6,837.45	-	-	4,299.77	(ace)	99,954.27	37,243.43	137,197.70
Clark, Daniel	Police Sergeant	68,715.41	984.10	23,067.53	4,228.62	15,264.70	3,452.69	1,791.08	8,785.32	(abc)	126,289.45	34,462.69	160,752.14
Comeau, David	Special Police Officer	2,379.09	-	-	-	21,378.94	-	-	-	-	23,758.03	473.76	24,231.79
Courtois, Matthew	Police Officer	44,610.08	743.27	3,080.42	3,300.87	4,274.02	-	104.70	2,497.20	(a,b)	58,610.56	14,525.09	73,135.65
Cryts, Laura	Police Secretary	41,529.45	-	103.74	-	-	-	-	2,281.02	(a)	43,914.21	27,020.18	70,934.39
Dawe, Daniel	Police Officer	58,687.77	963.50	26,033.76	3,611.55	17,576.78	1,474.42	1,233.02	645.53	(ac)	110,226.33	45,152.67	155,379.00
Delano, Allison	Police Officer	58,687.75	927.45	17,866.39	4,736.83	6,481.06	1,474.42	968.99	767.28	(ac)	91,910.17	44,660.01	136,570.18
Dzierlatka, Jason	Police Officer	58,687.74	1,014.59	23,485.28	4,736.83	28,417.32	2,948.84	1,900.27	331.66	(ac)	121,522.53	60,061.43	181,583.96
Eddy, Nicholas	Police Officer	58,237.59	57.36	2,548.99	4,416.26	2,389.67	3,037.31	356.71	769.20	(ac)	71,813.09	28,326.08	100,139.17
Fedele, Edward	Police Captain	88,654.37	-	-	-	14,276.25	-	-	8,847.84	(abc)	111,778.46	30,408.01	142,186.47
Flynn, Jessica	Police Sergeant	67,523.44	717.74	12,238.03	4,692.26	11,079.43	3,452.69	1,062.37	4,685.48	(ace)	105,451.44	37,671.09	143,122.53
Hardy, Jennifer	Police Records Clerk	17,056.24	-	-	-	-	-	-	-	-	17,056.24	1,304.63	18,360.87
Iworsky, Gregory	Police Officer	58,687.73	351.70	23,622.04	4,509.99	7,967.57	1,474.42	877.28	484.93	(ac)	97,975.66	36,799.01	134,774.67
Jenoski, Anna	Community Svc Officer	41,097.70	-	-	-	-	-	-	8,192.00	(bc)	49,289.70	7,769.73	57,059.43
Jones, Joshua	Police Officer	46,607.87	1,682.01	8,462.58	3,056.79	11,088.29	-	410.19	1,208.44	(abc)	72,516.17	25,752.95	98,269.12
Lewis, Gerald	Police Chief	97,937.74	-	-	-	-	-	-	1,008.00	(a)	98,945.74	44,320.58	143,266.32
Mirisola, Shane	Police Officer	58,687.73	264.83	12,285.43	4,287.61	2,615.70	2,948.84	912.70	6,762.96	(abc)	88,765.80	23,850.99	112,616.79
Moore, Theresa	Police Officer	50,141.36	421.57	2,700.74	3,611.55	574.18	2,948.84	361.75	17,319.86	(abc)	78,079.85	20,405.30	98,485.15

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2016 TOTAL GROSS PAY	2016 BENEFITS	2016 SALARY & BENEFITS
<b>POLICE CONT.</b>												
Newell, Heather	Police Prosecutor	77,139.37	-	-	-	-	-	-	41.04 (a)	77,180.41	23,254.59	100,435.00
O'Loughlin, Philip	Police Officer	58,687.78	817.96	19,792.80	4,060.77	21,188.22	2,948.84	1,554.21	799.68 (ac)	109,850.26	56,769.50	166,619.76
Smith, Bryan	Police Sergeant	68,715.41	658.77	14,332.92	5,546.17	12,425.26	3,452.69	1,216.72	8,781.84 (abc)	115,129.78	30,583.07	145,712.85
Surette, Stephen	Police Officer	49,046.16	1,939.10	12,083.93	3,590.02	19,835.17	-	619.95	2,878.22 (abc)	89,992.55	19,537.57	109,530.12
Van Hirtum, Christopher	Police Officer	60,448.58	203.48	8,155.02	4,416.26	18,484.15	-	42.46	771.60 (ac)	92,521.55	51,881.78	144,403.33
<b>DISPATCHING</b>												
Bergeron, Samantha	Police Dispatcher	36,910.28	489.41	6,105.34	2,400.42	-	-	113.21	400.00 (c)	46,418.66	34,543.35	80,962.01
Bodenrader, Brian	Part-Time Dispatcher	16,874.63	941.70	-	-	-	-	-	-	17,816.33	1,269.51	19,085.84
Gallant, Jason	Police Dispatcher	47,570.13	603.76	7,037.57	3,839.52	-	2,390.23	684.44	405.40 (ac)	62,531.05	33,975.33	96,506.38
Gauthier, Jesse	Police Dispatcher	46,867.13	778.53	13,341.93	2,884.13	-	1,177.45	675.42	403.84 (ac)	66,128.43	21,041.90	87,170.33
Lelievre, Kathleen *	Police Dispatcher	46,686.02	1,762.27	1,694.27	3,239.33	-	-	185.55	4,644.75 (ace)	58,212.19	33,603.57	91,815.76
<b>FIRE DEPARTMENT/EM</b>												
Baker, David	Firefighter	44,328.73	-	4,727.55	2,294.08	-	-	-	8,329.00 (bc)	59,679.36	17,171.84	76,851.20
Brown, James *	Fire Lieutenant	-	-	-	-	-	-	-	-	-	(6,373.99)	(6,373.99)
Brown, William	Call Firefighter	3,461.54	-	471.43	-	60.18	-	-	-	3,993.15	57.91	4,051.06
Campbell, Gordon	Firefighter	55,530.35	-	27,314.21	3,001.76	6,625.93	3,573.50	2,387.73	11,280.57 (abceg)	109,714.05	32,643.67	142,357.72
Curran, Joseph	Call Firefighter	1,551.87	-	263.86	-	-	-	-	150.00	1,965.73	138.90	2,104.63
Decker, Lisa	Call Firefighter	1,118.41	-	245.75	-	-	-	-	150.00	1,514.16	104.38	1,618.54
Delaney, Scott	Fire Lieutenant	61,649.38	-	9,797.44	3,170.76	-	4,050.74	937.13	5,186.80 (acef)	84,792.25	40,903.07	125,695.32
Demarco, Ralph	Fire Lieutenant	60,021.18	-	28,755.17	3,200.38	394.70	6,356.61	3,423.15	2,755.14 (ace)	104,906.33	55,294.80	160,201.13
Doherty, Daniel	Firefighter	54,119.37	-	14,646.23	3,860.06	1,571.81	6,030.28	2,201.99	8,665.52 (abc)	91,095.26	26,541.06	117,636.32
Dubowik, Danielle	Firefighter	55,562.24	-	4,120.24	3,001.76	-	2,903.47	371.24	663.44 (ac)	66,622.39	28,706.69	95,329.08
Dunn, Timothy	Fire Lieutenant	62,924.59	-	6,138.67	3,576.49	-	2,658.30	409.73	8,780.40 (abcg)	84,488.18	24,935.43	109,423.61
Fisher, Paul	Firefighter	55,562.27	-	11,822.36	2,797.23	1,630.59	6,588.64	1,914.52	8,726.24 (abc)	89,041.85	24,711.14	113,752.99
Hildebrandt, Eric	Firefighter	55,562.25	-	1,857.10	2,797.23	-	6,030.28	504.59	666.80 (ac)	67,418.25	43,835.64	111,253.89
Kurgan, Gary	Firefighter	55,035.90	-	16,507.92	2,950.62	-	3,015.14	1,056.30	8,679.20 (abc)	87,245.08	25,808.85	113,053.93
Lundergan, Charles	Firefighter	54,590.75	-	16,343.77	4,126.65	-	2,903.47	1,067.86	663.44 (ac)	79,695.94	32,744.87	112,440.81
Marquis, Angela	Deputy Fire Chief	5,248.67	-	-	-	-	-	-	-	5,248.67	1,989.66	7,238.33
Martineau, William	Deputy Fire Chief	80,537.12	-	-	-	-	-	-	8,336.64 (abc)	88,873.76	26,407.41	115,281.17
McPherson, Thomas	Fire Chief	97,937.82	-	-	-	-	-	-	4,024.83 (ae)	101,962.65	56,186.68	158,149.33
Merrill, William	Firefighter	55,562.25	-	19,513.80	3,155.15	-	3,573.50	1,457.67	6,688.64 (abc)	89,951.01	26,515.17	116,466.18
Misuraca, Charlotte *	Fire Secretary	29,048.04	-	-	-	-	-	-	5,448.33 (be)	34,496.37	6,320.89	40,817.26
Moltenbrey, Jay	Fire Lieutenant	62,982.51	-	22,095.45	3,402.60	-	6,835.62	2,862.31	3,721.70 (ace)	101,900.19	59,297.35	161,197.54
Morgan, Edward	Assistant Fire Chief	84,587.55	-	-	-	-	-	-	13,008.83 (a,b)	97,596.38	28,952.16	126,548.54
Nault, Diana	Firefighter	55,562.28	-	8,978.15	2,950.62	-	4,131.86	886.34	688.64 (ac)	73,197.89	41,458.68	114,656.57
Robertson, Patrick	Firefighter	55,562.27	-	24,705.31	2,797.23	153.40	3,573.50	1,779.59	675.20 (ac)	89,246.50	46,405.24	135,651.74
Savard, Scott	Firefighter	55,562.27	-	10,769.67	3,001.76	-	5,136.91	1,272.47	675.20 (ac)	76,418.28	46,588.24	123,006.52
Sliver, Jason	Firefighter	54,712.52	-	11,570.07	2,917.02	-	6,923.65	1,824.04	6,664.40 (abc)	84,611.70	24,887.83	109,499.53
Specian, Michael	Firefighter	55,562.24	-	21,791.21	2,950.62	2,332.43	3,461.83	1,674.64	2,226.17 (ace)	89,999.14	50,719.74	140,718.88
Taylor, Robert	Firefighter	55,562.22	-	5,842.35	2,646.84	-	2,345.11	358.50	675.20 (ac)	67,430.22	43,836.96	111,267.18
Zins, Scott	Firefighter/Mechanic	56,663.08	-	22,481.87	3,211.91	1,541.91	5,910.94	2,157.05	11,293.68 (abceg)	103,260.44	30,677.18	133,937.62
<b>COMMUNITY DEV</b>												
Brodeur, Anitra	Minute Taker	4,180.00	-	-	-	-	-	-	-	4,180.00	319.90	4,499.90
Cairns, Andrea	Minute Taker	1,600.00	-	-	-	-	-	-	-	1,600.00	122.40	1,722.40
Gregory, Richard	Planning Director	52,793.02	-	9,018.68	-	-	-	-	1,058.42 (ab)	62,870.12	8,511.96	71,382.08
Hamilton, Glenda	Community Dev. Clerk PT	18,687.22	-	-	-	-	-	-	-	18,687.22	2,364.00	21,051.22

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<b>COMMUNITY DEV CONT</b>												
Kovolyan, Patricia	Community Dev. Secretary	15,584.21	-	-	-	-	-	-	-	15,584.21	1,971.44	17,555.65
McGuire, Michael	Building Inspector	65,604.02	-	479.12	-	-	-	-	16,144.74	(ab) 82,227.88	11,085.00	93,312.88
Scott, Laura *	Community Dev Director	54,170.85	-	-	-	-	-	-	25,356.70	(e) 79,527.55	16,684.18	96,211.73
Soucy, Roland *	Building Inspector	5,130.00	-	-	-	-	-	-	-	5,130.00	392.50	5,522.50
Suech, Julie	Community Dev. Clerk	25,192.60	-	-	-	-	-	-	667.00	(b) 25,859.60	3,528.02	29,387.62
Whiteford, Suzanne *	Minute Taker	1,780.00	-	-	-	-	-	-	-	1,780.00	136.19	1,916.19
Wood, Elizabeth *	Community Planner	18,024.21	-	-	-	-	-	-	6,886.61	(e) 24,910.82	6,700.94	31,611.76
Norman, Rex	Community Dev Director	13,009.84	-	-	-	-	-	-	1,390.76	(a) 14,400.60	2,654.38	17,054.98
Zelonis, J Timothy	Building Inspector	5,130.00	-	-	-	-	-	-	-	5,130.00	392.50	5,522.50
<b>SOLID WASTE</b>												
Dobson, Robert	Operator 2	52,749.59	-	2,459.65	1,826.93	-	-	-	487.12	(ac) 57,523.29	18,624.51	76,147.80
Holm, Wayne	Laborer PT	33,841.56	-	-	-	-	-	-	400.00	34,241.56	2,464.61	36,706.17
Poulson, David	TS Manager	91,812.25	-	-	-	-	-	-	7,580.85	(abceg) 99,393.10	12,666.60	112,059.70
Senibaldi, Dennis	Supervisor/Driver	51,575.69	-	-	2,013.74	-	-	-	430.60	(ac) 54,020.03	35,843.19	89,863.22
<b>ROADS</b>												
Beauchesne, Ronald	Temporary Laborer	166.89	-	-	-	-	-	-	-	166.89	12.77	179.66
Finch, Aaron	Temporary Laborer	3,209.81	-	-	-	-	-	-	-	3,209.81	245.56	3,455.37
Gagne, Brian	Temporary Laborer	3,627.05	-	-	-	-	-	-	-	3,627.05	277.48	3,904.53
Hindes, Steven	Highway Laborer FT	47,374.25	-	8,493.73	-	-	-	-	425.80	(ac) 56,293.78	29,155.04	85,448.82
McCartney, John	Highway Agent	91,812.25	-	-	-	-	-	-	2,022.66	(ace) 93,834.91	35,722.93	129,557.84
Norton, David	Temporary Laborer	901.20	-	-	-	-	-	-	-	901.20	68.94	970.14
Spaziano, James	Highway Laborer PT	29,712.12	-	1,156.20	-	-	-	-	400.00	(c) 31,268.32	3,955.52	35,223.84
<b>RECREATION</b>												
Boermeeester, Kristina	Park Ranger	2,667.14	-	-	-	-	-	-	-	2,667.14	204.01	2,871.15
Dibona, Kristyna	Lifeguard	3,294.98	-	-	-	-	-	-	-	3,294.98	252.06	3,547.04
Goldsmith, Samantha	Lifeguard	4,492.25	-	-	-	-	-	-	-	4,492.25	343.66	4,835.91
Grubbs, Samantha	Lifeguard	4,114.13	-	-	-	-	-	-	-	4,114.13	314.73	4,428.86
Haas, Cheryl	Recreation Coord	57,267.60	-	-	-	-	-	-	28.80	(a) 57,296.40	20,902.52	78,198.92
Hare, Amanda	Lifeguard	1,251.46	-	-	-	-	-	-	-	1,251.46	95.74	1,347.20
Lutz, Paul	Park Ranger	7,124.15	-	-	-	-	-	-	-	7,124.15	544.95	7,669.10
Mader, Brian	Lifeguard	2,185.48	-	-	-	-	-	-	-	2,185.48	167.18	2,352.66
Merchant, Andrew	Lifeguard	3,517.10	-	-	-	-	-	-	-	3,517.10	269.04	3,786.14
Richard, Meredith	Lifeguard	1,667.81	-	-	-	-	-	-	-	1,667.81	127.61	1,795.42
Samsel, Abigail	Lifeguard	2,840.07	-	-	-	-	-	-	-	2,840.07	217.27	3,057.34
Solomon, Mark	Lifeguard	3,324.07	-	-	-	-	-	-	-	3,324.07	254.30	3,578.37
Stearns, Gena	Lifeguard	4,290.83	-	-	-	-	-	-	-	4,290.83	328.25	4,619.08
<b>LIBRARY</b>												
Brikatis, Sylvie	Youth Svcs Specialist	59,959.66	-	-	-	-	-	-	44.16	(a) 60,003.82	36,962.02	96,965.84
Bushell, Cynthia	Library Assistant PT	26,698.62	-	-	-	-	-	-	-	26,698.62	3,377.34	30,075.96
Duve, Cathy	Library Assistant PT	18,324.36	-	-	-	-	-	-	50.00	(g) 18,374.36	1,405.64	19,780.00
Freeston, Lois *	Co-Asst Director	-	-	-	-	-	-	-	-	(abg) -	(1,973.06)	(1,973.06)
Frey, Karen	Children Librarian	48,169.71	-	-	-	-	-	-	8,115.04	(abg) 56,284.75	10,644.82	66,929.57
Heidenblad, Carl	Library Director	88,817.05	-	-	-	-	-	-	396.00	(a) 89,213.05	23,556.47	112,769.52
Kingsley, Maureen	Library Assistant PT	15,929.66	-	-	-	-	-	-	-	15,929.66	1,218.65	17,148.31
Mayr, Diane	Co-Asst Director	55,232.70	-	-	-	-	-	-	22,207.11	(ae) 77,439.81	22,165.95	99,605.76
McCue, Angela	Youth Svcs Specialist	57,267.57	-	-	-	-	-	-	82.56	(a) 57,350.13	19,756.50	77,106.63



DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2016 TOTAL GROSS PAY	2016 BENEFITS	2016 SALARY & BENEFITS
<b>LIBRARY CONT</b>												
Miloro, Michael	Library Assistant PT	12,507.47	-	-	-	-	-	-	-	12,507.47	956.87	13,464.34
Montgomery, Laura	Library Assistant PT	25,107.31	-	-	-	-	-	-	50.00 (g)	25,157.31	1,924.52	27,081.83
Nagle, Barbara	Library Assistant PT	28,388.51	-	-	-	-	-	-	-	28,388.51	2,171.73	30,560.24
Rittenhouse, Elaine	Tech Services Librarian	57,267.60	-	-	-	-	-	-	243.84 (a)	57,511.44	19,759.63	77,271.07
Rodgers, Bailey	Library Assistant PT	7,637.78	-	-	-	-	-	-	-	7,637.78	584.25	8,222.03
Schroeter, Maria	Tech Services Librarian	44,657.23	-	-	-	-	-	-	5,358.08 (a,b)	50,015.31	7,169.73	57,185.04
Shea, Carolyn *	Tech Services Librarian	11,503.32	-	-	-	-	-	-	9,808.73 (de)	21,312.05	5,890.99	27,203.04
Therrien, Kari	Library Assistant PT	20,953.02	-	-	-	-	-	-	-	20,953.02	1,602.99	22,556.01
Vigazzi, Nancy	Library Assistant PT	21,933.56	-	-	-	-	-	-	-	21,933.56	10,212.67	32,146.23
Williams, Sarah	Library Assistant PT	16,958.18	-	-	-	-	-	-	-	16,958.18	1,297.30	18,255.48
<b>SEARLES SCHOOL</b>												
Markham, Donna	Searles Facilities Coord	12,869.22	-	-	-	-	-	-	-	12,869.22	984.56	13,853.78
<b>VAN DRIVERS</b>												
Coish, Barbara	Van/Car Driver PT	1,226.30	-	-	-	-	-	-	-	1,226.30 (d)	74.00	1,300.30
Righini, Alfred *	Van/Car Driver PT	2,586.25	-	-	-	-	-	-	-	2,586.25	197.81	2,784.06
Root, Dennis	Van/Car Driver PT	1,806.28	-	-	-	-	-	-	-	1,806.28	138.19	1,944.47
<b>CABLE</b>												
Yucupicio, Kelly	Cable Coordinator	57,287.37	-	4,027.84	-	-	-	-	15.36 (a)	61,330.57	34,147.28	95,477.85
		<b>5,346,917.22</b>	<b>19,927.72</b>	<b>593,392.25</b>	<b>149,929.88</b>	<b>266,051.53</b>	<b>199,112.14</b>	<b>46,381.35</b>	<b>401,550.11</b>	<b>7,023,262.20</b>	<b>2,466,422.68</b>	<b>9,489,684.88</b>

**FOOTNOTES:**

\* - Individual who left employment with Town before the end of 2016

\*\* Wages reflected in the Contracted Services column are fully reimbursed through payments received from outside vendors requesting these services

(a) refers to non-cash payment representing employees factored portion of their life insurance policy over \$50,000

(b) refers to payment for waiver of health insurance benefits

(c) refers to taxable portion of clothing allowance

(d) refers to other department employees that also worked as election clerks

(e) refers to payout of accumulated earned time

(f) refers to longevity pay

(g) refers to non-cash payment for taxable fringe benefits

(h) refers to payment for taxable stipend

Note: The total benefit column includes cost associated with insurances, retirement, medicare, and FICA taxes. Health/dental insurance costs are reflected as the employer portion of annual premiums/deductibles, prior to any reimbursements from Healthtrust.

# SCHEDULE OF TOWN PROPERTY

Property Location	GIS ID	Acres	^Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
Blueberry Road, 5	1-B-1022	0.97	9,900				
Blueberry Road, 10	1-B-1025	2.89	51,400				
Londonderry Road	1-B-1095	4.30	44,600				Rec - Rockingham Trail
Kendall Pond Road, 137	1-C-100	64.00	147,490	157,200			Cons - Campbell Farm
Londonderry Road, 141	1-C-1209	2.52	145,700		✓		
Londonderry Road	1-C-2495	12.00	60,000				Rec - Rockingham Trail
Nashua Road	1-C-2500	163.50	947,000				Cons - Fosters Pond
Nashua Road	1-C-2500A	25.20	247,100	2,500			Rec - Nashua Rd Field
Beacon Hill Road	2-A-250	2.50	43,500				Rec - Rockingham Trail
Frost Road	2-A-1325	1.50	203,800		✓		
Beacon Hill Road	2-B-495	4.60	44,800				Rec - Rockingham Trail
Depot Road, 6	3-A-955	0.34	261,100				Depot
Quail Run Road	3-A-1000	12.00	229,100				
Flat Rock Road	3-B-290A	8.00	15,300			✓	Conservation
Flat Rock Road, 35	3-B-355	8.00	152,500		✓		
Flat Rock Road	3-B-375	10.78	47,300				
Rockingham Road, 179	3-B-601	22.86	151,500			✓	Rec - Spruce Pond Facility
Rockingham Road	3-B-680	1.28	70,700		✓		
Depot Road	3-B-850-2	0.03	6,200		✓		
Depot Road	3-B-910	10.00	56,800				Conservation
Depot Road, 8	3-B-998	0.30	152,000	130,000			Depot
Partridge Road	3-B-1001	3.30	74,000			✓	Conservation
Rockingham Road	3-B-1600	3.70	8,400			✓	Conservation
Londonderry Road, 43	5-A-200A	9.77	48,000			✓	Conservation
Londonderry Road	6-A-1000	8.20	28,500			✓	Conservation
Kent Street	6-A-1300	5.80	15,000				
Pine Hill Road	6-C-200	13.00	42,500			✓	
Gov. Dinsmore Road, 84	7-A-500	1.60	204,500			✓	
Mockingbird Hill Road	7-A-501	0.01	12,000				Cemetery - Parker Fam.
Governor Dinsmore Road	7-A-625	2.71	11,300		✓		
Governor Dinsmore Road	7-B-10	1.10	10,100				
Seavey Road	8-A-40	0.02	7,300		✓		
Seavey Road	8-A-61	0.34	7,700		✓		
Seavey Road	8-A-9010	0.60	10,100		✓		
Coburn Road, 2	8-B-530	1.88	103,300			✓	Conservation
Rockingham Road, 98	8-B-850	4.00	222,500		✓		
Rockingham Road, 92	8-B-900	3.30	217,300		✓		
Rockingham Road	8-B-1860	0.46	31,700		✓		
Rockingham Road	8-B-3001	362.20	1,762,200				Cons - Town Forest
Rockingham Road	8-B-4000	4.70	8,900				Cons - Town Forest
Rockingham Road	8-B-4100	11.00	41,100		✓		Cons - Town Forest
Rockingham Road	8-B-4300	14.00	45,100		✓		Cons - Town Forest
Rockingham Road, 176	8-B-4401	1.00	34,000				
Rockingham Road	8-B-5000	8.00	37,200				Cons - Town Forest
Rockingham Road	8-B-6150	17.00	49,000				Cons - Town Forest
Rockingham Road	8-B-6301	0.88	47,600				
Orchard Blossom Road	8-C-300	77.82	62,320				Conservation
Kendall Pond Road	9-A-652	0.05	9,300		✓		
Kendall Pond Road	9-A-655	0.69	189,900				Rec - Railroad Bed
Kendall Pond Road	9-A-770	4.80	44,900				Rec - Railroad Bed
Kendall Pond Road, 69	9-A-1600	11.00	48,900			✓	

Property Location	GIS ID	Acres	^Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
Kendall Pond Road, 67	9-A-1604	1.51	8,800			✓	Conservation
Kendall Pond Road	9-A-1750	2.20	43,300				Rec - Railroad Bed
Ledge Road, 2	11-A-201	12.15	619,300	2,116,000			Transfer Strn/Highway
Haverhill Road	11-A-298	0.12	12,000			✓	
Haverhill Road	11-A-299	0.39	13,200				Transfer Station
North Lowell Road, 3	11-A-590	3.00	579,600	3,940,000			Town Hall Complex
Eastwood Road	11-A-634A	0.18	8,000		✓		
Indian Rock Road	11-C-350	4.35	29,300			✓	
North Lowell Road, 2	11-C-1200	0.57	351,900	891,000			Senior Center
North Lowell Road, 4	11-C-1300	1.56	460,000	607,000			Bartley House
Sheffield Street, 14	11-C-1700	13.57	35,300			✓	
Camelot Road	11-C-1800	4.75	15,400			✓	
Camelot Road	11-C-1801	4.83	15,400			✓	
Camelot Road	11-C-1802	1.50	12,500			✓	
North Lowell Road	11-C-3400	0.81	7,900			✓	
Pine Hill Road	11-C-3600	5.70	13,500			✓	Conservation
Cole Road	13-K-30	0.07	80,000		✓		
Doiron Road	13-K-34A	0.11	35,200		✓		
Cole Road	13-K-34B	0.16	36,000		✓		
Mammoth Road, 10	14-A-51	16.48	268,700			✓	Cons - Andrews Forest
Haverhill Road	14-A-200	31.70	180,300				Conservation
Haverhill Road	14-A-230	3.90	8,500			✓	
Haverhill Road, 200	14-A-850A	1.80	126,400		✓		
Londonbridge Road	14-B-14A	3.80	24,300			✓	
Atlantic Road	14-B-2350	10.00	40,400		✓		
Londonbridge Road	14-B-2500	1.00	11,000			✓	Cons - Gage Lands
Gaumont Road	16-C-5	0.30	41,800		✓		
Ash Street	16-F-8A	0.04	34,800		✓		
Indian Rock Road	16-L-50	1.00	127,500		✓		
Fellows Road	16-L-100	52.40	5,837,400	9,096,000			Fellows Rd. Complex
Third Street	16-P-560	0.27	16,600		✓		
Fourth Street, 10	16-P-1010	0.14	23,500		✓		
Armstrong Road	17-I-49	1.40	111,700		✓		
Bell Road	17-J-134A	0.03	17,100		✓		
York Road	17-M-46A	0.09	37,900		✓		
Woodvue Road	18-L-474	0.20	-				
Chapel Road, 3	18-L-525	4.61	537,800	2,041,000			Searles Chapel
Hayes Hart Road	18-L-601	0.22	-				Rec - Boat Ramp
Mammoth Road	19-B-500	34.25	191,000			✓	Conservation
Glance Road	19-B-701	1.78	51,500		✓		
Glance Road	19-B-715	2.40	52,600		✓		
Haverhill Road, 21	20-D-900	0.92	329,100	208,000			Old Police Dept/Pre-School
Haverhill Road	20-D-1000	20.00	150,000				Water Supply
Haverhill Road	20-D-1300	7.00	35,900		✓		
Haverhill Road	20-D-1300A	1.00	7,000		✓		
Londonbridge Road	20-D-1550	14.50	1,380			✓	
Londonbridge Road	20-D-1600	110.74	1,125,400			✓	Cons - Gage Lands
Londonbridge Road	20-D-1800	20.00	149,200			✓	Cons - Gage Lands
Londonbridge Road	20-D-2000	10.00	62,600			✓	Cons - Gage Lands
Bear Hill Road	20-E-350	10.00	160,500		✓		Cons - Gage Lands
Cobbetts Pond Road, 45	21-H-1A	0.97	543,400	7,000			Town Beach
Range Road, 156	21-K-150	3.30	184,700				Cemetery - Hill

Property Location	GIS ID	Acres	^Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
Cobbetts Pond Road	21-U-100	6.30	263,700	5,000			Cemetery - Plains
Ash Street	21-V-227A	0.07	36,700		✓		
Chipmunk Road	21-V-243J	0.25	33,000		✓		
Esty Road	21-V-255B	0.12	15,500		✓		
Cobbetts Pond Road	21-W-2	6.40	132,300			✓	Conservation
Cobbetts Pond Road	21-W-6	8.15	279,000	2,500			Cemetery - New Plains
West Shore Road	22-L-75	0.10	52,400			✓	Conservation
West Shore Road	22-L-77	0.10	52,400			✓	Conservation
Settlers Ridge Rd	22-R-100A	0.51	1,800				
Spear Hill Road	22-R-250	0.70	8,800			✓	Conservation
Range Road, 111	22-R-900	36.19	394,300	332,000			Rec - Griffin Park
Rock Pond Road	24-A-601	3.70	12,000		✓		
Rock Pond Road	24-A-650	1.50	10,400		✓		
Rock Pond Road	24-D-600	5.60	13,500		✓		
Moeckel Road	24-D-701	1.20	10,200		✓		
Rock Pond Road	24-E-100	5.00	13,000		✓		
Rock Pond Road	24-E-5000	13.00	19,000			✓	Conservation
Timberlane Road	24-F-500	10.00	240,800			✓	Conservation
Timberlane Road	24-F-501	17.60	85,400				Conservation
Castle Hill Road	24-F-800	20.00	75,600			✓	Conservation
Castle Hill Road	24-F-900	28.00	90,600			✓	Conservation
Field Road, 19	24-F-950	3.73	220,500			✓	Conservation
Heritage Hill Road	24-F-1550	0.24	16,400			✓	
Heritage Hill Road	24-F-1551	0.15	15,800			✓	
Meadow Road, 3	24-F-5205	2.94	214,600	2,500			Rec - Tokanel Field
Washington Road	24-F-6100	13.00	352,000			✓	Conservation
Range Road, 247	24-G-101	13.00	16,200		✓		
Moeckel Road	25-C-251	40.00	39,300				Conservation
Moeckel Road	25-C-253	0.93	9,700				Conservation
Moeckel Road/Pond – Island	25-C-255	1.20	10,200				Conservation
Woodbury Road, 1	25-E-10	54.15	424,100				Cons - Deer Leap
Abbott Road	25-E-481	0.06	9,200		✓		Conservation
Abbott Road	25-E-500	0.30	31,900			✓	Conservation
Emerson Road	25-G-152	0.30	22,800		✓		
Osgood Street, 20	25-R-103	79.50	10,740				
Marblehead Road, 39	25-R-300	22.00	239,400				Old Landfill
Marblehead Road	25-R-500	0.23	7,400			✓	
Brookdale Road	25-R-6000A	5.00	11,100		✓		
Spear Hill Road	25-R-6500	70.00	358,800				Cons - SE Lands
Bayberry Road	25-R-7010	17.00	384,000		✓		Conservation
Spear Hill Road	25-R-7025	10.00	36,900				Cons - SE Lands
Bayberry Road	25-R-8000	19.90	162,500				Cons - SE Lands

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# CAPITAL IMPROVEMENTS PLAN 2017-2024

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## I. Introduction

New Hampshire Revised Statutes delegate to the Planning Board the responsibility for preparing a Master Plan to guide the development of the municipality. The Windham Planning Board adopted a Master Plan in 1985 and, has since, updated the plan every five years. The update for the 2005 Master Plan was completed during the first half of calendar year 2005. In January, 2014 the Planning Board reviewed outstanding goals of the 2005 Master Plan and determined which goals to prioritize for accomplishing in 2014. Starting in the late spring 2014, the Board began working with a consultant, the Southern New Hampshire Planning Commission (SNHPC), to begin formulating the 2015 Master Plan Document. Two chapters of the 2015 Master Plan Document have been completed in 2015 with eight more chapters to be completed. A Capital Improvement Program (CIP) is the financial counterpart to a Master Plan. The CIP is a financial master plan for charting a municipality's capital needs over a specified time frame. The programming of capital expenditures into a rational planning and budgeting process is an important management tool for the allocation of tax revenue.

Growth can have a substantial impact on the municipal services and facilities. CIP's have become associated with efforts to manage growth and tax impact. Revised Statutes Annotated 674:22 requires municipalities, which regulate development through a growth management ordinance, to prepare and adopt a Master Plan and a CIP. Although it is a prerequisite of a growth ordinance, a CIP can stand alone on its own merits as a planning tool.

At the 1986 Town meeting, the voters of Windham authorized the Planning Board to prepare a CIP. A Planning Board CIP Sub-Committee was formed to undertake this task. While NH RSA 674:5-8 states that it is the Planning Board which prepares the plan, it is important to involve the Board of Selectmen, School Board, Town department heads, and other Town boards and commissions. Since it is the Selectmen and School Board who prepare the budget in Windham, they are a vital part of the CIP process.

According to the Windham Planning and Zoning Board bylaws, the CIP Sub-Committee's membership is as follows:

- One Selectman appointed by the chairman of the Board of Selectmen whose term shall be one year.
- One School board member appointed by the chairman of the School Board whose term shall be one year.
- Two members of the Planning Board appointed by the chairman of the Planning Board whose term shall be one year.
- Three members of the general public appointed by the chairman of the Planning Board whose terms shall be three years. As of 2015, an alternate citizen member of the committee appointed by the chairman of the Planning Board whose term shall be one year.

Throughout this document, "department" will be used to encompass all town boards, commissions, committees, trustees, and departments.

The CIP Sub-Committee has the following tentative meeting schedule:

<b>JUNE</b>	Appoint new members and organize for the coming year.
<b>JULY</b>	Request written capital project proposals from town departments and School Board.
<b>AUGUST/SEPT</b>	Meet with all departments and committees to discuss their capital needs.
<b>SEPTEMBER</b>	Meet to review submitted capital projects and develop the plan.
<b>OCTOBER/NOV</b>	Conduct a workshop with the Planning Board followed by final presentation to the Planning Board and hold a public hearing.

The Capital Improvements Program is a budgetary document that forecasts major Town expenditures for a legally mandated six-year period. Windham has traditionally created a CIP for a longer eight-year period. A summary analysis of each project is included in the CIP.

**The program, when adopted and fully utilized, serves to ensure that the necessary services and facilities to meet the community's needs are provided in accordance with the financial capabilities of Windham.**

For the purpose of this document, a capital improvement is defined as a major expenditure (usually non-recurring) for public facilities costing more than \$50,000. In the previous year the minimum amount for a capital request was \$75,000. The amount was decreased last year.

CIP expenditures are considered beyond the scope of normal annual operating or maintenance expenses. Included are:

- Land acquisition for public purpose
- New buildings or additions
- Vehicles and other machinery with a useful life of greater than five years
- Major building or facility renovations with a useful life of greater than ten years
- Road renovations resulting in long-term improvement in road capacity or conditions
- Special studies such as assessments or a Master Plan
- Studies or architectural plans costing more than \$75,000 for the above capital improvements

A Capital Improvements Program offers many advantages:

- Stabilizes year-to-year variations in capital outlays.
- Makes acquisitions more feasible and defensible (e.g., land for water supply, waste disposal, recreation).
- If used in conjunction with a pooled investment reserve fund, can offset total costs of capital expenditures by reducing interest payments.
- Enables the town to establish growth control measures (in conjunction with a master plan).
- Facilitates implementation of the master plan by scheduling proposed projects over a period of time. The program can eliminate duplication and a random approach to expenditures.
- Furnishes a total picture of the municipality's major needs, discourages piecemeal expenditures and serves to coordinate the activities of various departments.
- Establishes priorities for projects on the basis of needs and cost.

The CIP Annual Process:

- Request from each of the Town departments detailed individual capital improvement requests.
- Schedule presentations, by department, of each request.
- CIP Sub-committee discusses and classifies each request by need and funding amount. (See Section IIA – Method of Classification for definition of need)
- CIP Sub-committee prepares eight year appropriations spreadsheet which is presented to Planning Board.

The Planning Board and the CIP Sub-Committee together review the CIP and make desired revisions. After a public hearing is held, the Planning Board adopts the CIP. The CIP recommendations for the budget for the upcoming year are presented to the Selectmen and School Board for their consideration. The Board of the Selectmen, the School Board, and the electorate, should adopt the first year of the CIP program as the capital budget for that year.

**The capital budget, the school department’s operating budget, and the town’s operating budget together make up the total municipal budget for the year.**

**II. Background: CIP 2016 Plan**

**A. Method of Classification and Prioritization of Capital Projects**

New Hampshire RSA 674:6 requires that the Capital Improvements Program (CIP) classify projects according to urgency and need and to contain a time sequence for their implementation. In accordance with the Capital Improvements Programming Handbook prepared by the Southern New Hampshire Planning Commission, the Windham CIP Sub-Committee has adopted a classification schedule that uses six (6) possible classifications as outlined below. In deliberations leading up to the CIP Sub-Committee’s proposed capital allocations, each submitted project is assigned a class. The list of projects requested for this year’s plan is attached hereto as Appendix B.

After each project is classified, projects falling into the same class are reviewed against town needs as identified by the town master plan and further prioritization is established based upon available funds in each year.

<b>Class</b>	<b>Category</b>	<b>Description</b>
Class I	Urgent	Cannot be delayed, needed immediately for health and safety needs.
Class II	Necessary	Necessary. Needed within 1- 3 years to maintain basic level and quality community services.
Class III	Desirable	Desirable. Needed within 4-6 years to improve quality and level of service.
Class IV	Deferrable	Can be placed on hold until after the 6-year period, but supports community development goals.
Class V	Premature	Premature. Needs more research, planning and coordination.
Class VI	Inconsistent	Inconsistent. Contrary to land use planning or community development

**B. Year 2017 Available Capital Improvement Funds**

The CIP Sub-Committee used the official tax valuation less utilities figure for 2016 to determine the proposed CIP funding for the subsequent years in its plan. This official tax valuation is determined by the Windham Tax Assessor and approved by the New Hampshire Department of Revenue Administration. For year 2016 the town valuation figure was set at \$2,252,833,574.

To compute the available CIP funds for year 2017, the sub-committee used the actual 2016 valuation and applied a 1.0% increase to reach \$2,275,361,910 as an estimated tax valuation figure. For FY 2017-2024 planning, the sub-committee estimated available CIP funds using a range of increases each year to determine the valuation figures for the subsequent 2018 – 2024 years.

The CIP Sub-Committee has recognized the enormity of the costs attributable to the new high school. The current CIP Appropriations Chart Plan does not include the costs of the new high school bond. However, it is shown as “Other Appropriations” in order for the community to be aware of its impact on the overall tax rate for the Town of Windham. The sub-committee believes that in order to continue to fund needed town-wide capital improvement projects, the high school bond costs should be removed from the core CIP plan. If not, the bond costs would exceed the annual allocated funding and preclude any funding for other needed projects.

To adjust for the increase in the valuation of the town last year, the CIP Sub-Committee has adopted a CIP rate of \$0.70 per thousand to fund the non-high school capital projects. The adjustment was made last year (from \$0.75 to \$0.70) to keep the funding level similar to the projection from the previous year. It is desired that the first year of the CIP plan be balanced to zero (2017 in this plan).



**III. CIP FY 2017 Plan**

**FUNDING AMOUNTS**

2016 Actual Town Tax Valuation Less Utilities	\$ 2,252,833,574
2017 Estimated Town Tax Valuation less Utilities with 1.0% estimated growth	2,275,361,910
CIP funding at \$0.70 per thousand of 2017 Estimate	1,592,753
Other CIP Contributions:	
TAP Grant – Greenway Project	720,000
<b>TOTAL AVAILABLE CIP FUNDING FOR 2017</b>	<b>2,312,753</b>
<b>FIXED CIP OBLIGATIONS FOR 2017</b>	
Engine 2 Replacement, Bond	85,715
<b>REMAINING CIP FUNDS AVAILABLE FOR REQUESTED PROJECTS</b>	<b>\$ 2,227,038</b>

**IV. CIP FY 2017 – 2024 Appropriations Chart**

**CIP FY 2017 - 2024 Appropriation Chart (Summary)**

Notes	CRF Balances	2017	2018	2019	2020	2021	2022	2023	2024
<b>CIP Projected Availability</b>		\$1,592,753	\$1,608,681	\$1,632,811	\$1,657,203	\$1,682,163	\$1,715,806	\$1,750,122	\$1,785,125
<b>Fixed CIP Obligations</b>									
Engine 2 Replacement, Bond	1		85,715	85,715	85,323				
1980 Ladder 1 Replacement (Quint) Bond	2				104,146	104,146	104,146	104,146	104,146
<b>Total Fixed Obligations</b>		\$85,715	\$85,715	\$85,323	\$104,146	\$104,146	\$104,146	\$104,146	\$104,146
<b>Effective Availability Other</b>		\$1,507,038	\$1,522,966	\$1,547,488	\$1,553,157	\$1,578,017	\$1,611,660	\$1,645,976	\$1,680,979
<b>Other CIP Annual Contributions</b>		-	720,000	0	850,000	0	0	0	0
<b>Net to Annual Appropriations</b>		\$ -	\$ 2,227,038	\$ 1,522,966	\$ 2,397,488	\$ 1,553,157	\$ 1,578,017	\$ 1,611,660	\$ 1,645,976
<b>Annual Appropriations</b>									
POLICE DEPARTMENT		-	100,000	184,450	0	0	0	0	0
FIRE DEPARTMENT	6,207	0	0	0	850,000	275,000	0	110,000	2,000,000
HIGHWAY AGENT	1,646	390,000	420,000	450,000	450,000	680,000	510,000	800,000	885,000
ADMINISTRATION/BOARD OF SELECTMEN	1,645	900,000	100,000	200,000	0	0	0	0	0
LIBRARY	-	85,000	0	80,000	0	0	0	0	0
TOWN CLERK	-	0	50,000	0	0	0	0	0	0
SOLID WASTE MANAGEMENT	-	0	155,000	210,000	0	215,000	167,500	67,500	68,000
RECREATION	-	0	0	90,000	0	0	0	0	0
RAIL TRAIL ALLIANCE	-	0	130,000	0	0	0	0	0	0
IT/GIS DIRECTOR	-	50,000	0	0	0	0	0	0	0
SCHOOL DEPARTMENT	1,509,281	700,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
<b>Total Annual Appropriations</b>		\$ 2,225,000	\$ 1,929,450	\$ 2,590,000	\$ 1,755,000	\$ 1,525,000	\$ 1,877,500	\$ 1,752,500	\$ 3,468,000
<b>Variance</b>		\$2,038	(\$406,484)	(\$192,512)	(\$201,843)	\$53,017	(\$265,840)	(\$106,524)	(\$1,787,021)

**CIP FY 2017 - 2024 Appropriation Chart (Details)**

Notes	CRF Balances	2017	2018	2019	2020	2021	2022	2023	2024
<b>Effective Availability Other</b>		\$ 1,507,038	\$ 1,522,966	\$ 1,547,488	\$ 1,553,157	\$ 1,578,017	\$ 1,611,660	\$ 1,645,976	\$ 1,680,979
<b>OTHER CIP ANNUAL CONTRIBUTIONS</b>									
TAP Grant - Greenway Project	3	720,000							
1980 Ladder 1 (Quint) Bond	4			850,000					
<b>Total Other contributions</b>		\$ 720,000	\$ -	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net to Annual CIP Appropriations</b>		\$ 2,227,038	\$ 1,522,966	\$ 2,397,488	\$ 1,553,157	\$ 1,578,017	\$ 1,611,660	\$ 1,645,976	\$ 1,680,979
<b>ANNUAL APPROPRIATIONS</b>									
<b>POLICE DEPARTMENT</b>									
Communications Center Upgrade CRF		100,000	184,450						
<b>Sub-Total</b>		\$100,000	\$184,450	\$0	\$0	\$0	\$0	\$0	\$0
<b>FIRE DEPARTMENT</b>									
1980 Ladder 1 Replacement (Quint)				850,000					
Ambulance Replacement	5	122			275,000				
Forestry Truck Replacement							110,000		
Public Safety Substation	6	6,084							2,000,000
<b>Sub-Total</b>		\$6,207	\$0	\$850,000	\$275,000	\$0	\$110,000	\$0	\$2,000,000
<b>HIGHWAY AGENT</b>									
Road Improvements		390,000	420,000	450,000	480,000	510,000	540,000	570,000	600,000
Wood Chipper							50,000		
Small Rubber Track Excavator								100,000	
5 Ton Dump Truck Replacement					200,000				
5 Ton Dump Truck Replacement							210,000		
5 Ton Dump Truck Replacement								215,000	
Salt Shed Capital Reserve Fund	7	1,646							
<b>Sub-Total</b>		\$1,646	\$390,000	\$420,000	\$450,000	\$680,000	\$510,000	\$800,000	\$885,000
<b>ADMINISTRATION/BOARD OF SELECTMEN</b>									
Greenway Trail Improvements			900,000						
Town Complex Beautification - Phase 1	8	\$1,476		100,000					
Town Complex Beautification - Phase 2	9	\$169			200,000				
<b>Sub-Total</b>		\$1,645	\$900,000	\$100,000	\$200,000	\$0	\$0	\$0	\$0
<b>LIBRARY</b>									
Carpet/Floors/Exterior Painting	10	4,735	85,000						
Re-roof Library				80,000					
<b>Sub-Total</b>		\$0	\$85,000	\$0	\$80,000	\$0	\$0	\$0	\$0

**CIP FY 2017 - 2024 Appropriation Chart (Details)**

	Notes	CRF Balances	2017	2018	2019	2020	2021	2022	2023	2024
<b>ANNUAL APPROPRIATIONS (continued)</b>										
<b>TOWN CLERK</b>										
Vault and Record Project				50,000						
<b>Sub-Total</b>		\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>SOLID WASTE MANAGEMENT</b>										
2005 Trailer Replacement				55,000						
Wheel Loader Replacement				100,000						
2007 Trailer Replacement					60,000					
Truck Replacement					150,000					
2008 Trailer Replacement						65,000				
Truck Replacement						150,000				
2008 Trailer Replacement							67,500			
Wheel Loader Replacement							100,000			
2010 Trailer Replacement								67,500		
Trailer Replacement										68,000
<b>Sub-Total</b>		-	\$0	\$155,000	\$210,000	\$0	\$215,000	\$167,500	\$67,500	\$68,000
<b>RECREATION</b>										
Griffin Park Passive Recreation Area				90,000						
<b>Sub-Total</b>		-	\$0	\$90,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>RAIL TRAIL ALLIANCE</b>										
Rail Trail Rain forest Re-pavement				130,000						
<b>Sub-Total</b>		-	\$0	\$130,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>IT/GIS DIRECTOR</b>										
Phone System Replacement			\$50,000							
<b>Sub-Total</b>		-	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SCHOOL DEPARTMENT</b>										
Capital Reserve for Future Building and/or Renovation	11	800,000	700,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
Repair/Replace Septic	12	24,884								
Paving/Parking Repair	13	27,183								
School Building and Ground Maintenance										
Bldg Roof Repair/Replace	14	657,214								
<b>Sub-Total</b>		\$1,509,281	\$700,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000
<b>TOTAL ANNUAL APPROPRIATIONS</b>			<b>\$2,225,000</b>	<b>\$1,929,450</b>	<b>\$2,590,000</b>	<b>\$1,755,000</b>	<b>\$1,525,000</b>	<b>\$1,877,500</b>	<b>\$1,752,500</b>	<b>\$3,468,000</b>
<b>VARIANCE</b>			<b>\$2,038</b>	<b>(\$406,484)</b>	<b>(\$192,512)</b>	<b>(\$201,843)</b>	<b>\$53,017</b>	<b>(\$265,840)</b>	<b>(\$106,524)</b>	<b>(\$1,787,021)</b>
<b>OTHER ANNUAL APPROPRIATIONS</b>										
Primary High School Bond			2,206,175	1,923,338	2,142,000	2,091,000	2,040,000	1,989,000	1,942,250	1,895,500
Secondary High School Bond			423,694	399,138	379,713	-	-	-	-	-
State Building Aid Received (Offset)			(723,426)	(433,500)	(510,000)	(510,000)	(510,000)	(510,000)	(510,000)	(510,000)
<b>Total Payments</b>		\$	\$ 1,906,443	\$ 1,888,975	\$ 2,011,713	\$ 1,581,000	\$ 1,530,000	\$ 1,479,000	\$ 1,432,250	\$ 1,385,500
<b>Total cost per thousand town valuation</b>			<b>0.84</b>	<b>0.82</b>	<b>0.86</b>	<b>0.67</b>	<b>0.64</b>	<b>0.60</b>	<b>0.57</b>	<b>0.54</b>

**CIP FY 2017-2024 Footnotes**

**Fixed CIP Obligations:**

- 1 Represents last three years of five year bond for Engine 2 replacement.
- 2 Represents proposed ten year bond at 3.875% for Ladder 1 replacement (Quint).

**Other CIP Annual Contributions:**

- 3 Required 80% funding from State TAP grant for Greenway project.
- 4 Anticipated Bond for Ladder 1 Replacement (Quint).

**Capital Reserve Fund:**

- 5 Unexpended CIP funds from prior years for Fire Station renovation (established in 1994).
- 6 Unexpended CIP funds from prior years for Old Fire Station renovation (established in 1998).
- 7 Unexpended CIP funds from prior years for Salt Shed (established in 2005).
- 8 Unexpended CIP funds from prior years for Route 111 Complex (established in 1997).
- 9 Unexpended CIP funds from prior years for Senior Center (established in 1993).
- 10 Unexpended CIP funds from prior years for Library (established in 2000, and repurposed in 2014).
- 11 Unexpended CIP funds from prior years for future School Building, Renovation and Land Acquisition (established in 2016).
- 12 Unexpended CIP funds from prior years for School District Repair/Replace Septic (established in 2002).
- 13 Unexpended CIP funds from prior years for School District Paving/Parking Repairs (established in 2006).
- 14 Unexpended CIP funds from prior years for School District Roof Repairs and Replacement (established in 2011).

**TAX VALUATION PROJECTION**

PROPERTY VALUATION	% Increase	YEAR	PROJECTED CIP TAX RATE	\$	
				PROJECTED	AVAILABLE
\$2,252,833,574		2016	\$0.70	\$1,576,984	
\$2,275,361,910	1.0	2017	\$0.70	\$1,592,753	
\$2,298,115,529	1.0	2018	\$0.70	\$1,608,681	
\$2,332,587,262	1.5	2019	\$0.70	\$1,632,811	
\$2,367,576,071	1.5	2020	\$0.70	\$1,657,303	
\$2,403,089,712	1.5	2021	\$0.70	\$1,682,163	
\$2,451,151,506	2.0	2022	\$0.70	\$1,715,806	
\$2,500,174,536	2.0	2023	\$0.70	\$1,750,122	
\$2,550,178,027	2.0	2024	\$0.70	\$1,785,125	

**V: Requested Capital Projects and Action Taken**

**A. Police Department**

**Project Title: Communications Center Upgrade**

**Proposed By: Chief of Police Gerry Lewis**

**Estimated Cost: \$284,450 Requested for 2017**

**Proposal:** This project is intended to upgrade and replace an outdated and aged Communications Center in the Police Department Dispatch Center. The existing center, in operation and staffed 24 hours a day, 365 days a year, was constructed and equipped in 1998. The facilities and equipment have exceeded their useful life and are in dire need of replacement. Primary communications equipment (radio infrastructure) has now reached obsolescence with parts no longer available from the manufacturer for repairs. The Comparator (Voter) is no longer supported by the manufacturer. The Department's main radio, the Quantar, will be unsupported in the 2018 timeframe; the current audio recorder is presently 8 years old with a normal life of 7

years. The Astro Spectra used for school communications is no longer supported and with the initiative to stream live video from the schools, additional video connections will require reconfiguration of the bay. The current workstations are not conducive to multi-tasking. To provide for more efficiency and customer service, a restructuring of the Dispatch Bay is proposed.

**CIP Recommendation:** The CIP committee ranked this plan a Classification I (Urgent). After further discussions the committee, due to limited resources, recommended setting up a Capital Reserve Fund in the amount of \$100,000 specifically for this project and funding the balance of this request in next year's plan.

## **B. Fire Department**

**Project Title: Ladder-1 (1980 Spartan) 100' Replacement**

**Proposed By: Chief Thomas L. McPherson**

**Estimated Cost: \$850,000 Requested for 2017**

**Proposal:** Ladder-1 is a 1980 Spartan 100' Aerial which was generously donated by a resident of Windham on September 11, 2002 in memoriam of the victims of 9/11. Previously, this truck was a front line vehicle for many years serving the Town of Merrimack, NH. This vehicle is not equipped with water, a fire pump, or a pre-piped waterway. As discussed previously with our vehicle replacement plan, the scheduled rotation of our fleet is safe and cost effective. The service requirements placed on these vehicles coupled with the many intricate systems require a tremendous amount of service as they age. In 2007, the department spent nearly \$11,000 replacing the engine due to major oil leak. Additional repairs to the ladder, body, brakes and air system will be needed in the foreseeable future. Replacement consideration of our aerial ladder needs to be based upon function, combined with potential use of this vehicle. In today's fire service, an aerial truck is indispensable in that the personnel assigned, perform very specific tasks such as ventilation of roofs, laddering structures for Firefighter safety, salvage and overhaul operations and extrication. A recurring theme surfaces yet again, which is staffing. This Aerial truck is a vital piece of equipment not being used to its potential due to a lack of manpower. It is dispatched on almost 3 times as many calls as it responds to. This alone should not be the deciding factor on its replacement. The factors that should be considered are: current staffing and operational response, the age of the vehicle, the many years of previous service, the deficiencies with respect to current National Fire Protection Association (NFPA) Safety Standards, and the foreseeable costs in repairs as mentioned earlier are just some of what needs to be weighed when considering the replacement of the ladder truck. For the reasons stated and many more to be discussed, the department requests the replacement of this vehicle with the purchase of a "Quint." A Quint, which is a combination Engine/Ladder, is a fire service piece of apparatus that serves dual purposes of an engine and aerial device. The "Quint" which is Latin meaning (five) refers to its functions which provides for a pump, water tank, fire hose aerial device and ground ladders. The benefits of this type of vehicle with respect to an aggressive fire suppression and rescue operations response will increased the department's capabilities.

**CIP Recommendation:** After serious deliberation the CIP Sub-Committee assigned the request a Classification II (Necessary) with funding of \$850,000 in FY2019. This decision was made due to limited funds and the fact that there are still two years of bond payments left to fund the replacement of Engine 2.

**Project Title: Ambulance Replacement**

**Proposed By: Chief Thomas L. McPherson**

**Estimated Cost: \$275,000 Requested for 2020**

**Proposal:** As stated many times, timely replacement of this high use equipment is critical to the safe and effective delivery of pre-hospital care. This replacement allows the department to stay on course for scheduled apparatus replacement. Over the past several years, the department has maintained a rotation of these vehicles to maximize the useful life of these vehicles without placing strain on the mechanical operation. Typically, each front line ambulance is operated for 4 years before being downgraded to a backup ambulance. The current backup ambulance is then downgraded and kept in service as the department's rescue for cold water/ice rescue emergencies. This is equipped in the winter time with ice rescue suits, a rescue a-live sled and a variety of rescue ropes and loose equipment. During the summer months, kayaks are placed into service and carried on the rescue to serve as rapid deployment vessels which allows rescuers to enter the water without delay.

**CIP Recommendation:** The CIP Sub-Committee assigned this request a Classification of III (Desirable) based on the timing of this request with funding in FY 2020.

**Project Title: Forestry - 1 Replacement**

**Proposed By: Chief Thomas L. McPherson**

**Estimated Cost: \$110,000 Requested for 2022**

**Proposal:** Forestry-1 is a 2006 KME manufactured unit mounted on a Ford F-550 chassis. This vehicle is equipped with a CET 650 GPM (gallons per minute) pump, a 300 gallon water tank, and a 10 Class A Foam for fighting fires in ordinary combustibles such as wood, paper, cloth, trash, and plastics. This vehicle is a vital piece of equipment in the protection and preservation of the town's open space and natural wooded preserves and Town Forests. In addition to more open space, the town also continues to experience increased development of homes and businesses which continue to be located close to densely populated woods, increasing the risk of brush fires.

**CIP Recommendation:** The CIP Sub-committee assigned the request a Classification III (Desirable) with funding of \$110,000 in FY 2022.

**Project Title: Public Safety Sub- Station**

**Proposed by: Chief Thomas L. McPherson**

**Estimated Cost: \$2,000,000.00 Requested Year 2024**

**Proposal:** The longest and farthest response time from the existing station location is Route 28. On average it takes 8–10 minutes with an ambulance and nearly 12 minutes with a fire apparatus to respond to this area. These numbers are far above the national standard averages. Continued study will determine if the sub-station should be located in the area of Route 28 or another area in town. The reconstruction of Exit 3 and widening of I-93 with increasing traffic will impact this study. In summary, the Fire Department believes that a sub-station will be needed in the future to meet the life safety needs of the community.

**CIP Recommendation:** The CIP Sub-Committee assigned this request a Classification V (Premature) with funding of \$2,000,000 shown in FY 2024.

### **C. Highway Department**

**Project Title: Road Improvements**

**Proposed by: Jack McCartney, Highway Agent**

**Estimated Cost: \$420,000 Request for 2017, Total of \$4,240,000 for Years 2017-2024**

**Proposal:** This is an annual request to provide funding to rebuild roads throughout Windham. Funding would help to improve drainage, infrastructure, (both to improve conditions for daily travel and a reduction in plowing problems), and paving reclamation. If the Highway Department completes all projects proposed, they will repave/reconstruct approximately 2.5 miles of roads per year. However, this is only half of what we should be addressing each year. Windham has just over 100 miles of town maintained roads. A new road lasts 20-25 years before it needs to be repaved. This however does not take into account the usage, which is whether it is a collector street, through street or dead end. By not keeping up with the repaving cycle, we are then forced to reconstruct additional miles of roads each year. It should be noted that the cost to reconstruct a road is 10 times the cost to repave one.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding of \$390,000 in FY2017, \$420,000 in FY2018, \$450,000 in FY2019, \$480,000 in FY2020, \$510,000 in FY2021, \$540,000 in FY2022, \$570,000 in FY2023, and \$600,000 in FY2024.

**Project Title: Wood Chipper**

**Proposed by: Jack McCartney, Highway Agent**

**Estimated Cost: \$50,000 in Year 2017**

**Proposal:** To purchase a wood chipper to aid in brush work and damage to trees due to storms. The town currently does not own a wood chipper and subcontracts the work. Although owning the chipper would not reduce the cost to the Town as opposed to subcontracting the services, it would provide the convenience of having it available when required.

**CIP Recommendation:** The sub-committee assigned a Classification III (Desirable) with funding of \$50,000 in FY2022.

**Project Title: Small Rubber Track Excavator**  
**Proposed by: Jack McCartney, Highway Agent**  
**Estimated Cost: \$100,000 in Year 2018**

**Proposal:** To purchase a small rubber track excavator for multiple uses including shoulder repairs, treatment swale and detention pond maintenance, culvert repair or replacement and basin or other drainage structure repairs.

**CIP Recommendation:** The sub-committee assigned a Classification III (Desirable) with funding of \$100,000 in FY2019.

**Project Title: Five Ton Truck Replacement**  
**Proposed by: Jack McCartney, Highway Agent**  
**Estimated Cost: \$200,000 in Year 2020**

**Proposal:** First scheduled replacement due for a newer 5 ton truck. The amount may vary depending on the condition of accessories mounted on existing truck

**CIP Recommendation:** The sub-committee assigned a Classification III (Desirable) with funding of \$200,000 FY2020.

**Project Title: Five Ton Truck Replacement**  
**Proposed by: Jack McCartney, Highway Agent**  
**Estimated Cost: \$210,000 in Year 2022**

**Proposal:** Second scheduled replacement due for a newer 5 ton truck. The amount may vary depending on the condition of accessories mounted on existing truck

**CIP Recommendation:** The sub-committee assigned a Classification III (Desirable) with funding of \$210,000 FY2022.

**Project Title: Five Ton Truck Replacement**  
**Proposed by: Jack McCartney, Highway Agent**  
**Estimated Cost: \$215,000 in Year 2023**

**Proposal:** Third scheduled replacement due for a newer 5 ton truck. The amount may vary depending on the condition of accessories mounted on existing truck

**CIP Recommendation:** The sub-committee assigned a Classification IV (Deferrable) with funding of \$215,000 FY2023.

#### **D. Administration/Board of Selectmen**

**Project Title: Greenway Trail Improvements**  
**Proposed by: David Sullivan, Town Administrator**

**Estimated Cost:** \$900,000 Funding, Year 2017. Offsetting revenues of \$720,000 from the State through a Transportation Assistance Program (TAP) Grant. Town portion, \$180,000, will be contingent on the town being awarded the grant.

**Proposal:** Provide a bicycle and pedestrian path to connect the Greenway Recreational Trail west of Interstate 93 to the Rockingham Recreational Trail, east of Interstate 93. The path will be 8 foot paved width and 2 foot shoulder stone dust extending 13,000 linear feet. The State will construct a box culvert under 93 to connect the two trails. The proposal will improve the trail beginning at the intersection of Meetinghouse Road and Old Mill Road and running to the intersection of the westerly right-of-way line of Interstate 93.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding of \$900,000 in FY2017, split between the state Grant for \$720,000 and the Town matching for \$180,000. However, the project is contingent upon the Town receiving the 80% grant. Grant monies are shown in the plan under Other CIP Annual Contributions.

## **Administration/Board of Selectmen, continued**

### **Project Title: Town Complex Beautification**

**Proposed by: David Sullivan, Town Administrator**

**Estimated Cost:** \$300,000 Funding in Two Phases, \$100,000 Year 2017 and \$200,000 in Year 2018.

**Proposal:** This is a multi-phase project to upgrade the area in the Town Center between the Bartley Building and Senior Center and the Town Hall, Community Development and the Old Town Library, Nesmith Building. Phase I of the project involves improving the area behind the Bartley Building including the Veterans Memorial and Flag Fire Pit, the Town Common Bridge over the brook, erecting a Gazebo on the commons and building the sidewalks in front of the Bartley Building on North Lowell going onto Church Street. Phase II of the project includes removing the pavement in front of the Community Development building, providing sidewalks on North Lowell to the Town Hall, providing a “stamped textured” cross walk across Lowell Road, restructuring the sloping and parking in front of the Town Hall and putting additional parking in the rear of the Community Development Department building.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding of \$100,000 in FY2018, and a Classification II (Necessary. Needed within 1-3 years) for Phase II with funding of \$200,000 in 2019.

## **E. Library**

### **Project Title: Replace carpets/vinyl and exterior painting.**

**Proposed by: Carl Heidenblad**

**Estimated Cost: \$85,000 (\$65,000 for carpeting and \$20,000 for painting) FY2017**

**Proposal:** The carpeting at the library is 19 years old. The application would cover the cost of the carpeting and hard flooring (\$65,000) and exterior painting (\$20,000). The carpets will be replaced with tiled carpets squares which can be replaced in spots when needed in the future and the hard linoleum floors with vinyl tiles. Both are considered safety issues as old carpet has puckered and most of the adhesive had broken down. The hard floors are chipped and broken and are difficult to clear in the bathrooms and kitchen. The exterior of the library was last painted over 6 years ago and will need a fresh coat and protect it from rot.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding of \$85,000 in FY 2017.

### **Project Title: Replace Roof**

**Proposed by: Carl Heidenblad**

**Estimated Cost: \$80,000 FY2019**

**Proposal:** The Nesmith Library was built in 1996 and opened in 1997. The original roof is approaching its 20<sup>th</sup> year and has held up well. However, a few spots especially an area above the furnace room have some significant wear due to the recent ice storms. Though not an urgent matter, it would be best to start planning for a roof replacement in the near future. If, however, a proposal by the Windham Local Energy Committee (LEC) to install solar panels on the roof is approved, the roof replacement might become an urgent matter.

**CIP Recommendation:** The sub-committee assigned a Classification II (Necessary) with funding of \$80,000 in FY 2019.

## **F. Town Clerk**

### **Project Title: Vault / Records Project**

**Proposed By: Nicole Bottai**

**Estimated Cost: \$50,000 Requested for 2017**

**Proposal:** The records vault in Town Hall is in need of a complete reorganization, technology updates, and an ongoing maintenance plan to preserve permanent records. In 2016, the CIP committee recommended Phase I be presented to the voters and the Town Meeting vote passed phase I. During 2016, it was determined a proper bid could not be realized without an inventory, therefore Phase I will provide an inventory of what in the vault is in need of digitization prior to receiving the full scanning bid at the completion of the inventory. Phase II would be the completion of the scanning and recurring maintenance of

the records. Within the \$50,000 funding requested for Phase II, a professional company would furnish a plan specific to the Town of Windham, set up new protocols and operating procedures, would complete organization of all records in the vault including indexing, boxing, labeling, scanning of records, completing the capability for keyword searches, setting up a secure controlled access log for both public access from the Town website as well as internal access for staff. In addition, the company will provide a destruction log that coincides with the RSA-33-A Data Retention schedule. Recommendations for Phase III, if required will be provided by the consultant.

**CIP Recommendation:** Last year, the CIP committee ranked Phase I of this plan a Classification I (Urgent) and Town Meeting approved the appropriation. Discussions this year centered on the delay in completion of Phase I and the CIP Sub-committee assigned the Phase II request a Classification II (Necessary) with full funding of \$50,000 in FY2018 for Phase II of the project.

### **G. Solid Waste Management**

**Project Title: 2005 Trailer Replacement**

**Proposed by: David Poulson**

**Estimated Cost: \$55,000 FY2018**

**Proposal:** The Transfer Station has a fleet of 6 trailers; 4 open-top, walking floor for trash, demolition, and metal and 2 close-top, push-out for single stream recyclables. The recommended replacement guideline for trailers in the Town's Vehicle Maintenance Policy is every 12 years with optional overhaul every 8 years. The main reason to consider replacement at a prudent timeframe is the condition of the trailer due to use and its salvage value. This request will replace a trailer that was purchased in 2005.

**CIP Recommendation:** The sub-committee assigned a Classification II (Necessary) with funding of \$55,000 in FY 2018.

**Project Title: Wheel Loader**

**Proposed by: David Poulson**

**Estimated Cost: \$100,000 FY2018**

**Proposal:** This will replace the 2009 Takeuchi loader that was purchased used with 90 hours in 2010. This loader has recently been relegated to second line so the rate of accumulating hours should be greatly reduced. This proposal is within the Town replacement policy for vehicles. The loader is used to move the waste stream into the trailer.

**CIP Recommendation:** The sub-committee assigned a Classification II (Necessary) with funding of \$100,000 in FY 2018.

**Project Title: 2007 Trailer Replacement**

**Proposed by: David Poulson**

**Estimated Cost: \$60,000 FY2019**

**Proposal:** As stated above, this request follows the Town's Vehicle Maintenance Policy. This request will replace a trailer that was purchased in 2007.

**CIP Recommendation:** The sub-committee assigned a Classification II (Necessary) with funding of \$60,000 in FY 2019.

**Project Title: Truck Replacement**

**Proposed by: David Poulson**

**Estimated Cost: \$150,000 FY2019**

**Proposal:** This will replace the 2005 Sterling truck which was purchased used in 2007. This truck is currently a second line truck and is used less. This proposal is within the Town replacement policy for vehicles.

**CIP Recommendation:** The sub-committee assigned a Classification III (Desirable) with funding of \$150,000 in FY 2019

## **Solid Waste Management Continued**

### **Project Title: 2008 Trailer Replacement**

**Proposed by: David Poulson**

**Estimated Cost: \$65,000 FY2021**

**Proposal:** As stated above, this request follows the Town's Vehicle Maintenance Policy. This request will replace a trailer that was purchased in 2008.

**CIP Recommendation:** The sub-committee assigned a Classification III (Desirable) with funding of \$65,000 in FY 2021.

### **Project Title: Truck Replacement**

**Proposed by: David Poulson**

**Estimated Cost: \$150,000 FY2021**

**Proposal:** This will replace the 2007 Mack truck which was purchased used in 2009. This truck is currently a front line truck and is used more. This proposal is within the Town replacement policy for vehicles.

**CIP Recommendation:** The sub-committee assigned a Classification III (Desirable) with funding of \$150,000 in FY 2021.

### **Project Title: 2008 Trailer Replacement**

**Proposed by: David Poulson**

**Estimated Cost: \$67,500 FY2022**

**Proposal:** As stated above, this request follows the Town's Vehicle Maintenance Policy. This request will replace a trailer that was purchased in 2008.

**CIP Recommendation:** The sub-committee assigned a Classification IV (Deferrable) with funding of \$67,500 in FY 2022.

### **Project Title: Wheel Loader**

**Proposed by: David Poulson**

**Estimated Cost: \$100,000 FY2022**

**Proposal:** This will replace the 2013 Takeuchi loader that was purchased used with 160 hours in 2014. This proposal is within the Town replacement policy for vehicles. The loader is used to move the waste stream into the trailer.

**CIP Recommendation:** The sub-committee assigned a Classification IV (Deferrable) with funding of \$100,000 in FY 2022.

### **Project Title: 2010 Trailer Replacement**

**Proposed by: David Poulson**

**Estimated Cost: \$67,500 FY2023**

**Proposal:** As stated above, this request follows the Town's Vehicle Maintenance Policy. This request will replace a trailer that was purchased in 2008.

**CIP Recommendation:** The sub-committee assigned a Classification IV (Deferrable) with funding of \$67,500 in FY 2023.

### **Project Title: Trailer Replacement**

**Proposed by: David Poulson**

**Estimated Cost: \$68,000 FY2024**

**Proposal:** As stated above, this request follows the Town's Vehicle Maintenance Policy. This request will replace a previously purchased trailer.

**CIP Recommendation:** The sub-committee assigned a Classification IV (Deferrable) with funding of \$68,000 in FY 2024



## **H. Recreation Committee**

**Project Title: Passive Recreation at Griffin Park**

**Proposed by: Cheryl Haas, Recreation Coordinator**

**Estimated Cost: \$90,000 FY2017**

**Proposal:** The voters approved the first \$90,000 of the estimated \$200,000 needed for the passive recreation on the 2016 town meeting ballot. The Recreation department has spent the summer of 2016 fund raising for the shortfall and have raised nearly \$30,000 through sale of named bricks that will form the foundation of the passive recreation area and through sales of consumables at the town beach. This request was for the remaining \$90,000, the estimate for the remainder of funds necessary to complete this project. Recreation will continue to fund raise in order to decrease the full burden on the taxpayers.

**CIP Recommendation:** The CIP Subcommittee assigned this request a Classification II (Necessary) with funding of \$90,000 in FY2018.

## **I. Rail Trail Alliance**

**Project Title: Rail Trail Rain Forest Re-pavement**

**Proposed By: Mark Samsel**

**Estimated Cost: \$130,000 Requested for 2017**

**Proposal:** The project involves engineering, excavation, rebasing, drainage and re-pavement of 1,800 feet of the rainforest section of the Rail/Trail. 2016 marks the 10<sup>th</sup> anniversary of the paving of the original rail/trail. The most challenging part of the trail is this 1800 ft stretch call the “rainforest” that runs through cut ledge, a lined cut of 35-40ft rock wall, the longest in the state. This area is also home to several ledged based birds, flora and ice flows in the winter.

Because of the challenges of the cut through ledge, high water table and difficult maintenance of inadequate ditch lines and remaining of the stone left from the past fiber optic network, this section is in need of re-paving. Freezing of the base with the high water table has caused frost heaves which remain year round because of the size of the rocks and lack of proper drainage. This has become a safety issue with protrusions and accelerated deteriorating of the pavement.

**CIP Recommendation:** The CIP committee assigned this request a Classification II (Necessary) with funding of \$130,000 in FY2018.

## **J. IT/GIS Director**

**Project Title: Phone System Replacement**

**Proposed By: Eric DeLong**

**Estimated Cost: \$50,000 Requested for 2017**

**Proposal:** To use \$50,000 to replace the current phone system for town offices, including the police department. This project will replace a 30 year old phone system and provide a current set of functionalities including voicemail, Voice over IP (VoIP) which will leverage the internet to further reduce the total costs for the phone systems. This project has a 3-year return on investment as it replaces a system that has passed its End of Supported Life status, where handsets are increasingly difficult to find when replacements are necessary.

**CIP Recommendation:** The CIP committee assigned this request a Classification I (Urgent) with funding of \$50,000 in FY2017.

## **K. Windham School District**

**Project Title: Capital Needs for Future Building and/or Renovation Project**

**Proposed by Bill Hickey on behalf of the Windham School Board**

**Estimated Cost: \$800,000 in FY 2017**

**Proposal:** To use \$800,000 to be put into a CRF (Capital Reserve Fund) to offset cost for future building projects. Currently the Windham School Board is working on a potential expansion project that could be placed on the ballot in March of 2017. The current project that these funds could be used for, if approved by

the voters, is the expansion at Golden Brook School. At this time the exact cost for this project is unknown although the district is working vigorously to have budget numbers in November, 2016. This request is in line with qualitative and quantitative data that clearly shows that the district schools are overcrowded. For additional information please visit [www.windhamsd.org](http://www.windhamsd.org).

**CIP Recommendation:** The sub-committee assigned a classification I (urgent) with funding of \$700,000 in FY2017.

**L. Departments/Committees with No Requested Projects for the FY 2016-2023 CIP:**

- Tax Collector
- Assessor
- Forestry Committee
- Historic District/Heritage Committee
- Maintenance
- Planning Board
- Community Development Department
- Local Energy Committee
- Economic Development Committee
- Solid Waste Management
- Housing Authority
- Cemeteries
- Cable
- Senior Center
- Windham Historic Commission (Searles)
- Museum Trustees/Historical Society
- Conservation Commission

Respectfully submitted for the Committee:

*Rob Gustafson*

Rob Gustafson, Chair

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# FINANCIAL STATEMENTS / INDEPENDENT AUDIT

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## **PLODZIK & SANDERSON**

*Professional Association/Accountants & Auditors*

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX 603-224-1380

### ***INDEPENDENT AUDITOR'S REPORT***

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

We have audited the accompanying financial statements of the governmental activities, major fund, and aggregate remaining fund information of the Town of Windham, as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

#### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, major fund, and aggregate remaining fund information of the Town of Windham, as of December 31, 2015, the changes in financial position and the budgetary comparison for the major general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Emphasis of Matter**

As discussed in Note 1-Q to the financial statements, in 2015 the Town changed its method of accounting for pension reporting with the adoption of Governmental Accounting Standards Board Statement No. 68 Accounting, and Financial Reporting for Pensions-an amendment of GASB Statement No. 27 and as amended by Statement No. 71 Pension Transition for Contributions Made Subsequent to the Measurement Date-an amendment of GASB Statement No. 68. Our opinions are not modified with respect to these matters.

### **Other Matters**

Required Supplementary Information - Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, Schedule of Funding Progress for Other Postemployment Benefit Plan, the Schedule of the Town's Proportionate Share of Net Pension Liability, and the Schedule of the Town Contributions be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about 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 do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information - Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Windham's basic financial statements. The combining and individual fund schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

December 13, 2016

In the interest of ensuring a manageable file size for our web readers, pages 56 to 82 of these Annual Reports have been removed. These pages represented the attachments and schedules to our Financial Statements/Independent Audit.

You may view these via our [Finance Page](#).

# STATEMENT OF APPROPRIATIONS

<b>General Government:</b>		
	Town Officers' Salaries	\$3,330
	Administration	496,485
	Town Clerk's Expenses	286,470
	Tax Collector's Expenses	141,810
	Election and Registration Expenses	40,775
	Cemeteries	41,200
	General Government Buildings	519,850
	Appraisal of Property	180,620
	Information Technology	231,390
	Town Museum	5
	Searles Building	26,720
	Legal Expenses	52,400
	Retirement Service Charges	4,000
	Insurance	286,570
<b>Public Safety:</b>		
	Contracted Police Services	5
	Police Department	2,904,440
	Dispatching	478,450
	Fire Department	3,285,110
	Emergency Management	6,670
	Community Development	487,370
<b>Highways, Streets and Bridges:</b>		
	Town Maintenance	1,202,030
	Street Lighting	17,220
<b>Sanitation:</b>		
	Solid Waste Disposal	819,550
<b>Health/Welfare:</b>		
	Health and Human Services	36,760
	General Assistance	57,040
<b>Culture and Recreation:</b>		
	Library	1,079,590
	Recreation	212,690
	Historic Commission	6,000
	Conservation Commission	5,560
	Senior Center	4,960
	Cable TV Expenses	114,960
<b>Debt Service:</b>		
	Long Term Notes (Principal and Interest)	172,779
	Interest Expense - Tax Anticipation Notes	500.00
<b>Capital Outlay/Special Articles:</b>		
	Road Improvements	360,000
	Ambulance Replacement (Lease)	75,100
	Highway 5 Ton Truck 2016	180,000
	Griffin Park Passive Area	90,000
	Town Vault Project	50,000
	Searles Revenue Fund	32,500

<b>Operating Transfers Out:</b>		
	Property Maintenance Trust	50,000
	Earned Time Trust	30,000
<b>Total Appropriations:</b>		<b>\$14,070,909</b>

### 2016 TAX RATE COMPUTATION

<b>Total Town Appropriations</b>	<b>\$14,070,909</b>	
LESS: Revenues	6,537,124	
LESS: Shared Revenues	0	
ADD: Overlay	98,700	
ADD: War Service Credits	239,750	
	-----	
Net Town Appropriations	7,042,235	
Approved Town Tax Effort	7,042,235	
<b>Town Rate:</b>		<b>3.08</b>
Approved School Tax Effort	34,914,920	
<b>Local School Rate:</b>		<b>15.32</b>
State Education Taxes	5,326,111	
<b>State School Rate:</b>		<b>2.36</b>
Approved County Tax Effort	2,415,742	
<b>County Rate:</b>		<b>1.06</b>
Total of Town, School, State and County	49,699,008	
LESS: War Service Credits	(239,750)	
PLUS: Village District Commitments	20,787	
	-----	
PROPERTY TAXES TO BE RAISED:	\$49,480,045	
<b>TOTAL TAX RATE</b>		<b>\$ 21.82</b>

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# SUMMARY INVENTORY OF VALUATION

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**DESCRIPTION OF PROPERTY****2016 VALUATION**

## VALUE OF LAND ONLY:

Current Use	\$ 92,880
Residential	866,596,000
Commercial/Industrial	<u>76,913,500</u>
Total of Taxable Land	\$ 943,602,380

## VALUE OF BUILDINGS ONLY:

Residential	\$1,241,887,750
Manufactured Housing	48,800
Commercial/Industrial	<u>88,728,340</u>
Total of Taxable Buildings	\$ 1,330,664,890

PUBLIC UTILITIES \$ 18,142,500

VALUATION BEFORE EXEMPTIONS \$ 2,292,409,770

IMPROVEMENTS TO ASSIST PERSONS W/DISABILITIES (524,430)

MODIFIED ASSESSED VALUATION OF ALL PROPERTIES \$ 2,291,885,340

Deaf Exemptions - 1 @ \$15K	\$ 15,000
Blind Exemptions - 4 @ \$15K	\$ 60,000
Elderly Exemptions -	
21 @ \$160K	\$ 3,334,800
15 @ \$190K	2,784,400
22 @ Full Exemption	5,586,100
Disabled Exemption - 3 @\$160K	<u>\$ 461,400</u>

TOTAL AMOUNT OF EXEMPTIONS (12,241,700)

NET VALUATION ON WHICH TAX RATE IS COMPUTED \$ 2,279,643,640

LESS: Public Utilities: (18,142,500)NET VALUATION ON WHICH STATE EDUCATION TAX  
RATE IS COMPUTED \$ 2,261,501,140



# COMPARATIVE STATEMENT

<i>Unaudited</i>	2016 APPROP INCLD 2015 CARRYFWDs	RECEIPTS, REIMBS & GRANTS	TOTAL AMT AVAILABLE	EXPENDED 2016	CARRYFWDs FROM '16 TO 2017	BALANCES UNEXPENDED (OVERDRAFTS)
<b><u>GENERAL GOVERNMENT</u></b>						
Town Officer's Salaries	3,330	-	3,330	3,606		(276)
Administration	499,823	-	499,823	470,850	4,000	24,973
Town Clerk's Expenses	286,470	-	286,470	274,705		11,765
Tax Collector's Expenses	141,810	-	141,810	137,677		4,133
Election and Registration	40,775	-	40,775	39,043		1,732
Cemetery	47,400	231	47,631	32,568	11,200	3,862
General Gov't Bldgs	519,850	-	519,850	574,717		(54,867)
Appraisal of Property	188,294	-	188,294	188,123		171
Information Technology	231,390	-	231,390	221,752		9,638
Town Museum	5	-	5	-		5
Searles Building	26,720	-	26,720	34,699		(7,979)
Legal Expenses	52,400	-	52,400	50,680		1,720
<b><u>PUBLIC SAFETY</u></b>						
Police Department	2,904,440	18,326	2,922,766	2,973,588	23,630	(74,452)
Contracted Details	5	-	5	-		5
Dispatching	478,450	-	478,450	480,121		(1,671)
Fire Department	3,285,110	-	3,285,110	3,193,426	9,000	82,684
Emergency Management	6,670	-	6,670	2,370		4,300
Community Development	487,770	1,800	489,570	440,512	-	49,058
<b><u>HWYS/STREETS/BRIDGES</u></b>						
Town Maintenance	1,212,030	-	1,212,030	914,787	138,600	158,643
Street Lights	17,220	-	17,220	17,287		(67)
<b><u>SANITATION</u></b>						
Solid Waste Disposal	819,550	-	819,550	879,030		(59,480)
<b><u>HEALTH</u></b>						
Health and Human Services	36,760	100	36,860	35,013		1,847
<b><u>WELFARE</u></b>						
General Assistance	57,040	-	57,040	25,049		31,991
<b><u>CULTURE &amp; RECREATION</u></b>						
Library	1,079,590	-	1,079,590	1,035,951		43,639
Recreation	246,640	4,910	251,550	240,571		10,979
Historic Comm.	6,000	-	6,000	1,840	850	3,310
Conservation Comm.	5,560	-	5,560	1,776		3,784
Senior Center	4,960	-	4,960	3,895		1,065
Cable TV Expenses	114,960	-	114,960	111,555		3,405
<b><u>DEBT SERVICE</u></b>						
Long Term Notes - P + I	172,779	-	172,779	171,495		1,285
Interest - TANS	500	-	500	-		500
<b><u>CAPITAL OUTLAY</u></b>						
Road Improvements	360,000	-	360,000	358,638		1,363
Ambulance Lease	75,100	-	75,100	75,099		1
Highway 5 Ton Truck 2016	180,000	-	180,000	-	180,000	-
Griffin Park Passive Area	90,000	-	90,000	-	90,000	-
Town Vault Project	50,000	-	50,000	2,497	47,503	0
Phone System Replacement	-	-	-	-		-
Library Carpeting/Floors/Repainting	-	-	-	-		-
Dispatch Command Center	-	-	-	-		-
Fire Engine	366,804	-	366,804	357,199		9,605
Library HVAC Replacement	8,674	-	8,674	8,921		(247)
Highway 5 Ton Truck 2014	180,000	-	180,000	166,680		13,320
Rail Trail	40,341	-	40,341	33,717	6,624	(0)

<i>Unaudited</i>	2016 APPROP INCLD 2015 CARRYFWDs	RECEIPTS, REIMBS & GRANTS	TOTAL AMT AVAILABLE	EXPENDED 2016	CARRYFWDs FROM '16 TO 2017	BALANCES UNEXPENDED (OVERDRAFTS)
<b><u>OPERATING TRANSFERS OUT</u></b>						
Fire Apparatus	-	-	-	-	-	-
<b><u>MISCELLANEOUS</u></b>						
Retirement Svc Charges	4,000	-	4,000	-	-	4,000
Insurance	286,570	600	287,170	285,812	-	1,358
Searles Bond Payment	-	-	-	-	-	-
Use of Searles Revenue Fund	32,500	-	32,500	32,500	-	-
Other Reimbursable Grants	-	-	-	-	-	-
Donations/Gifts	-	-	-	-	-	-
Property Maintenance Trust	50,000	-	50,000	50,000	-	-
Earned Time Trust	30,000	-	30,000	30,000	-	-
Refunds and Abatements	98,700	-	98,700	80,443	-	18,257
<b><u>OTHER GOVT'L DIVISIONS</u></b>						
School District	40,241,031	-	40,241,031	40,241,031	-	-
County	2,415,742	-	2,415,742	2,415,742	-	-
Village Districts	20,787	-	20,787	20,787	-	-
<b>TOTALS</b>	<b>57,504,550</b>	<b>25,966</b>	<b>57,530,516</b>	<b>56,715,749</b>	<b>511,407</b>	<b>303,361</b>

# TRUSTEES OF THE TRUST FUNDS

NAME OF TRUST FUND	PRINCIPAL				INCOME			GR TOTAL PRINCIPAL & INCOME	
	BALANCE BEGINNING YEAR	NEW FUNDS CREATED	WITH- DRAWALS	BALANCE END YEAR	BALANCE BEGINNING YEAR	INCOME DURING YEAR	EXPENDED DURING YEAR		BALANCE END YEAR
<b>CEMETERIES</b>									
Cemetery-on-Hill	1,189.03			1,189.03	-	0.12	0.12	-	1,189.03
Perpetual Care	61,890.00			61,890.00	1,067.20	9.93	9.93	1,067.20	62,957.20
Neglected Lots	500.00			500.00	-	0.06	0.06	-	500.00
Garaphelia Park	1,000.00			1,000.00	-	0.12	0.12	-	1,000.00
Martha Clark Fund	2,000.00			2,000.00	-	0.24	0.24	-	2,000.00
Dora Haseltine Fund	500.00			500.00	-	0.06	0.06	-	500.00
Cemetery-on-the-Plains	17,574.89			17,574.89	8,864.61	177.21	-	9,041.82	26,616.71
Cemetery Trustees	-			-	25,725.94	17.19		25,743.13	25,743.13
Maintenance Fund	59,800.00	2,400.00	400.00	61,800.00	154.57	6.05	6.05	154.57	61,954.57
Louise Anderson Hall Fund	1,300.00			1,300.00	-	0.12	0.12	-	1,300.00
<b>LIBRARY</b>									
Public Library Fund	3,000.00			3,000.00	-	0.36	0.36	-	3,000.00
Library Books	1,000.00			1,000.00	-	0.12	0.12	-	1,000.00
<b>ARMSTRONG MEM. BLD.</b>	337.78			337.78	657.28	4.94	4.82	657.40	995.18
<b>SCHOOLS</b>									
Searles School Repairs	-		-	-	408.97	0.06		409.03	409.03
Eliz. Wilson Fund	1,000.00			1,000.00	-	0.12	0.12	-	1,000.00
School Dist. 2,3,4,6	4,022.00			4,022.00	-	0.36	0.36	-	4,022.00
<b>MINISTERIAL FUNDS</b>	1,989.63			1,989.63	-	0.24	0.24	-	1,989.63
<b>NEEDY PERSONS</b>	1,400.00		-	1,400.00	4,439.04	0.60		4,439.64	5,839.64
<b>REPAIR TOWN BLDGS</b>	1,979.65			1,979.65	-	0.24	0.24	-	1,979.65
<b>IRENE HERBERT SCHSHIP</b>	14,075.00		-	14,075.00	678.71	1.44		680.15	14,755.15
<b>COBBETTS PD VILL. DIST.</b>	12,719.56			12,719.56	1,077.70	1.39		1,079.09	13,798.65
<b>CAPITAL RES. FUNDS</b>									
Fire Apparatus	122.45		-	122.45	0.04	0.02		0.06	122.51
Fire Station	-		-	-	1,475.97	0.12		1,476.09	1,476.09
Rte 111/Town Complex	-		-	-	6,084.27	0.60		6,084.87	6,084.87
Fire Station Renovation	1,384.00		-	1,384.00	3,350.97	0.48		3,351.45	4,735.45
Nesmith Library	20,481.67		-	20,481.67	4,402.01	2.47		4,404.48	24,886.15
S.D. Repair/Replace Septic	-		-	-	1,645.95	0.12		1,646.07	1,646.07
Salt Shed	-		-	-	169.04	0.03		169.07	169.07
Senior Center	-		-	-	-	-		-	-
S.D. Building Modifications	-		-	-	-	-		-	-
S.D. Long Range Technol	-		-	-	-	-		-	-
S.D. Land Acquis Elem	-		-	-	-	-		-	-
S.D. Const/Land-Elm/HS	-		-	-	-	-		-	-
S.D. Land Acq-Elm/HS	-		-	-	-	-		-	-
S.D. Paving/Parking Repair	25,957.68		-	25,957.68	1,225.29	2.71		1,228.00	27,185.68
S.D. Roof Rprs & Repl	42,100.00		-	42,100.00	101.57	4.25		105.82	42,205.82
S.D. Roof Rprs & Repl	615,000.00	742,562.50		1,357,562.50	12.46	66.78		79.24	1,357,641.74
<b>EXPENDABLE TRUST FD</b>									
Property Maintenance	21,079.35			21,079.35	1.43	2.55		3.98	21,083.33
Earned Time	214,646.22		-	214,646.22	4,375.98	21.96		4,398.09	219,044.31
Town Museum	4,453.36		-	4,453.36	107.72	0.48		108.20	4,561.56
Fire Protection	-		-	-	-	-		-	-
2016 Grammy Scholarship	-	1,500.00	1,500.00	-	-	-		-	-
School Bldg/Grounds Maint	17,673.45		-	17,673.45	918.48	1.87		920.35	18,593.80
<b>GRAND TOTALS:</b>	<b>1,150,175.72</b>	<b>746,462.50</b>	<b>1,900.00</b>	<b>1,894,738.22</b>	<b>66,945.20</b>	<b>325.41</b>	<b>22.96</b>	<b>67,247.80</b>	<b>1,961,986.02</b>

Respectfully submitted for the Trustees,

Al Marcil Jr., Chair

# EXPENDABLE HEALTH TRUST FUND

Month	Income*	Premiums	Claims	Admin Fee	Interest	Balance
						\$ 121,318.64
Jan	\$ 23,286.67	\$ -	\$ 7,283.90	\$ 242.25	\$ 14.63	\$ 137,093.79
Feb	\$ 31,563.72	\$ -	\$ 2,183.21	\$ -	\$ 17.57	\$ 166,491.87
Mar	\$ 39,656.73	\$ -	\$ 11,280.44	\$ 926.25	\$ 20.95	\$ 193,962.86
Apr	\$ 31,537.75	\$ -	\$ 14,771.89	\$ -	\$ 23.77	\$ 210,752.49
May	\$ 38,064.75	\$ -	\$ 13,939.30	\$ 500.00	\$ 26.96	\$ 234,404.90
Jun	\$ -	\$ -	\$ 3,843.79	\$ 608.00	\$ 28.51	\$ 229,981.62
Jul	\$ 60,937.84	\$ -	\$ 14,083.42	\$ -	\$ 50.37	\$ 276,886.41
Aug	\$ 37,911.88	\$ -	\$ 776.69	\$ -	\$ 59.30	\$ 314,080.90
Sep	\$ 30,709.40	\$ -	\$ 9,311.81	\$ 612.75	\$ 63.15	\$ 334,928.89
Oct	\$ 30,709.40	\$ 103,217.29	\$ 4,145.07	\$ -	\$ 52.51	\$ 258,328.44
Nov	\$ -	\$ 99,457.83	\$ 5,928.78	\$ 500.00	\$ 32.33	\$ 114,087.41
Dec	\$ 74,261.74	\$ 136,336.50	\$ 6,926.71	\$ -	\$ 31.05	\$ 83,503.74
<b>Totals</b>	<b>\$ 398,639.88</b>	<b>\$ 339,011.62</b>	<b>\$ 94,475.01</b>	<b>\$ 3,389.25</b>	<b>\$ 421.10</b>	

The Expendable Health Trust fund was primarily used in 2016 to pay the “out of pocket” claims and administrative fees associated with the Town’s program of self-insuring the deductibles on behalf of its employees, as well as a portion of the monthly health premium for employees. Claims are processed by a Third Party Administrator through a Health Reimbursement Account. The income deposited into this fund consists of the employees’ co-pay amounts from weekly payroll deductions, which funds both the out of pocket claims and a portion of the monthly premiums. Beginning in 2017, the Trust will no longer be used to pay the “out of pocket” expenses, as the self-insured program has been phased out effective January 2017.

The Town’s general operating budget funds 75% of the monthly premium cost of the employees’ health insurance plans. The remainder is funded from the Health Expendable Trust, with a breakdown as follows for 2016 (net of reimbursements described below):

Funded from Town operating budget	\$1,094,196
Funded from trust (employee co-pays)	<u>\$ 340,722</u>
<b>Total</b>	<b>\$1,434,918</b>

A portion of the premium costs funded by the Trust represents payments made on behalf of retirees who qualify for the Town’s post-employment benefits program based on years of service. For 2016, payments for retiree insurance premiums which were funded from the trust totaled \$37,564.

# FINANCE DIRECTOR

Financial information maintained by the Finance office, which appears in various sections of these Annual Town Reports, is used in preparing annual required reports to the NH Department of Revenue, as well as in preparing the underlying financial data which comprises the Town's annual audited financial statements. The financial information summarized below is also used to keep the Board of Selectmen ("the Board") updated on a regular basis of the financial activity of the Town.

In 2016, the Finance office completed the upgrade of our financial ERP software to MUNIS 10.5. The Finance office also worked with multiple lending institutions to coordinate the required documentation in order to re-issue the Town's \$2,000,000 tax anticipation note and issue a \$334,291.18 bond for the purchase of a new fire engine.

My thanks go to all Administrative staff for the great job they did through 2016 - we had quite a few challenges to overcome, and as always they went above and beyond to get the job done.

The Finance department provides continued oversight and departmental support and analysis, in order to ensure the overall Town finances are managed in a safe, accurate and professional manner. We also provide direct support during the Town's annual independent audit process.

### **Town Tax Rate Highlights**

While other sections of these Annual Town Reports contain information pertaining to the Total Town Tax Rate set by the NH Department of Revenue, the focus of this report will be the Town portion of the tax rate and the impact revenues have on the overall financial picture. The table below identifies how the town portion of the tax rate is derived, and the detailed breakdown of general revenues, including non-tax revenue sources available to support the Town's spending.

<b><i>Town Only Tax Rate Breakdown</i></b>	<b><i>2016</i></b>	<b><i>2015</i></b>	<b><i>2014</i></b>
Gross Appropriations (Approved Budget)	14,070,909	13,870,484	\$14,323,311
Less: General Fund Revenues (see Chart A)	(\$7,367,124)	(\$6,643,510)	(\$6,577,881)
Plus: Overlay (abatements)	98,700	97,400	\$90,503
Plus: War Service Credits	<u>239,750</u>	<u>238,500</u>	<u>\$248,500</u>
Net to Raise via taxation	7,042,235	7,562,874	\$8,084,433
<b><i>Town Tax Rate</i></b>	<b><i>3.08</i></b>	<b><i>3.35</i></b>	<b><i>\$3.87</i></b>

<b><i>Chart A – General Fund Revenue (for tax rate)</i></b>	<b><i>2016</i></b>	<b><i>2015</i></b>	<b><i>Difference</i></b>
Licenses, Permits & Fees	\$3,801,860	\$3,349,350	\$452,510
State Revenues	\$1,068,902	\$977,390	\$91,512
Income from Departments, Other Taxes and Interest, Grants and Intergovernmental	\$777,110	\$663,641	\$113,469
Capital Reserve Funds	\$0	\$24,000	(\$24,000)
Sale of Municipal Property	\$336,470	\$0	\$336,470
Cable Franchise Fees	\$280,000	\$270,000	\$10,000
Interest on Investments	\$10,500	\$8,000	\$2,500
Transfers In from other funds (Searles, Trust Funds)	\$32,503	\$30,820	\$1,683
Funds from Other Sources (Highway Truck Grant)	\$144,000	\$0	\$144,000
Funds from Other Sources (Bond/Conserv, Rev funds)	\$85,779	\$430,309	(\$344,530)
Use of prior year fund balance to reduce the tax rate	<u>\$830,000</u>	<u>\$890,000</u>	<u>\$60,000</u>
<i>Total GF Revenue for tax rate (see chart above)</i>	\$7,367,124	\$6,643,510	\$723,614
Impact of Funds directly offsetting appropriations	(\$85,779)	(\$430,309)	\$344,530
<b><i>Net GF Revenue on which the tax rate is set</i></b>	<b><i>\$7,281,345</i></b>	<b><i>\$6,213,201</i></b>	<b><i>\$1,068,144</i></b>

**Revenue Highlights**

What is referred to as the “General Fund Revenues” represents the majority of revenue, outside of property taxes, received through general operations of the town (i.e. motor vehicle registrations, revenues from the state, departmental income, etc.). Once the Town budget is approved in March, the Finance office tracks the revenues received throughout the year and estimates the total expected general revenues that can be used to support the approved spending for that year. The estimated general revenues, combined with any funds available from the previous year’s ending fund balance, will be deducted from the approved budget, and the remainder is raised through annual property taxes. Chart A above adjusts for the impact of the “Funds from Other Sources”, which represents a direct offset to a particular appropriation article in a given year, and thus varies from year to year.

The net increase in General Fund revenues is \$1,068,144. This is primarily due to a \$452,510 increase in Licenses, Permits & Fees revenue, \$336,470 increase in revenues generated from the Sale of Town Properties and \$113,469 in additional Income from Departments above the previous year. These increases were offset by a decrease in revenues from Other Sources of \$344,530 due to a bond issuance in 2015 not being repeated. As a result of the increase in revenues, combined with a moderate increase in net appropriations, the amount needed to be raised through taxation decreased by \$520,639. Although some portions of the revenue budget remain steady from year to year, such as cable franchise fees, other portions tend to vary from year to year and have an impact on the resulting Town tax rate.

As illustrated above:

- Approximately 48% of the Town’s annual budget is raised through general taxation. The other approximately 52% is from other revenue sources as noted in Chart A.
- Of the \$7.28 million collected in 2016 through operations, 14.6% came from State funding (Meals & Rooms Distribution and State Highway Block Grant) and 11.3% was from use of fund balance, with the remaining 74.10% coming from local revenue sources.
- Chart A reflects the change in *budgeted* revenues from one year to the next, however, a full revenue report containing *actual* results for 2016 can be found on the next page.

**Other Town Revenues**

For certain appropriation articles that are partly funded through grants funds, capital reserve funds or issuance of bonds, the revenues are detailed in Chart A and are recorded in the year in which the project was approved by the voters, not necessarily the year in which it was received.

Other revenues are accepted by the Board via public hearings throughout the year. These include State, Federal and private source grants and/or donations which are accepted and expended for a specified purpose during the year, and as such, are not considered a general revenue to the Town for tax rate setting purposes. Of note for 2016 was additional funds and services received towards renovations at the Searles building.

**REVENUE REPORT - COMPARATIVE ANALYSIS AS OF DECEMBER 31, 2016**

<i>Unaudited</i>	<b>Estimated Revenue For 2016</b>	<b>Actual Revenue @ 12/31/16</b>	<b>Actual Revenue @ 12/31/15</b>	<b>Increase (Decrease) 16-15</b>	<b>2016 % of Estimate Received</b>
<b>SOURCES OF REVENUE:</b>					
<b><u>Taxes</u></b>					
Yield/Excavation Tax	11,415	13,106	2,682	10,424	114.8%
Interest & Penalties on Taxes	230,000	236,740	298,094	(61,354)	102.9%
Misc. Taxes - PILOT	12,035	12,035	12,035	0	100.0%
Boat Taxes	15,740	15,982	14,690	1,292	101.5%
<b><u>Intergovernmental Revenues</u></b>					
Highway Block Grant	329,405	329,405	302,491	26,914	100.0%
Rooms and Meals	739,497	739,497	677,477	62,020	100.0%

<i>Unaudited</i>	<b>Estimated Revenue For 2016</b>	<b>Actual Revenue @ 12/31/16</b>	<b>Actual Revenue @ 12/31/15</b>	<b>Increase (Decrease) 16-15</b>	<b>2016 % of Estimate Received</b>
<b>SOURCES OF REVENUE:</b>					
<b><u>Licenses and Permits</u></b>					
M V Permit Fees	3,550,000	3,620,423	3,429,899	190,524	102.0%
Building Permits	135,000	154,144	137,531	16,613	114.2%
Other Licenses and Permits:					
Dog Licenses	20,000	20,477	18,533		
Animal Officer Fees	1,725	1,975	375		
Planning Board Fees	50,000	81,152	58,650		
Board of Adjustment Fees	8,000	13,931	9,045		
Town Clerk Miscellaneous	35,000	10,924	11,979		
Gun Permits	2,135	3,160	2,480		
Subtotal Other Licenses/Permits	116,860	131,619	101,062	30,557	112.6%
<b><u>Charges for Services</u></b>					
Cable TV Fees	280,000	286,950	272,507	14,443	102.5%
Income from Departments:					
Special Duty-Contracted Police	25,000	35,190	30,495		
Welfare Reimbursements	750	10,530	2,125		
Community Dev Miscellaneous	6,500	9,868	6,215		
Police Dept Miscellaneous	5,300	7,775	4,855		
Ambulance Fees	435,000	434,527	320,725		
Fire Dept Miscellaneous	10,000	20,934	21,850		
Transfer Station Fees	3,300	13,439	28,064		
Police - Accident Reports	2,200	3,263	2,288		
Recreation - Beach Income	3,500	3,534	5,307		
Subtotal Income from Dept's	491,580	539,060	421,924	117,136	109.7%
<b><u>Miscellaneous Revenues</u></b>					
Interest on Deposits	10,500	11,695	14,482	(2,787)	111.4%
Sale of Town Property	336,470	338,470	0	338,470	100.6%
Other Miscellaneous Revenues:					
Intergovernmental Misc	-	-	-		
Other State/Fed Grants/FEMA	6,500	27,763	25,886		
Insurance/Other Reimb/Refunds	3,000	44,554	171,499		
Parking Fines	750	1,115	1,285		
Town Building Rent	3,400	3,125	3,275		
Selectmen Miscellaneous	1,600	14,402	41,164		
Donations	0	0			
Treasurer's Miscellaneous	430	748	1,085		
Town Clerk - Copy Fees	160	206	633		
Subtotal Other Miscellaneous	15,840	91,913	244,827	(152,914)	580.3%
<b><u>Other Financing Sources</u></b>					
Income from Trust Funds	3	3	820	(817)	100.0%
Proceeds from Bond Issuance	0	0	344,530	(344,530)	N/A
Income from Capital Reserve Funds	0	0	24,000	(24,000)	N/A
Income from Revenue Funds	32,500	32,500	30,000	2,500	100.0%
Income from Other Sources:					
Conservation Funds	85,779	85,779	85,779	0	100.0%
Highway Truck Grant Funds	144,000	133,344	-	133,344	92.6%
Fund Balance	830,000	830,000	890,000	(60,000)	100.0%
Grants/Donations Accepted/Expended	500	24,952	4,290	20,662	4990.0%
<b>TOTAL REVENUES</b>	<b>7,367,124</b>	<b>7,627,617</b>	<b>7,309,120</b>	<b>318,497</b>	<b>103.5%</b>

## Balance Sheet

The following represents the General Fund balance sheet as of December 31, 2016 as prepared by the Town's Finance Department. This information is presented in draft form and has not been audited or reviewed by the Town's Independent Auditors. This presentation omits substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included with the General Fund balance sheet, they might influence the user's conclusions about the Town's financial position. Accordingly, this General Fund balance sheet is not designed for those who are not informed about such matters.

### BALANCE SHEET - General Fund as of December 31, 2016

#### **ASSETS:**

Cash	\$18,342,794
Taxes receivable, net	1,903,773
Accounts receivable	95,570
Restricted cash	344,789
Other assets	29,647
<b>Total Assets</b>	<b>\$20,716,574</b>

#### **LIABILITIES & FUND BALANCES:**

##### Liabilities

Accounts payable and accruals	\$ 14,223
Deposits	(344,789)
Deferred revenue	4,833
Due to other governments	19,248,983
<b>Total Liabilities</b>	<b>\$18,923,250</b>

Non-spendable fund balance	\$ -
Committed fund balance	328,792
Assigned fund balance	187,280
Unassigned fund balance	1,277,252
<b>Total Fund Balances</b>	<b>1,793,324</b>

**Total Liabilities & Fund Balances**      **\$20,716,574**

## Town Debt

The full Statement of Bonded Indebtedness for 2016 is as follows:

During 2016, the Campbell Farm Property bond was paid in full by the Conservation Commission, saving the town over \$100,000 in expected interest cost over the life of the bond.

At this time, the only town debt consists of the fire engine loan taken in May 2016. The first of four annual payments was made in July 2016, and three more payments will be made as detailed below.

Original Issue: \$334,291.18 / May 2016 / Northway Bank / Interest Rate of 1.50%

Purpose: Purchase of fire engine for the Windham Fire Department

Repayment: Town budget funds will be required to pay the debt service throughout the term of the bond.

	<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Payment</b>	<b>Balance</b>
					249,244.54
2017	7/31/17	81,976.55	3,738.67	85,715.22	167,267.99
2018	7/31/18	83,206.20	2,509.02	85,715.22	84,061.79
2019	7/31/19	84,061.79	1,260.93	85,322.72	0
		\$249,244.54	\$7,508.62	\$256,753.16	



The Town continues to make payments on previous leases for Highway and Fire equipment, the annual principal and interest payments for which are contained in the Town's annual operating budget. The \$2,000,000 Tax Anticipation note that the Town entered in 2014 (structured as a line of credit available to assist the Town with its cash flow needs) was renewed for 2016. However, working cooperatively with the Windham School District, the Town was able to meet its cash flow requirements without drawing on this line of credit during 2016. The Town already renewed the line of credit for 2017-interest on any balances drawn will be paid at an annualized rate of 3.21% (subject to adjustment).

**School District Payments**

Payments to the Windham School District for 2016 are summarized as follows:

Due to School District as of December 31, 2015	\$18,955,348
Total School District Funds Raised through 2016 Tax Rate	\$40,241,031
Total Transferred Out to School District during 2016	(\$39,955,348)
Balance due to School District as of December 31, 2016	<b>\$19,241,031</b>

**Fund Balance**

Each year, the Board discusses the appropriate level of fund balance to protect the Town from unforeseen financial circumstances. As shown in the Balance Sheet earlier in this report, fund balance generally represents the difference between the Town's assets and liabilities, at a given point in time. Upon completion of the Town's annual financial audit, any variances in budgeted expenditures and revenues throughout the year become part of the Town's "budgetary basis" fund balance. The following chart shows the budgetary basis fund balance available for tax rate setting over the last several years, since the Board has elected to maintain a balance of \$300,000. While the NH Department of Revenue Administration recommends a much higher remaining fund balance, the Board has generally believed that with proper planning and oversight of Town finances, the Town's balance is sufficient. The Board has codified this level of minimum fund balance in its Fund Balance Policy.

End of year budgetary basis fund balance <i>(per annual audited financial statements):</i>	2015	2014	2013	2012
Available for tax rate setting	\$1,235,325	\$1,194,131	\$734,024	\$736,411
Amount used to reduce next year's tax rate	\$830,000	\$890,000	\$434,024	\$436,411
Remainder	\$405,325	\$304,131	\$300,000	\$300,000

*Note – Of the \$405,325 Fund Balance retained from 2015, \$100,000 may be expended as part of a recommended 2017 warrant article to create a Facilities Improvement Trust fund for the Town*

**Special Fund Activity**

The following represents a summary of all transactions administered through the Town's Special funds, not including the General Fund, as compiled by the Town's Finance Department. These funds are held in custody by the Town Treasurer, however, funds are collected and expended based upon the designated purpose for which each fund was established.

	Balance 12/31/2015	Income	Disbursements	Interest	Balance 12/31/16
Cable TV Trust Fund	305,381.02	22,000.00	10,017.29	418.30	317,782.03
Searles Special Revenue	10,899.37	28,736.45	19,098.45	42.40	20,579.77
Searles Donation Fund	579.59	15,180.00	15,050.00	22.84	732.43
Expendable Health Trust	121,318.64	398,639.88	401,021.72	421.10	119,357.90
Cemetery Operation Fund	114,179.04	3,300.00	2,200.00	231.01	115,510.05
Conservation Land Trust	581,790.07	138,278.00	601,654.88	689.70	119,102.89
Road Bond Fund	9,267.19			18.58	9,285.77
Law Enforcement Fund	972.37			1.96	974.33

	Balance 12/31/2015	Income	Disbursements	Interest	Balance 12/31/16
Recreation-Lacrosse	19,367.75	39,061.59	55,334.16	17.27	3,112.45
Recreation-Programs	7,510.82	53,297.52	53,187.46	12.23	7,633.11
Griffin Park Passive Recreation	0.00	28,258.60		25.61	28,284.21
Conservation Special	2,163.03			4.33	2,167.36
Police Public Safety Revolve Fd	41,944.78	351,895.00	348,430.33	186.38	45,595.83
Fire Public Safety Revolve Fd	34,498.84	21,393.72	20,356.78	82.06	35,617.84
Police Fed Asset Forfeiture	0.00				0.00
Subdivision Fees	60,653.47	113,428.56	96,493.64	115.28	77,703.67
Rte 28 Emergency Fund	11,287.07			22.61	11,309.68
Rail to Trail Fund	100.57			0.18	100.75
Fire Cistern Special Rev Fund	250.15	250.00		0.53	500.68
Forest Maintenance Fund	13,808.05	42,219.00		100.69	56,127.74
Police Impact Fee	88,961.63	22,180.70	3,619.90	174.30	107,696.73
Fire Impact Fee	141,298.29	40,191.66		289.79	181,779.74
School Impact Fees (Separate)	312,951.69	221,373.92	161,961.00	566.14	372,930.75
Total	1,879,183.43	1,539,684.60	1,788,425.61	3,443.29	1,633,885.71

The collective cash balances for the special funds were invested as follows as of December 31, 2016 (represents bank statement balances exclusive of deposits in transit and outstanding checks):

<b>Citizens Bank Operating Accounts</b> – earning 0.10%	\$1,378,932.78
<b>Enterprise Bank Investment Account</b> – earning 0.05%	\$250,892.55
<b>TD Bank Merchant Account</b> – earning 0.00%	\$4,060.38

**Performance Bonds** As of 12/31/2016, the following bonds/escrow accounts are held in custody by the Town Treasurer, either for the completion of projects approved by the Planning Board or for other town requirements. These funds are collected and expended through Planning Board and/or Board of Selectmen approval.

<i>Project</i>	<i>Type</i>	<i>Current Balance</i>
Atlantic Telecom (Cell Tower Removal Bond)	Insurance Co Bond	\$30,000.00
Carrier Funeral Home	Cash	7,267.75
Castle Reach III	Letter of Credit	17,670.00
Comcast/Adelphia (Cable TV)	Insurance Co Bond	75,000.00
Cricket Ridge	Cash	43,793.05
Cyr Lumber	Cash	7,121.68
Granite Woods	Letter of Credit	192,268.50
Hudson Paving and Excavating	Insurance Co Bond	258,015.00
Hunnewell/Right of Way	Insurance Co Bond	2,500.00
Jenny's Hill Rd	Insurance Co Bond	21,000.00
Johnny Hill Estates	Cash	101,693.63
Lewis Builders/Right of Way	Insurance Co Bond	5,000.00
McIntosh Hollow	Letter of Credit	20,472.00
Netherwood Rd	Insurance Co Bond	14,600.00
Pawtucket Rd L/C 98-47 Pentucket	Letter of Credit	22,593.80
Pennichuck Water/Right of Way	Insurance Co Bond	442,200.00
Ryan Farm Phase I (Great Mountain View) L/C 03-14 LowellFive	Letter of Credit	7,200.00
Ryan Farm Phase II (Great Mountain View) L/C 02-14 LowellFive	Letter of Credit	320,640.00
Settler's Ridge and Glendenin Roads, L/C 1276, Bank of NE	Letter of Credit	1,141,643.85
Spruce Pond Phase II L/C 98-77 Pentucket	Letter of Credit	92,808.00
Spruce Pond Phase II L/C 105 Pentucket	Letter of Credit	90,660.00

<i>Project</i>	<i>Type</i>	<i>Current Balance</i>
Spruce Pond Phase II L/C 101 Pentucket	Letter of Credit	70,728.00
Spruce Pond Phase II L/C 86 Pentucket	Letter of Credit	74,376.00
Spruce Pond Phase II L/C 87 Pentucket	Letter of Credit	56,784.00
Spruce Pond Phase II L/C 83 Pentucket	Letter of Credit	43,188.00
Spruce Pond Phase III L/C 98-78 Pentucket	Letter of Credit	10,800.00
Taschereau Investment/Right of Way	Insurance Co Bond	5,000.00
Tate Brothers Paving Co.	Insurance Co Bond	1,000,000.00
Walkers Woods	Letter of Credit	159,462.78
Wall St/International	Cash	33,151.20
Weston Estates	Cash	77,528.96
White Mountain Cable Construction (Cable TV)	Insurance Co Bond	20,000.00
Winslow Homes	Letter of Credit	115,941.60
Woodside South II - L/C 27029, Enterprise	Letter of Credit	847,519.85
<b>Total Performance Bonds</b>		<b>\$5,428,627.65</b>

In closing, please visit the Finance page of the Town's website for periodic Board reports and other finance related items. I encourage anyone to contact me directly for questions or for more specific Town financial information as needed.

Respectfully submitted,



Daniel Popovici-Muller, Finance Director

# IMPACT FEES ASSESSED & COLLECTED - 2016

The following report has been compiled by the Finance Office, based on data obtained from the Community Development Department, in accordance with RSA 674:21.

NAME	LOT #	STREET	DATE	SCHOOL	--- ASSESSMENT DATE (PERMIT ISSUED) ---		--- COLLECTION DATE (C.O. ISSUED) ---	
					PUBLIC SAFETY		DATE	SCHOOL
<i>Assessments for 2016 building permit issuances:</i>								
Michelle Webster	25-F-105	33 Abbott Rd	01/15/16	6,357.87				
Barbagallo	25-G-22	28 Marblehead Rd	01/20/16	4,288.00	1,621.00	7/28/2016	4,288.00	1,621.00
Great Mountain View Estates	24-F-628	65 Ryan Farm Rd	01/25/16	6,357.87	1,460.00	7/8/2016	6,357.87	1,460.00
Nickerson Ventures	25-D-32	42 Sharon Rd	02/19/16	6,357.87	1,460.00			
Carrier Funeral Home	13-A-150	38 Range Rd	03/10/16		5,677.56	10/31/2016		5,677.56
Stephen Doherty	17-C-94	39 Sawtelle Rd (SC)	03/17/16	6,357.87				
Advance Design Construction	11-A-1433	9 Cricket Ridge Rd	03/18/16	3,848.00	1,621.00	10/7/2016	3,848.00	1,621.00
Dade Realty Trust - Morgan	11-C-180	19 Enterprise Dr	03/21/16		1,555.20			
Advance Design Construction	11-A-1430	3 Cricket Ridge Rd	03/31/16	3,848.00	1,621.00	12/16/2016	3,848.00	1,621.00
Advance Design Construction	11-A-1436	14 Cricket Ridge Rd	04/01/16	3,848.00	1,621.00	8/26/2016	3,848.00	1,621.00
Advance Design Construction	11-A-1438	10 Cricket Ridge Rd	04/01/16	3,848.00	1,621.00	9/2/2016	3,848.00	1,621.00
Advance Design Construction	11-A-1439	8 Cricket Ridge Rd	04/01/16	3,848.00	1,621.00	11/23/2016	3,848.00	1,621.00
KP Bergeron	20-D-2303	28 London Bridge Rd	04/04/16	6,357.87	1,460.00	10/27/2016	6,357.87	1,460.00
DMH Dev - Mark Harvey	24-F-192	65 Heritage Hill Rd	04/12/16	6,357.87	1,460.00			
KP Bergeron	20-D-2302	30 London Bridge Rd	04/19/16	6,357.87	1,460.00			
Brian Harvey	21-K-18B	160 Range Rd	04/29/16	6,357.87	1,460.00	8/4/2016	6,357.87	1,460.00
Advance Design Construction	11-A-1435	13 Cricket Ridge Rd	05/06/16	3,848.00	1,621.00	10/5/2016	3,848.00	1,621.00
DiPietro Homes	20-D-3022	20 Bennington Rd	05/14/16	6,357.87	1,460.00			
Dipietro Homes	20-D-3023	18 Bennington Rd	05/18/16	6,357.87	1,460.00	12/14/2016	6,357.87	1,460.00
GBS Development	6-C-2000A	48A Sheffield Rd	05/23/16	0.00	223.20			
Newell/Iworsky	7-A-792	19 Ludlow Rd	05/23/16	6,357.87	1,460.00			
Doniggian	20-E-199	2 Pawtucket Rd	06/14/16	6,357.87	1,460.00			
Blundell	21-Z-268	25A Cobbetts Pond Rd	06/15/16	6,357.87	1,460.00	12/22/2016	6,357.87	
Dennis Rogers	17-J-3	28 Armstrong Rd	06/24/16	6,357.87	1,460.00			
DC Dev LLC	17-C-101B	4 Spring St	06/27/16	6,357.87	0.00	11/17/2016	6,357.87	
Taschereau Investment Properties	21-F-605	11 Weston Rd	07/08/16	4,288.00	1,621.00			
Currier Homes of Winslow LLC	14-B-2600	39 London Bridge Rd	07/05/16	6,357.87	1,460.00			
Peter Stephens	24-F-184	6 Ryan Farm Rd	08/01/16	6,357.87	1,460.00			
Okeefe Electric LLC	20-D-3003	3 Bennington Rd	08/08/16	6,357.87	1,460.00			
Okeefe Electric LLC	24-F-161	52 Heritage Hill Rd	08/08/16	6,357.87	1,460.00			
Shawn & Ashley Trasher	14-J-142	19 Gardner Rd	08/19/16	6,357.87				
Ridgeview Construction	17-L-83	5 Grove St	08/24/16	6,357.87				
Currier Homes of Winslow LLC	14-B-2602	45 London Bridge Rd	09/14/16	6,357.87	1,460.00			
Joseph Barbagallo	1-C-1501	137 Londonderry Rd	09/29/16	6,357.87	1,460.00			
AJ Letizio	11-C-13	55 Enterprise Drive	09/22/16		5,585.58			
Sonya Treadwell	1-A-601	13 Fordway Ext	10/4/2016	6,357.87	1,460.00			
Dipietro Homes	20-D-3019	28 Burnham Rd	10/6/2016	6,357.87	1,460.00			
Robert Russell	16-C-11	36 Gaumont Rd	10/14/2016	6,357.87				
DHB Homes LLC	24-F-1103	31 Wilson Rd	10/17/2016	4,288.00	1,621.00			
KP Bergeron	24-F-308	10 Ryan Farm Rd	10/24/2016	6,357.87	1,460.00			
DHB Homes LLC	24-F-1102	29 Wilson Rd	10/26/2016	4,288.00	1,621.00			
Delbar Builders	7-B-42	11 Orchard Blossom Rd	11/28/2016	6,357.87	1,460.00			
DHB Homes LLC	24-F-1104	1 Marden Rd	11/30/2016	4,288.00	1,621.00			
DHB Homes LLC	24-F-1116	24 Wilson Rd	11/30/2016	4,288.00	1,621.00			
Dave Tokenal	24-F-5209	9 Meadow Rd	12/1/2016	6,357.87	1,460.00			
CYR Lumber RWRL LLC	13-A-33	39 Rockingham Rd	12/2/2016		4,529.28			
Mark Harvey	24-F-193	67 Heritage Hill Rd	12/6/2016	6,357.87	1,460.00			
KP Bergeron	20-D-2300	34 London Bridge Rd	12/8/2016	6,357.87	1,460.00			
<i>Assessments in prior years (collected in 2016 at issuance of Certificate of Occupancy):</i>								
Justin Thompson	6-C-814	42 Jackman Ridge Rd	8/3/2010	0.00	1,621.00	4/25/2016	0.00	1,621.00
North Central Dev.	14-B-2808	37 London Bridge Rd	4/17/2014	3,848.00	1,621.00	5/13/2016	3,848.00	1,621.00
Walkey, Ed	17-I-120	22 Walkey Rd	7/7/2014	4,288.00	0.00	10/17/2016	4,288.00	0.00
H&B Homes	3-B-819	58 Northland Rd	8/7/2014	3,400.00	0.00	1/12/2016	3,400.00	
H&B Homes	3-B-874	15 Nathan Rd	8/20/2014	3,400.00	0.00	3/31/2016	3,400.00	
H&B Homes	3-B-878	23 Nathan Rd	8/20/2014	3,400.00	0.00	4/12/2016	3,400.00	
H&B Homes	3-B-880	27 Nathan Rd	8/20/2014	3,400.00	0.00	4/12/2016	3,400.00	
H&B Homes	3-B-816	64 Northland Rd	8/20/2014	3,400.00	0.00	6/24/2016	3,400.00	
H&B Homes	3-B-822	48 Northland Rd	8/20/2014	3,400.00	0.00	7/5/2016	3,400.00	
H&B Homes	3-B-808	59 Northland Rd	8/20/2014	3,400.00	0.00	8/12/2016	3,400.00	
Dane Development	3-B-815	66 Northland Rd	8/20/2014	3,400.00	0.00	8/19/2016	3,400.00	
H&B Homes	3-B-820	54 Northland Rd	8/20/2014	3,400.00	0.00	8/30/2016	3,400.00	
H&B Homes	3-B-817	62 Northland Rd	8/20/2014	3,400.00	0.00	9/7/2016	3,400.00	
Grt Mnt View Estates	24-F-629	63 Ryan Farm Rd	9/16/2014	4,288.00	1,621.00	3/29/2016	4,288.00	1,621.00
Dinga	24-E-11	127B No. Lowell Rd	10/17/2014	4,288.00	1,621.00	8/16/2016	4,288.00	1,621.00

NAME	LOT #	STREET	DATE	--- ASSESSMENT DATE (PERMIT ISSUED) ---		--- COLLECTION DATE (C.O. ISSUED) ---		
				SCHOOL	PUBLIC SAFETY	DATE	SCHOOL	PUBLIC SAFETY
<i>Assessments in prior years (collected in 2016 at issuance of Certificate of Occupancy) cont.:</i>								
Kingwood Bldrs	21-U-2	11 Lowell Rd	11/5/2014	4,288.00	1,621.00	4/22/2016	4,288.00	1,621.00
Chris-SCO Corp	11-A-1437	12 Cricket Ridge Rd	11/24/2014	3,848.00	1,621.00	3/30/2016	3,848.00	1,621.00
Mashop Dev, LLC	18-L-400	49 Range Rd	1/21/2015	0.00	5,294.80	8/26/2016		5,294.80
Bonnanno, Vincent	17-I-111B	27 Walkey Rd (SC)	3/6/2015	4,288.00	0.00	2/29/2016	4,288.00	0.00
Bergeron, K.	14-B-2806	31 London Bridge Rd	3/17/2015	3,848.00	1,621.00	3/28/2016	3,848.00	1,621.00
EJR Dev, LLC/ Dipietro	24-F-179	5 Ryan Farm Rd	4/28/2015	6,357.87	1,460.00	2/22/2016	6,357.87	1,460.00
Linda Trust	25-C-3	8 Jordan Rd (SC)	4/28/2015	6,357.87		11/18/2016	6,357.87	
Great Mountain View Estates	24-F-606	66 Ryan Farm Rd	5/21/2015	6,357.87	1,460.00	5/9/2016	6,357.87	1,460.00
McKenna / Bergeron	14-B-2802	21 London Bridge Rd	6/22/2015	3,848.00	1,621.00	2/3/2016	3,848.00	1,621.00
Dipietro Homes, LLC	21-F-609	10 Weston Rd	8/26/2015	4,288.00	1,621.00	3/8/2016	4,288.00	1,621.00
Century Builders Inc	22-B-16	16 Johnson St	8/26/2015	6,357.87	1,460.00	6/9/2016	6,357.87	1,460.00
Donigian Properties LLC	20-E-201	3 Pawtucket Rd	8/26/2015	6,357.87	1,460.00	6/28/2016	6,357.87	1,460.00
Donigian Properties LLC	20-E-203	4 Pawtucket Rd	8/26/2015	6,357.87	1,460.00	9/1/2016	6,357.87	1,460.00
Currier Homes LLC	20-D-1900	1 Winslow	8/27/2015	4,288.00	1,621.00	6/22/2016	4,288.00	1,621.00
KCL Homes LLC	03-A-580	46 Partridge Rd	9/17/2015	6,357.87	1,460.00	6/3/2016	6,357.87	1,460.00
Delbar Builders LLC	21-F-608	12 Weston	9/29/2015	4,288.00	1,621.00	5/11/2016	4,288.00	1,621.00
Dipietro Homes, LLC	20-D-3026	12 Bennington Rd	9/30/2015	6,357.87	1,460.00	3/30/2016	6,357.87	1,460.00
Bergeron Development LLC	14-B-2801	19 Londonbridge Rd	10/23/2015	6,357.87	1,460.00	7/26/2016	6,357.87	1,460.00
Currier Homes LLC	20-D-1903	2 Winslow Lane	10/30/2015	4,288.00	1,621.00	7/5/2016	4,288.00	1,621.00
Moynihan /Steinfeld	21-K-101	148 Range Rd	12/7/2015	4,288.00	1,621.00	9/9/2016	4,288.00	1,621.00
Dipietro Homes, LLC	20-D-3025	14 Bennington Rd	12/24/2015	6,357.87	1,460.00	7/13/2016	6,357.87	1,460.00
<b>GRAND TOTALS</b>				<b>401,760.67</b>	<b>113,030.62</b>		<b>221,373.92</b>	<b>62,372.36</b>

(SC) Seasonal Conversion  
(C) Condo

### IMPACT FEES - AMOUNT DISBURSED 2016

Disbursed To:	Date:	Purpose:	Type:	Amount:	Originally Assessed
Windham School District	6/14/2016	Annual bond payments	School	161,961.00	
Russell Ward	5/17/2016	Refund: not spent within 6 yrs	Public Safety	517.16	2009
Vermilyea Family Rev. Trust	5/17/2016	Refund: not spent within 6 yrs	Public Safety	516.90	2010
Keith and Kristen Murray	5/17/2016	Refund: not spent within 6 yrs	Public Safety	516.82	2010
Winmill Rev Trust	6/14/2016	Refund: not spent within 6 yrs	Public Safety	518.30	2009
North Central Development LLC	6/14/2016	Refund - Overpayment	Public Safety	440.00	2015
Anthony and Laura Capua	6/28/2016	Refund: not spent within 6 yrs	Public Safety	516.77	2010
Abbott Windham LLC	11/29/2016	Refund: not spent within 6 yrs	Public Safety	516.95	2010
Kevin LeFebvre	11/29/2016	Refund: not spent within 6 yrs	Public Safety	516.95	2010

# TOWN TREASURER

The Town Treasurer report presents a cash-basis summary of all transactions administered through the Town's General Fund, as compiled by the Town's Finance Department, working with collaboratively with Robert Coole, the Town Treasurer.

<b>General Fund Cash Balance on January 1, 2016</b>	<b>18,316,247.53</b>
Cash Receipts:	
Tax Collector – Property Taxes, Interest, Etc.	49,885,937.35
Town Clerk	3,694,916.53
Community Development	259,095.03
Transfer Station	13,438.65
Police Department	50,502.75
Fire Department	455,461.26
Cable Franchise Fees	286,949.54
State of NH – Meals & Rooms Distribution	739,497.47
State of NH – Highway Block Grant	329,405.20
Other Intergovernmental –EM, State Grants, Etc.	161,106.70
Sale of Town Property	338,470.08
Insurance & Other Miscellaneous Reimbursements	108,861.56
Donations/Gifts/Grants	40,002.04
Administration & Miscellaneous Revenues	366,634.16
Interest on Investments	11,695.10
Transfers In from Special Revenue, Property Trust Funds	582,381.21
<i>Subtotal Cash Receipts</i>	<i>57,324,354.63</i>
Cash Disbursements:	
Selectmen's Warrants & School District Transfers	\$(57,229,162.66)
Transfer Out to Property/Earned Time Trust Funds	\$(80,000.00)
Transfer Out to Village Districts	\$(20,787.00)
Timing of transfers impact	\$32,141.35
<i>Subtotal Cash Disbursements</i>	<i>\$(57,297,808.31)</i>
<b>General Fund Cash Balance on December 31, 2016</b>	<b>18,342,793.85</b>

The Tax Collector also received **\$126,307.05** in land use change taxes that were passed to the Conservation Commission and are not reflected in the report above.

The General Fund cash, held in custody by the Town Treasurer, was invested as follows as of December 31, 2016 (represents bank statement balances exclusive of deposits in transit and outstanding checks):

<b>Citizens Bank Operating Account</b> – earning 0.01%	\$4,945,829.67
<b>Citizens Bank Investment Account</b> – earning 0.20%	\$13,691,445.08
<b>TD Bank Ambulance Account</b> – earning 0.0%	\$69,426.54

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# TAX COLLECTOR

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## DEBIT REPORT

	2016	Prior
UNCOLLECTED TAXES BEGINNING OF YEAR:		
Property Taxes	0.00	1,501,718.21
Land Use Change Taxes	0.00	24,000.00
Yield Taxes	0.00	39.34
Excavation Tax	0.00	0.00
TAXES COMMITTED THIS YEAR:		
Property Taxes	49,498,241.46	0.00
Land Use Change Taxes	98,675.00	0.00
Yield Tax	11,164.52	0.00
Excavation Tax		0.00
OVERPAYMENTS		
Overpayments/Refunds	106,977.83	305.86
Miscellaneous	51.68	25.00
INTEREST COLLECTED ON DELINQUENT TAXES:	17,995.73	73,821.69
COLLECTED PENALTIES/FEES:	44.00	3,990.50
TOTAL DEBITS	<u>\$49,733,150.22</u>	<u>\$1,603,900.60</u>

## CREDIT REPORT

	2016	Prior
REMITTED TO TREASURER:		
Property Taxes	47,916,267.82	1,496,608.78
Land Use Change Taxes	16,765.00	24,000.00
Yield Taxes	11,164.52	39.34
Interest	17,995.73	73,821.69
Penalties/Fees	44.00	3,990.50
Overpayments/Refunds	106,977.83	305.86
Miscellaneous	51.68	25.00
Excavation Tax		0.00
ABATEMENTS MADE:		
Property Taxes	11,639.00	5,109.43
Yield Taxes	0.00	0.00
Land Use Change Taxes	12,500.00	0.00
UNCOLLECTED TAXES END OF YEAR:		
Property Taxes	1,570,334.64	0.00
Land Use Change Taxes	69,410.00	0.00
Yield Taxes	0.00	0.00
Excavation Tax	0.00	0.00
TOTAL CREDITS	<u>\$49,733,150.22</u>	<u>\$1,603,900.60</u>

## SUMMARY OF TAX SALE/LIEN ACCOUNTS


### DEBIT REPORT

	2015 Levies	2014 Levies	Prior Levies (2013-2007)
UNREDEEMED LIENS:			
Beginning of Year	0.00	466,248.42	408,244.32
LIENS EXECUTED:			
During Fiscal Year	555,230.45	0.00	0.00
INTEREST & COSTS:			
Collected After Execution	14,701.35	40,442.46	109,303.06
	-----	-----	-----
TOTAL DEBITS	\$569,931.80	\$506,690.88	\$517,547.38

### CREDIT REPORT

REMITTANCE TO TREASURER:			
Redemptions	228,132.25	184,699.84	322,067.65
Interest & Costs	14,701.35	40,442.46	109,303.06
ABATEMENTS:	0.00	0.00	0.00
UNREDEEMED LIENS:			
Balance End of Year	327,098.20	281,548.58	86,176.67
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TOTAL CREDITS	\$569,931.80	\$506,690.88	\$517,547.38

Respectfully submitted,

  
Ruth Robertson, Tax Collector



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# TOWN CLERK

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I am pleased to present the narrative portion of the Town Clerk's Department for 2016. The Town Clerk's office is responsible for a number of areas. Some functions that we provide are listed below:

- Motor Vehicle - Certified municipal agent for the State (titling vehicles, plates, and registrations among other functions over the counter, by mail, and online).
- Election (voter registration, address change, party change, absentee ballots, testing of ballot machines, validating ballots, candidacy filing, coordination of all Election officials and training, reconciliation, and post-Election processes, among many other tasks).
- Census upkeep (maintain current resident list for all properties in Town).
- Record Keeper - Official record keeper for the Town, preserve and maintain all permanent records, and any other statutory records requirements in a safe and secure area.
- Local Registrar - Issuance and validation of all Births, Deaths, Divorces, and Marriages on behalf of the State.
- Dog Registration- Maintain registrations and issuance of all dog licenses and tags in person or online on behalf of the Town.
- Boat Registrations - Certified boat agent on behalf of the State.
- Hunting and Fishing Agent for the State.
- OHRV (four wheelers, snow mobiles, trailbikes) Agent for State.
- Notary Public - 4 Notaries in office, free services to all.

We also issue various permits, licenses among many other important responsibilities that are either statutory, or have been adopted by the Town.

Hours of Operation: Mondays 8:00A-7:00P, Tuesday-Friday 8:00A-4:00P, last Saturday of each month 9A-12noon (in the event of a Holiday weekend, Sat hours will be scheduled for previous Sat.)

**Staff:**

Nicole L. Bottai, Town Clerk

Nancy Charland, Deputy Town Clerk

Assistant Town Clerk and part-time Assistant Town Clerk due to start in 2017

We have had some staffing changes this past year. Cathy Brown our former part-time Town Clerk was offered a better opportunity for the Town of Salem and took a position with them. She was great to work with, a quick learner, and very personable with the residents. We have missed her, but we still keep in contact, on occasion for work related projects.

In the end of June, we filled the part-time Assistant Town Clerk position with Julie Suech, she has been amazing, and such a friendly, and knowledgeable individual. She was also presented a wonderful opportunity in the Community Development in November to take on a full time position. December 30<sup>th</sup> was her last day in the Town Clerk's department. The Town of Windham is certainly lucky to have her, and we are happy that we can still see her on occasion.

Maria Dillon, our full-time Assistant Town Clerk also retired on December 30<sup>th</sup>. Maria started with us in 2008 and she was such an intricate part of our department. She was always chipper, and stayed positive through each and every aspect of the job. She was very proud to serve the Town of Windham, and it showed by the way she carried herself. To say that we will miss her is an understatement. We wish her blessings, and happiness with her next stage of life.

As I'm writing this report, we have narrowed down our 2 candidates for the Assistant Town Clerk (full and part time) positions, and are very excited to welcome them onto our team at some point in January 2017, after all of the paperwork and background checks have been complete.

Deputy Nancy Charland and I have been taking a look at our in office procedures and have been changing some processes to better accommodate our residents. We've had no significant changes in the amount of staff over the last 18 years, and we are trying to keep the quality of service at the top, while securing efficiencies in all areas.

I've also been attending many conferences, meetings, and seminars to remain fully aware of what the latest projects and updates are that may be occurring throughout the State Agencies. I feel it's very important for Windham to remain in good relations with the State, so that the residents can benefit ultimately.

**Election overview:**

This was quite the Election year, starting off with the Presidential Primary in February, our annual Town Meeting in March, a State Primary in September, and closing with the General Election (Presidential and State) in November. I can't tell you how many times we have received compliments from the voters, the Attorney General's office auditors, party appointed attorneys, and observers on how well our operation is run, and how organized everything is in Windham. The Town Moderator, Peter Griffin and I have work very well together for the past 10 years and have fine-tuned the Election process so that it's nearly seamless. There are existing Election laws to adhere to, and with each legislation session there are always amendments or new laws that we have to follow and execute properly. We have many meetings leading up to each and every Election to ensure that the safety, traffic, set-up, training, and any last minute detail are being taken care of for the voters, volunteers, and Election officials. For the setup of these Elections, we had the privilege of having Scoutmaster Kevin Rochford and Troop 263 helping set up with the Elections. The whole troop, scouters, and committee have dedicated themselves to the Town with all of the Election setups. We constantly say that it's such a fantastic way for the community to come together. I would also like to take this moment to thank all of the ballot clerks, other Election officials, volunteers, and high school students that helped this past year. Without you, these Elections would never be as successful as they have been. On behalf and the Town of Windham, a heartfelt thanks to each and every one involved, and their willingness and dedication to the Town. If you ever want to be involved and have interest in understanding the Election process, please contact me. We are always looking for help, especially during the Presidential election year. For the minutes and results for the Town Election that took place in 2016, please refer to the appropriate section of the report.

**Records project:**

Along with the Record Retention Committee, I have been working diligently towards a massive Records vault re-organization. In March of 2016 the Town voters graciously approved to appropriate \$50,000 to complete this project. After undergoing an RFP process, and interviewing several vendors, the committee and I came to the conclusion that the first step is to perform an analysis of all of the records housed in the vault was the foundation for the success of this project. A vendor came into the Town Hall vault, and performed an analysis of all records being housed there, and furnished an inventory of the records, along with recommendations. We are confident that the professionals will complete a full index, adopt the boxing and labeling method, and perform to our desire to organize all records in the vault. Once that piece is completed, a software application will pair up with the physical records and act as a records management application. After this step is completed, we will focus on the digitization piece. We have identified priority records to start with to digitize. We will use the rest of the funding and do what we can to digitize as many records as possible, after the priority records are complete. We will then have an ongoing goal each year to digitize as many records as the budget will allow. Our goal is to then eventually have the capability for staff and public to access the digital records for research and accessibility. We are hoping to start this project in 2017 and develop a plan for Windham going forward to make sure we continue to properly protect, backup, and house all the records for Windham.

**Dog Fair:**

In conjunction with the Windham Police Department, the Town Clerk’s Office hosted the annual Rabies Clinic in May, across the street of Town Hall in the Bartley House parking lot. A huge thank you to Windham Animal Hospital that participated in administrating the rabies vaccine, at an affordable price to dogs, cats, and ferrets. I also want to take a moment to acknowledge all of the local businesses, animal shelters, and high school student volunteers that participated as well. It was such a huge success and convenience for the Windham dog owners, because the Town Clerk’s office was also open so that residents could register their dogs after their dogs got the rabies vaccination. We received many compliments and thanks from residents so they could have that service.

We are still collecting emails from residents for both dogs and vehicle registration renewals. We are using these emails to send out renewal reminders to reduce paper and postage. Please remember that the notifications for renewals (email and mailers) are a courtesy on behalf of the Town. It is ultimately the responsibility of registrant of the vehicle, or the owner of the dog to register on time. In the future, we are hoping to collect as many emails as possible to send residents news and updates about the Town Clerk’s office. If you would like to receive an email for reminders, please contact the Town Clerk’s office.

We are constantly looking for ways to help save costs for the taxpayers of the Town of Windham, yet improve and streamline all services for all customers. Our Mission is always to conduct Town business with efficiency and effectiveness while catering to our residents, with a smile! If you want to stop by, the door is always open for any questions, suggestions, or concerns. Please come on by and say “hi!”

Finally, I would like to thank my fellow Department Heads, Town Administrator, Board of Selectmen, and the many dedicated Town employees for their continued support throughout the year. It has been my pleasure serving as your Town Clerk and I thank you for the opportunity and your continued support.

**GENERAL FUND REVENUES COLLECTED**

	<b>2015</b>	<b>2016</b>
Motor Vehicle Permits	\$3,378,239.62	\$3,620,347.48
State Agent Motor Vehicles	45,365.00	45,812.50
Titles	6,294.00	6,470.00
Dog Licenses	18,529.50	20,476.50
Income from Dog Officer	375.00	1,975.00
Sale of Town Information (copy fees)	633.14	126.50
Boats	14,695.19	16,022.30
UCC Filings / Other Misc	2,577.70	1,959.00
Vital Records	8,813.00	7,939.00
OHRV / Hunting & Fishing	653.00	551.00
<b>Total</b>	<b>\$3,476,175.15</b>	<b>\$3,721,679.28</b>
*Funds due to State of NH	\$28,884.00	\$7,952.00
<b>REMITTED TO TREASURER:</b>	<b>\$3,505,059.15</b>	<b>\$3,721,679.28</b>
Motor Vehicle Permits Issued:	18,127	18,382
Dog Licenses Issued	2,466	2545

Respectfully submitted,



Nicole L. Bottai, Town Clerk

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# POLICE DEPARTMENT

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*Making a Difference* is a commitment that the men and women of the Windham Police Department have made to the community we serve. While the daily activities of the Department and the dynamics of such are in a constant state of change we remain resolved to

- ✓ *Treat people fairly and compassionately*
- ✓ *Explore new ways of doing our job safely while remaining effective and efficient*
- ✓ *Adapt to an ever changing public safety environment*
- ✓ *Be vigilant against threats to our community*

With this in mind it is my pleasure to present you with this year's annual report.

## **PERSONNEL / ORGANIZATION**

At the start of 2016, we were fully staffed for the first time in many years. Officer Courtois, who was hired in December of 2015 to fill our ranks, spent the first six-months undergoing training. Once completed, he was assigned to patrol duties thereby helping to alleviate overtime costs we incurred for his previously vacant position.

This year the community authorized the hiring of an additional officer, which allowed us to enhance our already successful School Resource Officer (SRO) Program. Officer Shane Mirisola was subsequently selected to work as the Windham Middle School SRO. This was a collaborative effort between the Police Department and the School Administration, and one that has already proven beneficial to all.

In December, Kathy Lelievre, a veteran Dispatcher for 16 years, retired to spend more time with her family. She was a valued member of the Department who will be sorely missed. Her departure created a vacancy for which a hiring process is currently under way (as of January 2017).

In January, the Department welcomed aboard our new part-time Records Clerk, Jennifer Hardy.

As the community has grown considerably over the last decade, I thought it beneficial to include in this year's report an overview of our staffing. The Department has a total of twenty-nine (29) employees with twenty (20) of them being sworn officers and nine (9) being civilian. Those numbers are broken down further as follows:

SWORN		CIVILIAN	
Chief of Police	1	Dispatcher (4 FT / 1 PT)	5
Captain	2	Prosecutor	1
Sergeant	4	Community Service Officer	1
Detective	2	Administrative Secretary	1
School Resource Officer	2	Records Clerk (P/T)	1
Patrol Officer	9		
<b>TOTAL</b>	<b>20</b>	<b>TOTAL</b>	<b>9</b>

## **COMMUNICATIONS**

After much technical work by our radio vendor, along with the FCC and APCO (The Association of Public-Safety Communications Officials), we were assigned a new radio frequency as we were found to be interfering with law enforcement radio communications in a Massachusetts community. While this may seem a simple change, it is actually a very involved process as our radio infrastructure required reprogramming, along with all of the radios in the Fire Department, surrounding communities, and the State Police so we could continue to communicate with each other.

## TRAINING

As stated in previous reports one of the most important, yet most overlooked, functions within the Department is training. It's critical that every officer and dispatcher not only maintain their current proficiencies, but acquire new and relevant skills covering a variety of tasks and emerging trends. This year, Department personnel acquired nearly 1,500 hours of training.

A highlight of the year was the completion of *Advanced Law Enforcement Rapid Response Training (ALERT)* for all officers. ALERT provides tactical training for first responders to active shooter incidents. This program is a partnership between the State of Texas, Texas State University, the FBI, and the US Department of Justice, Bureau of Justice Assistance.

Once ALERT training was completed, both School Resource Officers, Greg Iworsky and Shane Mirisola, and Detective Chris Van Hirtum attended the *Civilian Response to Active Shooter Events (CRASE)* "train the trainer" course. This training's focus is to bring the knowledge and experience of active shooter incidents to schools, businesses, and organizations and to teach civilians how to respond in such events.

That latter training, called *Avoid, Deny, Defend (ADD)*, has now been taught to teachers, school and SAU staff, Town employees and businesses.

## MISCELLANEOUS

This year, we worked to transition the Department to new pistols. As with other important equipment, we replace our handguns once every 5 years. After considerable evaluation, the Department chose the Sig Sauer P320 9mm modular pistol. Due to a manufacturing hold-up, the pistols were not delivered until the end of the year; therefore, the transition process will occur in early 2017.

Recognizing that baby boomers are aging-out and thereby increasing our senior population, the Department identified two (2) officers to serve as Senior Services Officers. In addition to their normal patrol duties, Officers Allison Delano and Dan Dawe will act as Department liaisons to the senior community. Both officers have (and will continue to) receive training specific to the senior population and serve as a resource for both the community and their fellow officers.

In May, SRO Greg Iworsky helped coordinate the annual "mock accident" at Windham High School. This event involves a staged motor vehicle crash, with injuries and a fatality, that results in the arrest of a student for Operating Under the Influence. This event takes place around prom and graduation season each year to remind students of the dangers and consequences of impaired driving.

With a Presidential election in November, Windham saw both candidates for office, Hillary Clinton and Donald Trump, make campaign stops in Town. Because of the importance of these individuals, we spent considerable time coordinating available resources with the Secret Service and other law enforcement agencies.

## ACTIVITY

Windham remains one of the fastest growing communities in all of New Hampshire. That, coupled with the ongoing overall growth of the region, keeps us very busy. In 2016, officers responded to or initiated 22,688 calls for service; which is the highest volume of calls we've ever managed.

One indicator of such is the volume of traffic that we see along RT 111, which is the southernmost east-west route in the State. In one recent study, conducted near the Hudson town line, nearly 15,000 vehicles were counted per day. Considering the location, there is little doubt that the volume of traffic seen further east on RT 111, especially near the I-93 interchange, is considerably higher.

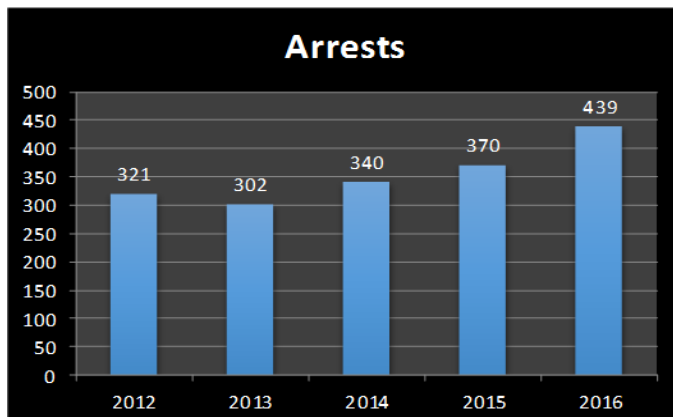
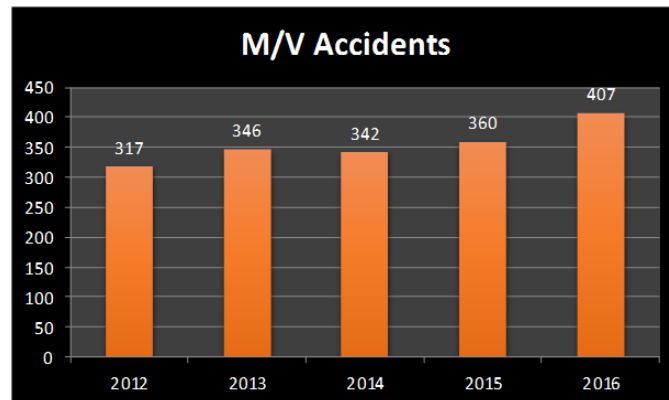
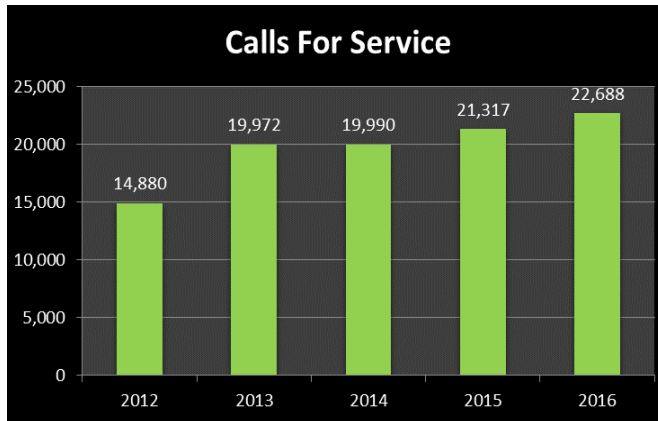
## CLOSING

In today's society police agencies must continually seek ways to creatively utilize limited resources while demonstrating accountability and professionalism to their communities for public funds. It is our commitment to the Windham community that we will strive to meet these challenges, be resourceful in our duties and compassionate and understanding to those we meet.

*Making a Difference – it's what we do.*



Gerald S. Lewis, Chief of Police



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# FIRE DEPARTMENT

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2016 was another storm free year and, yet again, the Department recorded its highest call volumes to date with a record high of 1,836 calls for service which represented nearly an 8% increase from the previous year. This, coupled with a nearly 33% rise in simultaneous call volume kept firefighters very busy during the course of the year. Residents are again reminded that the Fire Department and Emergency Management Office utilize Twitter as another way to reach out to residents during emergency events; follow us at [@WindhamFD](https://twitter.com/WindhamFD). In addition, the Department operates a Facebook page, [Windham Fire and Emergency Management](https://www.facebook.com/WindhamFireandEmergencyManagement), where residents can see on-going Department incident and training events, storm related information, bulletins and fire prevention information.

The Department continues with our successful “Adopt-A-Cistern/Hydrant” program, which began in 2011, that seeks assistance from residents who live close to one of the community's fire cisterns or hydrants. While it is not your responsibility to do so, you could perform a valuable public service if, while clearing your driveways and walkways, you would take a few minutes more and remove the snow from the closest cistern or hydrant to your home. Once the storm has passed, Fire Department personnel do clear the cisterns and hydrants, however, personnel may be busy handling other emergency calls during this period which may ultimately delay their opening. Since the inception of this program, several residents and businesses have stepped up and begun assisting us in keeping cisterns and hydrants free of snow. This has been a very positive program, and if you are interested in participating you are asked to call the Department at 434-4907. Your assistance is greatly appreciated.

**PERSONNEL:** On January 4, 2016 the Department welcomed probationary Firefighter/Paramedic David Baker, whose hiring was due to the retirement of Lieutenant James Brown and ultimate promotion to Lieutenant of Ralph DeMarco. Firefighter Baker previously worked as a Paramedic with UMass-Memorial Worcester Emergency Medical Services. He resides in New Ipswich, NH with his wife and children.

On September 6, 2016 Administrative Secretary Charlotte Misuraca resigned her position having served the Department and the Town for nearly 10 years. Charlotte accepted a position with Sanborn Regional Middle School. On November 7, 2016 the Department welcomed Ms. Angela Marquis as the Department's new Administrative Secretary. Prior to her employment with the Town, Ms. Marquis was employed by LAZ Parking, which is contracted by the City of Lowell, MA to manage all of the City's public parking. Ms. Marquis resides in Nashua, NH.

**CALL VOLUME:** As indicated earlier in this report, demand for services and simultaneous call volume continued to keep our members extremely busy this year. In 2016, the Department responded to 1,836 Emergency incidents, representing nearly an 8% increase from the previous year. Statistically, nearly 67% of the call volume was related to Emergency Medical Services (EMS), while the remaining calls were Fire-Haz Mat related incidents. Of the 1,836 incidents, approximately 33% were simultaneous calls for service. The average duration for an EMS call remains approximately 2 hours or less. This is from the initial dispatch of Emergency Personnel, until the ambulance is back in service and ready to respond to another emergency. This time frame is only for a single EMS response, whereas the duration may be longer if a simultaneous call is received.

Managing the operational demands of the fire service necessitates a certain amount of overtime expense. As stated in the past, overtime cost covers pay for all full-time personnel for hours worked in excess of their normal 40-hour workweek. This may include coverage for personnel who have taken earned time, which is time personnel accumulate on a weekly basis for use toward bereavement leave, vacation, sick and personal time. Overtime also includes callback coverage, which occurs when off duty personnel are called back to the Station to provide additional support to on-duty Firefighters, or to staff the Fire Station while on duty personnel are actively engaged in an emergency. “Callback” is the Operational Demand portion of the overtime budget. Other areas which may create overtime include paying for staff meetings, and any other events that require personnel to work beyond their normal 40-hour work week.

All hours for overtime, with the exception of Operational Demand, are easily planned for because of their ability to be controlled. Because Operational Demand is on an “as needed” basis for emergencies, it is difficult to accurately predict how many emergency calls we will respond to on a yearly basis, and how long each call will last.

Although the Town of Windham has not officially adopted the National Fire Protection Association (NFPA) standards we, as a Department, are guided by these standards which have been written to ensure the safety of the public and Firefighters as they respond to the emergency needs of their communities. Of the many NFPA standards that guide the fire service, NFPA 1710 sets the standard for emergency response times and staffing. NFPA 1710 requires that emergency medical calls be responded to within 4-6 minutes, 90% of the time. It has been proven statistically that when pre-hospital care has been provided within 4-6 minutes for calls such as cardiac arrest, one’s chances for survival are increased and hospital stays are shortened. NFPA 1710 requires that emergency personnel respond to fires within 4-6 minutes 90% of the time, as well, as a fire will double in size for every minute it continues to burn unchecked. Furthermore, NFPA 1710 requires that an ambulance be staffed with at least two (2) Emergency Medical Technicians (EMTs) and that a fire engine be staffed with a minimum of four (4) Firefighters. Today, our on duty staffing consists of one (1) Lieutenant and four (4) Firefighters, with each of the four shifts working a rotating 24-hour schedule to provide constant, round the clock protection for the community.

2016 being no different than past years, management and staff collectively worked together to meet both the operational demands of the Department and the Town’s budgetary constraints relating to increased overtime; all the while endeavoring to not reduce the number of on-duty personnel. Traditionally, in past years, when an emergency medical call was received on-duty firefighters responded and, if the ambulance (having 2 attendants) was committed to transport the sick or injured, off-duty personnel were called back to augment the reduction in staffing. Today, changing the way we do business, when on-duty staffing consists of one (1) Lieutenant and four (4) Firefighters who respond to various emergency and non-emergency related calls there is no immediate “callback” of off-duty personnel. However, due to continued level funding of overtime by direction of the Board of Selectmen, administration had to make very difficult decisions regarding daily staffing to deal with increased overtime budget shortfalls. These decisions forced us to make numerous adjustments, thus reducing our daily staffing to a number that the Department feels is neither safe nor adequate. It is the Department’s firm belief that any reduction in staffing poses great risk to the health and safety of our firefighters. Reduction in staffing also reduces service and response levels; levels that we as a Department have adjusted so that we can better serve the residents. Whenever you reduce the daily number of staffing positions, you increase risk to firefighters and increase the risk to the community due to the lack of, or reduction in, services. These reductions can cause significant time delays. The changes made are carried out throughout the year to a time where staffing levels return to a safe and adequate number. In 2015, Firefighters met with Selectmen to discuss these reductions and the importance of adequate staffing. After much discussion, the Selectmen voted to support additional funding to allow for staffing of shifts to five (5). Moving into 2017, management and staff will continue to work collectively to monitor this issue closely and make appropriate operational changes throughout the year to meet our fiscal obligation while keeping the safety of the community and our firefighters a top priority. We would like to thank the Windham Board of Selectmen who, through their attentiveness and support, remained committed to the health and safety of firefighters and the safety of our community by supporting the funding necessary to staff all shifts with five (5) personnel.

**TRAINING:** The Department continued with its yearly training schedule, with EMT and paramedic refresher training continuing to be one of the largest training areas. In addition, refresher training was conducted in areas such as ice/water rescue, blood borne pathogens, self-contained breathing apparatus and Rapid Intervention Team (RIT). One of the greatest challenges in training is keeping up with the ever-changing regulations. Federal, State and local regulations cover areas such as infectious substances, respiratory protection, hazardous materials, emergency vehicle operations, and structural fire fighting.



Among the major training disciplines that personnel train in are in areas such as Suppression, EMS, and Hazardous Materials Responses. The Department's annual Fire Prevention Open House held this past October was again a huge success. The Department wishes to extend its thanks to the many vendors, businesses and local departments who took part, and to its members for their participation.

**EQUIPMENT:** The Department took delivery of a new 3,000 gallon Tanker/Pumper that voters supported in 2015. The new Tanker nearly doubles the capacity of water currently carried by the Department and provides a full response capability of 8,000 gallons of water; which is nearly the size of one (1) fire cistern. It is our intent to continue working with the International Standardization for Organizations (ISO) in hopes of reducing fire protection insurance costs to homes and businesses even further. The Department extends its deepest appreciation to those who spent many hours serving on the committee: Assistant Chief Edward Morgan, Lieutenant Scott Delaney, Firefighter Paul Fisher, and Firefighter/Mechanic Scott Zins.

In 2017, the Department will look for voter approval of Article #4 for funding to replace Ladder 1 with a "Quint" in 2018. The Department's current Ladder 1, a 1981 Spartan with a 100 ft. aerial ladder, was permanently removed from service in September due to numerous safety concerns and the fact that it had far exceeded its recommended service life. A Quint, which is a combination Engine/Ladder, is a fire service piece of apparatus that serves dual purposes of an engine and aerial device. "Quint", which is Latin for "five", refers to its functions that provide a fire pump, water tank, fire hose, aerial ladder and ground ladders. The benefits of this type of vehicle with respect to an aggressive fire suppression and rescue operations response will increase the Department's capabilities exponentially. By having this type of apparatus, it would allow for the flexibility of first arriving firefighters to be adaptable to the immediate needs of the incident. Upon its initial arrival, this apparatus can combat structure fires, provide for immediate elevated rescues, and serve as an initial master stream device - all within one unit. The Windham Fire Department respectfully asks for your support so that we may better protect your family.

In closing, I want to thank Assistant Chief Edward Morgan, Deputy Chief William Martineau and Administrative Secretary Angela Marquis for their commitment, hard work and dedication throughout the year. Their assistance has been greatly appreciated. Many thanks to the firefighters of Windham for your dedication, sacrifice, and commitment all year through and lastly, I want to thank the Town's management team, Board of Selectmen and the residents of Windham for the continued support of your Fire Department and we want to assure you that the members of the Department will continue to train and stand ready to meet the growing and ever changing needs of our community; while delivering a competent and compassionate service.

As always, if you have any questions or need any information, please do not hesitate to call or stop by the Fire Station. On behalf of the members of the Fire Department, we wish everyone a very happy and healthy new year.

#### 2016 INCOME STATEMENT

<b>Receipts</b>	<b>2015</b>	<b>2016</b>
Ambulance	\$320,724.71	\$403,659.08
Permit Fees	\$19,680.00	\$17,962.00
Copy Fees	\$133.00	\$74.00
Haz-Mat District Reimb	\$17,742.83	\$21,646.33
Contracted Services*	\$1,863.11	2,139.37
<b>Sub-Total</b>	<b>\$360,143.65</b>	<b>\$445,481.78</b>

*\*Represents 10% of the money collected and placed into the newly created Public Safety Revolving Fund for the fire hazardous materials contracted services.*

**2016 FIRE PERMITS AND INSPECTIONS**

<b>TYPE</b>	<b>PERMITS</b>	<b>INSPECTIONS</b>
Brush, Camp Cooking	653	0
Day Care	6	6
Heating Systems	338	338
Fuel Tank Installed	86	86
Fuel Tank Removal	2	2
In-Service	0	133
Place of Assembly	60	60
Water Supply	2	2
Wood Stoves	23	23
Smoke Detector Inspection	56	56
Fire Prevention Programs	0	98
Fire Alarm System	6	6
Sprinkler System	6	6
Fire Drills	0	33
Fire Watch	0	6
Construction Inspections/CO	0	17
Plan Reviews	0	16
Underground Piping	86	86
Blasting Permits	13	13
Blasting Complaints	21	21
<b>TOTALS</b>	<b>1,862</b>	<b>1,008</b>

**2016 INCIDENT RESPONSE SUMMARY**

**100 Fire**

111 Building fire	14
112 Fires in Structures other than building	1
113 Cooking fire, confined to container	6
114 Chimney Fires	2
131 Passenger vehicle fire	10
140 Natural vegetation fires, other	3
141 Forest, woods or wildland fire	5
142 Brush or brush-and-grass mixture fire	12
160 Special Outside Fires	1
162 Outside equipment fire	2
<b>Totals 56</b>	

**200 Overpressure Rupture, Explosion, Overheat (no fire)**

210 Overpressure, rupture, explosion, overheat	2
223 Air or Gas rupture	1
251 Excessive heat, scorch burns with no ignition	5
<b>Totals 8</b>	

**300 Rescue & Emergency Medical Service Incident**

300 Rescue, EMS Incident, other	1
311 Medical Assist, assist crews	1
320 Emergency medical service incident, other	2
321 EMS call, excl. vehicle accident with injury	863
322 Motor vehicle accident with injuries	69
323 Motor Vehicle/Pedestrian Accident	1
324 Motor vehicle accident with no injuries.	73
331 Lock In	1

**300 Continued**

350 Extrication, rescue, other	1
352 Extrication of victim(s) from vehicle	2
353 Removal of Victims from Elevator	1
360 Water/Ice related Rescue	1
<b>Totals 1,016</b>	

**400 Hazardous Conditions (No Fire)**

400 Hazardous conditions, other	6
410 Combustible/Flammable gas/liquid Conditions	4
411 Gasoline or other Flammable liquid spill(s)	2
412 Gas leak (natural gas or LPG)	5
413 Oil or other combustible liquid spill	1
422 Chemical Spill / Leak	3
424 Carbon monoxide incident	14
440 Electrical Wiring/Equipment Problem	6
444 Power line down	23
445 Arcing, shorted electrical equipment	17
460 Accident, potential accident, other	1
<b>Totals 82</b>	

**500 Service Call**

500 Service Call, other	173
510 Person in distress, other	16
511 Lock-out	7
520 Water problem, other	2
521 Water Evacuation	1
522 Water or steam leak	2
531 Smoke or odor removal	13

**500 Continued**

542 Animal Problem / Rescue	3
550 Public service assistance, other	6
551 Assist police or other governmental agency	8
552 Police matter	2
553 Public service	3
554 Assist invalid	49
561 Unauthorized burning	28
571 Cover assignment, standby, move-up	27

**Totals 340****600 Good Intent Call**

600 Good intent call, other	7
611 Dispatched & canceled enroute	84
621 Wrong location	1
622 No incident fnd on arrival at dispatch address	30
631 Authorized controlled burning	4
650 Steam, other gas mistaken for smoke, other	3
651 Smoke scare, odor of smoke	11
652 Steam, vapor, fog or dust thought to be smoke	2
661 EMS Call, party transported by non-fire agency	1
671 Haz-Mat release investigation w/no Haz-Mat	19

**Totals 162****700 False Alarm & False Call**

700 False alarm or false call, other	7
712 Direct Tie to FD, Malicious False	1

**700 Continued**

730 System Malfunction	11
731 Sprinkler Activation due to malfunction	1
733 Smoke detector activation due to malfunction	26
734 Heat detector activation due to malfunction	4
735 Alarm system sounded due to malfunction	11
736 CO detector activation due to malfunction	14
740 Unintentional transmission of alarm, other	15
742 Extinguishing System Activation	1
743 Smoke detector activation/no fire-unintentional	34
744 Detector activation/no fire-unintentional	10
745 Alarm system activation/no fire-unintentional	26
746 Carbon monoxide detector activation, no CO	7

**Totals 168****800 Severe Weather & Natural Disaster**

813 Wind storm, tornado/hurricane assessment	1
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**Totals 1****900 Special Incident Type**

900 Special Incident	2
911 Citizens Complaint	1

**Totals 3****TOTAL YEARLY CALLS****1,836**

Respectfully submitted,



Thomas L. McPherson Jr., Fire Chief

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# COMMUNITY DEVELOPMENT

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The Community Development Department continued to promote customer service and efficiency in 2016 to better serve the residents, landowners, developers, and businesses of Windham. The Department also responded to feedback supporting the continued emphasis on community economic development outreach and activities.

## **Department Staff**

In 2016, the Department had significant personnel changes. Elizabeth Wood, Community Planner, chose employment in the private sector in March, and Laura Scott, Community Development Director, left in July. Dick Gregory, ZBA/Code Enforcement Administrator, assumed all tasks and duties of the Community Development Department management including planning along with his ZBA/Code Enforcement duties. Dick was also appointed Health Officer in September. He put forth a tremendous effort wearing all four hats.

Familiar faces in the Department in 2016 included Mike McGuire, Building Inspector/Deputy Health Officer, Pat Kovolyan, Department Secretary, Julie Suech, Planning Board Assistant, and Glenda Hamilton, Conservation and Economic Development Committee Staff Support. Andrea Cairns and Anitra Brodeur were hired this year as Minute Takers for the Zoning Board of Adjustment and Planning Board, respectively.

After demonstrating his ability to balance multiple technical tasks, Dick Gregory was promoted to the Planning Director position in October. We congratulate Dick and thank him for his dedicated service. Rex Norman, previously Windham's Assessor, accepted the role as Community Development Director on November 1st. With a comprehensive knowledge of each parcel and their owners, Windham's ordinances, budgets, and local politics, Rex will focus on promoting Economic Development and Community Development procedures. The vacated position of ZBA/Code Enforcement was advertised and subsequent interviews produced a qualified candidate with an anticipated start date in early 2017. We all look forward to a fully staffed office to better serve the needs of the Community in 2017.

## **Community & Economic Development**

The Department has an emphasis on working with residents and landowners to plan how the community will develop in the long-term. The opportunities to create and foster partnerships with local businesses and non-profit organizations to better serve the economic interests of the Town are plentiful. Additional details on these partnerships, initiatives, and events can also be found on a link off the Community Development website [www.WindhamNH.gov](http://www.WindhamNH.gov), "Around Windham" or by contacting the Department.

Some of the continuing efforts facilitated by former Director Scott in 2016 included:

### Business Partnerships:

- Welcomed new businesses into Windham;
- Facilitated a Business Education Seminar and Networking Events, which were co-sponsored with SBA, SCORE and REDC; and
- Represented the Town of Windham on The Greater Salem Chamber of Commerce Economic Development Committee, and The Greater Derry-Londonderry Government Affairs Committee.

### Long-Term Community Development Initiatives:

- Assisting existing Windham businesses on expansion or relocation plans to have them remain in the community, as well as working with potential new Windham businesses on relocating to Town;

- Continually enhancing the community-development focused website, www.windham-nh.com, to meet the needs of the residents and businesses; and
- Continued the Business/Non-Profit Visitation Program with the corporate sponsorship of Enterprise Bank, which entailed one-on-one meetings with local businesses/non-profits to gather information and feedback to help the Town be more responsive to the business/non-profit community's needs.

Community Partnerships:

- Continued the 3rd year of the Community Garden Program, in partnership with Crossing Life Church, which was open to residents and businesses to participate in.
- Expanded our Adopt-A-Spot Program for community members and businesses to adopt a roadway, Town property or conservation area to garden and/or maintain from June-September.

Those who participated in the Adopt-A-Spot Program included:

<i>Mimi &amp; Walter Kolodziej</i>	<i>Anakalia SUP</i>
<i>Teixeira Family</i>	<i>DJ Rogers Collision &amp; Automotive Service Ctr.</i>
<i>Lyons-Baker Family</i>	<i>183 Rockingham Road LLC/Northland Farms</i>
<i>MOMs Club</i>	<i>Windham Planning Board</i>
<i>Access Tent</i>	<i>Board of Selectmen</i>
<i>Balance Physical Therapy</i>	

Those who donated to the Program included:

<i>Windham Garden Club</i>	<i>Delahunty Nurseries &amp; Florist</i>
<i>Edward N. Herbert Associates</i>	<i>Cyr Lumber</i>
<i>Elliot Family Medicine</i>	<i>Heav'nly Donuts</i>
<i>Klemm's Mobil on the Run</i>	<i>B&amp;H Oil</i>
<i>Dr. Anne Filler</i>	

- Represented the Town on the Southern NH Regional Planning Commission's following committees - Transportation Advisory Committee, Brownfields Committee, and Complete Streets Committee; and
- Installed two (2) "Welcome to Windham" signs along Route 28 at the Spruce Pond fields and DJ Rogers Collision & Automotive Service Center.

The Department had a busy year with an increased level of construction applications, building inspections, and code enforcement actions.

**Building/Construction Activities**

Through the gradual improvement in the 2016 economy, the Department did see an uptick in our building and construction permitting and inspection activity. The Department issued the following permits in 2016:

- 92 Certificates of Occupancy (Commercial and Residential)
- New Residential Development
  - 50 Single-Family dwellings
  - 30 Additions/Alterations to existing dwellings
- Commercial Development
  - 2 New commercial buildings
  - 8 Redeveloped commercial buildings
  - 1 Cell tower antenna addition

- 301 Building permits
- 349 Electrical permits
- 162 Plumbing permits
- 72 Septic system permits
- 55 Well permits
- 2 Chimney permits
- 23 Fence permits
- 12 Residential pools
- 73 Temporary sign permits
- 14 Permanent sign permits
- 11 Minor Cobbetts Pond and Canobie Lake Watershed Permits

### **Code Enforcement**

Code Enforcement is one of the most challenging, but also one of the most important aspects of the Department. Code Enforcement requires staff to follow up on not only complaints of Town of Windham Zoning Ordinance violations, but also State wetlands, shoreland, and timber harvesting regulations.

In 2016, Department staff worked with landowners and business owners, as well as legal counsel on occasion, to resolve the following code enforcement items:

- 3 cases of unpermitted temporary signs
- 6 cases of unpermitted permanent signs
- 2 cases of unregistered motor vehicle storage
- 1 case of an unpermitted shed
- 2 cases of non-compliance with Planning Board approval

Department staff work to ensure that all landowners, businesses, and residents follow the same rules and treat everyone fairly as we work to resolve any issues that are brought to our attention.

In the area of code enforcement actions, proposed ordinance reviews, and appeals of Planning Board and/or Board of Adjustment decisions, Community Development wishes to recognize Town Counsel Bernard Campbell for his help and guidance this year. We congratulate him on facilitating many successful Superior Court decisions.

### **Health Officer/Deputy Health Officer**

In the role of the Health Officer and Deputy Health Officer, Department staff regularly carry out the following activities:

- Inspection of foster homes;
- Investigation of public health complaints;
- Education and outreach on relevant topics;
- Reviewing and providing suggested updates on local regulations and ordinances;
- Collecting and sending drinking water samples out for analysis on all Town buildings;
- Inspection of licensed day care and child care facilities, as well as local school buildings for State licensing;
- Reviewing requests for waivers from the Water Supply Regulations; and
- Reviewing requests for waivers from the Regulations Governing Sewage and Waste Disposal Systems.

**Board/Committee Reports**

The Department continued to assist the Planning Board, Zoning Board of Adjustment, Historic District/Heritage Commission, Conservation Commission, and Windham Economic Development Committee, also working with Southern NH Planning on the Complete Streets pilot project program and the Regional Economic Development Center on the Comprehensive Economic Development Strategy (CEDS) program.

The Town of Windham is fortunate to have such wonderful, knowledgeable and dedicated volunteers serving on its various Boards/Committees. Please refer to the individual reports for the Planning Board, Zoning Board of Adjustment, Conservation Commission, and Windham Economic Development Committee for detailed information on who served and what was accomplished in 2016.

We will continue to review internal Department processes to better serve the community, as well as adding more information on the Town website [www.WindhamNH.gov](http://www.WindhamNH.gov) in 2017. We welcome your feedback as we move through this process.

I welcome you to stop by the Community Development Department to let us know how we are doing and introduce yourself. We are here to assist you in whatever way we can.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Rex Norman', written in a cursive style.

Rex Norman, CAE, Community Development Director

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# SOLID WASTE MANAGEMENT

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The Solid Waste Management Department's ongoing mission is to provide efficient and effective solid waste disposal service for the residents of Windham. This is done through an ongoing commitment to continuous improvement. Detailed information on the Station's operation can be accessed on Town website at [www.windhamnh.gov](http://www.windhamnh.gov) or found in an available brochure.

Through the cooperative effort of our residents, Windham recycles approximately 30% of its solid waste. This diversion translates to budget savings, production of revenue, and an alternative to landfilling or incineration. We urge residents to make an effort to recycle whenever possible.

The Station conducted another spring electronics collection event at Windham High School assisted by RMG electronics recycler. Like our recycled clothing and book programs, the residual money raised from these events goes to needy civic causes.

The Station is transporting MSW (general trash) to Covanta Waste in Haverhill, single stream recyclables to Integrated Paper in N. Andover, C&D to LL&S in Salem, and our metal to Gateway Resource Recovery, also in Salem. Specific vendors also remove our tires, propane tanks, clothing, refrigerated appliances, waste oil, books, and car batteries; and we provide an on-site mercury diversion program sponsored by Covanta Waste.

Per our NH Solid Waste Permit, an annual operational report was submitted to NH DES which discloses our operational performance for the calendar year.

As always, I would like to thank the staff for their hard work and public service. Also, I would like to thank Highway, Maintenance, and Recreation personnel for their operational assistance. Station Staff roster is Dennis Senibaldi, Supervisor, Bob Dobson, Operator II, and Wayne Holm, Operator II.

## 2016 WASTE STREAM STATISTICS

Municipal Solid Waste (trash)	5039 tons
Construction & Demolition Waste	1178 tons
Single Stream Recycling	963 tons
Metal Recycling	289 tons

Respectfully submitted,



David Poulson, Manager



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# HIGHWAY AGENT

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Happy 2017 to all and may everyone be enjoying good health and a happy new year. As for 2016, we had a good year with all of the usual tasks being completed both timely and on budget. This includes sweeping, mowing, basin/culvert cleaning, sign work (which was above normal due to vandalism issues), cold patching and small paving repairs, brush work, removal of several dead/diseased trees and equipment maintenance.

We also took delivery of our third new truck through the Salt Reduction Grant Program and, to date, it has worked very well. We are hopeful of getting a fourth one this year, which will complete the use of grant monies available to us through this program that allowed the Town to purchase these trucks at only 20% of the actual cost, with the grant covering the remaining 80%. This program was started with the construction of Route 93 and Route 111, and the money was set aside to implement ways to reduce salt use both on the highways and local town roads. While several other methods are being used, the local towns involved purchased equipment to help meet their requirements of the program and reduce salt problems in effected water bodies. The State DOT is also heavily involved in this program and, to date, positive results are being seen throughout the program area which includes Derry, Londonderry, Salem and Windham.

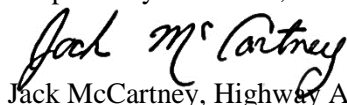
For roadwork completed last year, a portion of East Nashua Road approximately 2400 feet in length was reconstructed, Heritage Hill and Woodvue roads had portions done with an overlay, and Hardwood Road was completely done with an overlay. The remainder of East Nashua Road is expected to be completed this year, along with several other roads scheduled for paving work.

As for the winter season, last year was a mild winter with very few problems and low expenditures while this season, from the start, has been nothing short of difficult. From the timing of the events, to their duration, to temperature differences which effect the treatment of roads (eg cold weather hampers the melting ability of the salt while warm weather draws frost from the roads overnight/early mornings creating slick conditions), and the necessary follow up treatments to try and clear the roads when these problems occur. To date, at mid-season, we have been out more times and used more materials than we used all of last season. And, while neither costs nor time spent is a concern, the amount of time or the number of treatments also does not guarantee black pavement if we don't have warmer temperatures or steady traffic on the roads to spread the materials across the surface and allow them to work as intended. The main reasons for the black pavement seen on State roads is their use of straight salt coupled with the traffic volume on these roads. Windham uses a sand and salt mix of three parts sand to one part salt, which is Town policy due to Windham having all private wells, as well as several large bodies of water - one of which is a public source of drinking water for the Town of Salem. All of our surrounding towns, as well, use straight salt on, at minimum, their main roads and some on all of their roads. This makes a huge difference in how fast the roads are free and clear of snow and, if one looked at the windrows of snow on the side of the highways or other Towns' roads, you can see a difference in size because of what the straight salt does to reduce the amount of accumulated snow.

As of this report the Highway Department has had only six (6) plowing events, but we have treated all of the roads and parking lots eighteen (18) times as well as doing problem areas multiple times as needed. Many of the areas with problems are those roads with steep grades and multiple bends, or with cold spots due to shaded areas or ledge under the roads. We have not changed any methods of application and, on a number of occasions, we have been out ahead of the event and yet, still, problems have presented themselves repeatedly this season. I personally apologize for the difficulties many have had and assure you we are working to eliminate them as best we can with what we have available. If I could only make my wish come true for another winter like last year, then we could all have an easier time of things.

In closing, I would like to thank our many vendors and subcontractors, other Town personnel for their work and help when needed, and the Board of Selectmen and all the Town residents for their understanding and support. We wish you all a great, happy and prosperous new year.

Respectfully submitted,



Jack McCartney, Highway Agent

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# NESMITH LIBRARY DIRECTOR

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In 2016:

- Nesmith Library customers borrowed more than 156,000 items and there were 8,533 registered borrowers.
- 4,801 eBooks and 4,012 audio books were borrowed by residents through the Nesmith Library's participation in the NH Downloadable books consortium.
- 4,356 eBooks and 3,693 audio books were borrowed by residents through Library's participation in GMILCS and the 3M Cloud Library.
- 1,356 new books were added to the collection.
- Strawberry Festival was fabulous - again - thanks to the Friends of the Library!
- 15,806 materials were borrowed from GMILCS consortium members for Nesmith customers.
- Nesmith cardholders went to other GMILCS libraries and borrowed 4,519 items directly from those libraries.

Nesmith Library completed year five (5) as a member of the Greater Manchester Integrated Library Cooperative System. GMILCS is a nonprofit consortium of eleven (11) public and two (2) academic libraries in New Hampshire, sharing state of the art integrated library automation system software (POLARIS); resources, expertise and experience.

In January 2016, we welcomed Reference Librarian Maria Schroeter and, in August, Nancy Vigezzi joined our team as Head of Technical Services and Technology Librarian. We are very happy to have these talented and enthusiastic individuals on staff.

It was gratifying to see two (2) of our staff receive well deserved honors this year:

In August, the Nesmith Library Board of Trustees honored Diane Mayr, Assistant Director, following the completion of "her first" thirty (30) years of service with the Nesmith Library. Diane's contributions to the Nesmith Library over the years have been invaluable.

In September, our Circulation Supervisor, Karen Frey, was honored by the Reference and Adult Services Division of the NH Library Association with their award of excellence for her work with two (2) new outreach projects.

I am so grateful and pleased to work with this terrific group. They make it possible to provide excellent service to the residents of Windham, day in and day out, 7 days a week, for 63 hours each week. The Library's board, staff, Friends of the Library and our outstanding volunteers work very hard to make the Nesmith Library a place you and your family will enjoy.

It has been our pleasure to serve you, your friends, families and neighbors in 2016. Please visit in 2017!

Registered Patrons	8,553	Books Added	1,745
Total Number of Titles in Collection	89,480	Items Circulated	156,175
Library Visits	79,131	Program Attendance	4,617
Multi Purpose Room Bookings	516	Internet Uses	6,092
Volunteer Hours	676		

Respectfully submitted,



Carl Heidenblad, Director

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# MAINTENANCE DEPARTMENT

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The Maintenance Department is responsible for the cleaning and maintenance of eleven (11) Town Buildings and a variety of recreational areas. Beyond cleaning and maintenance, we assist Town affiliated organizations, assist in snow/ice removal, and respond to emergency call-outs. From HVAC systems to mowing, a variety of vendors are used to assist in the maintenance of the Town's buildings and grounds.

As of April 2016, the Maintenance Department staff structure was modified to two (2) co-Directors and one (1) fulltime custodian; reducing the staff by three (3). To supplement the Departmental downsizing, we have outsourced the cleaning of the buildings and minor maintenance work. To date, we are also sharing employees between Highway, Maintenance, and Solid Waste. Management will continue to assess the operations of the three (3) Departments and make the appropriate changes to become more efficient and effective in a fiscally responsible way.

2016 Major Maintenance Projects:

- Replaced HVAC system at Community Development
- Partial vinyl siding project at Community Development
- Replaced lighting fixtures at Transfer Station
- Replaced fence around HVAC system at Library
- Replaced septic system at Searles Chapel
- Upgraded lower parking lot at Searles Chapel

We would like to thank all parties that assist the Maintenance Department and, in particular, our fulltime Custodian, Wendy Lorentzen.

Respectfully submitted,



David Poulson, Maintenance Administrative Director



Jack McCartney, Maintenance Project Director

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# RECREATION DEPARTMENT

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## **Community Events:**

Once again the Recreation Department had a busy year with programs and events. The major community events of the year included: Easter Egg Hunt, Daddy Daughter Dances, Town Day, Fireworks, Senior Picnic, Harvest Fest, Tree Lighting, and Senior Christmas Party.

New for the Tree Lighting in 2016 was the addition of Nancy Chippendale's Dance Studio and Dance Connection. A group of young ladies from Nancy Chippendale's escorted Santa as he arrived via fire truck to the tree lighting. Over one hundred (100) families anxiously awaited his arrival and greeted Santa and Mrs. Claus as they exited the fire truck with the sirens and flashing lights.



*Santa Claus arriving to Annual Tree Lighting, ride courtesy of Windham Fire Department.*

It was also great to have Dance Connections at the event this year with familiar costumed characters, as well as giving out hot beverages.

## **Passive Recreation Area at Griffin Park**

Funding was approved in 2016 through the CIP for Phase I of the Passive Recreation Area. This will be a wonderful addition to Griffin Park for residents of all ages. The bid was awarded in December 2016 and work will begin as weather permits in early 2017. We are fortunate to be working with Keach-Nordstrom Associates of Bedford, NH on this project. They have donated their services (engineering, landscape architecture expertise) for the passive recreation area. Thank you to Steve Keach and Romy Maurer. We look forward to continuing to work with them in 2017. Donations are still being accepted for the project and we welcome and appreciate your contributions.



*Swim Lessons at Town Beach*

## **Windham Town Beach**

The lifeguards were busy at the beach this past summer. Many Windham families enjoyed the many days of sunny weather. The lifeguards did a great job keeping the beach clean, making sure everyone was safe, and instructing about one hundred and fifty (150) youth in swim lessons. New for the summer of 2016 was the selling of ice cream at the beach. With the help of Recreation Committee member Jason Gill and the lifeguards, this trial program was quite successful and we look forward to continuing it during the summer of 2017. The proceeds from the 2016 ice cream sales will go towards the Griffin Park Passive Recreation Area.

*It Takes a Village...*

If it were not for the dedication of residents, civic groups, and volunteers, the many events in Windham would not be able to take place and be such a huge success. It truly takes a community effort to have such great programs. Thank you to: the residents of Windham, the Boy and Girl Scouts, Windham Baseball Softball League, the Windham Garden Club, Windham High School Volunteer Program, Windham Lacrosse, Windham MOM's Club, Windham Soccer Association, Windham Wolverines, Windham Community Band, Windham Presbyterian Church, Granite United Church, and the Woman's Service Club of Windham.

Thank you also to: Bruce Breton, Al Letizio, Margaret and Tom Case, Barbara Coish, Kristi St. Laurent, Jennifer Simmons, Roger Hohenberger, Ross McLeod, Joel Desilets, Donna Markham, Belinda and Ralph Sinclair, Jay Yennaco, Scott Fitzpatrick, Joe Connelly, Russ Perkins, Tom Kendzulak, Allison Fitzpatrick, Judi Carboni, Delahunty's, Earl Bartlett, Convenient MD, Enterprise Bank, Windham Crossing Learning Center, and Stateline Waste Management.

Thanks, as well, to the following: Dave Sullivan, Jack McCartney, Dave Poulson, Police Chief Gerry Lewis, Police Captain Mike Caron, Police Captain Ed Fedele, Fire Chief Tom McPherson, Assistant Fire Chief Ed Morgan, Deputy Fire Chief Bill Martineau, Community Service Officer Anna Jenoski, Dave Poulson, Kathy Davis, Eric Delong, Daniel Popovici-Muller, Wendi Devlin, Adel Cerri, Steve Hindes, Wendy Lorentzen, Dennis Senibaldi, Frank Farmer, Kelly McLaughlin, Paul Lutz, Tina Boormeester, WCTV, and the Windham Fire, Maintenance, and Police departments.

Also, a special thank you to the volunteers from the Windham Lacrosse program. As of November 1, 2016, they are no longer affiliated with the Recreation Department; having become their own, private entity. Thank you to all the devoted volunteers over the past several years for all of their hard work and dedication to make Windham Youth Lacrosse such a strong organization.

In closing, we would like to thank the members of the Windham Recreation Committee who volunteered in 2016: Alberto Chang, Dave Curto, Jason Gill and Mark Lucas.

Respectfully submitted,



Cheryl Haas, Recreation Coordinator



Fred Connarn, Recreation Committee Chair

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# INFORMATION TECHNOLOGY / GIS

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## **Town Phone System**

In 2015, we seriously considered replacing our aging phone system, in 2016 the CIP approved the project, and in March the voters will decide yes or no. The new system, if we pass the vote, will be an internet based VOIP system using the latest and, arguably, least expensive telecommunications technology available today.

## **Town Internet Security**

Nearly every member of the staff requires access to the internet. In 2015, I began to really pay attention to security as we were now processing credit cards, and continue to expand our use of the information found only on the internet. In 2016, with the installation of state of the art security hardware and on-demand firewall system, the questions of need and safety were addressed.

## **Town Web Site [www.WindhamNH.gov](http://www.WindhamNH.gov)**

2017 will also see a complete overhaul of our Town web site, with the consolidation of several of our independent sites into a single “portal”. We will introduce new services to the community by working directly with major social platforms today and in the future as new ones appear.

Using these new services, we will see increased participation by residents who will be able to elect to receive notices and alerts on demand. And, while visiting the web site now and then is a good thing, one visit to set up your notifications will be all that is necessary to stay informed of Town events. Residents will be able to stay informed easily and seamlessly, and through a better understanding of what the Town is doing, will be better able to make decisions.

## **Geographic Information System**

In the past couple of years, our online GIS system has been augmented by Google, Bing and ESRI Imagery, as well as full access to OpenStreetMap.org data. You can explore the data by visiting [www.axisgis.com/WindhamNH/](http://www.axisgis.com/WindhamNH/). Be sure to try all of the new features on the ICONS found on the top right of the Windham Map when you first arrive.

Respectfully submitted,



Eric DeLong, IT/GIS Director

# ASSESSING DEPARTMENT

The firm of Municipal Resources (MRI) continues to be contracted to handle the assessing functions for The Town of Windham. The primary members of the staff working in Town are Joseph Lessard, Scott Marsh, Jerry Quintal and Shawn Main. Additional staff members may also be assisting. It is requested that if any of the appraisers come to your property, you support the Town's efforts to keep assessments equitable and proper by answering their questions and allowing them to verify the data for your property.

MRI personnel are available to meet with taxpayers and, if an appointment is desired, Jennifer Zins in the Assessing Office can schedule one for you.

Currently there are roughly 250 properties to be reviewed due to new building permits being issued and/or incomplete construction at the time of the last property visit. In addition, MRI staff will be reviewing additional properties as part of the continuing cyclical review process to verify the assessing information contained on the current property record cards.

Windham's overall taxable assessments increased \$27,288,496 in 2016, or roughly 1.21%, as a result of continuing construction and property reviews. The overall total assessed value of the Town is around \$2,417,000,000.

A draft analysis of the Department of Revenue Administration's review of sales information has been completed and it is expected that the Town's assessment ratio for the 2016 tax year will be approximately 91%.

Individual property information, as well as many other items related to assessing, may be reviewed or obtained by visiting the Assessing Office or on-line by following the links on the Town's website – WindhamNH.gov.

The following is a list of Tax Exemptions and Credits currently available to qualified property owners. Additional information and applications are available at the Assessing Office.

**ELDERLY EXEMPTION:** Dollars off assessed valuation

Amount	Required Age	Income Limitation	Asset Limitation
\$160,000	65 to 74	Not in excess of \$45,000 if single, \$55,000 if married	Not in excess of \$160,000 excluding the value of the residence and up to two (2) acres
\$190,000	75 to 79		
Full Exemption	80 and Up		

**DISABLED EXEMPTION:** \$160,000 off assessed valuation

**DEAF EXEMPTION:** \$15,000 off assessed valuation

*Note: Both the Disabled and Deaf exemptions have the same income and asset limitation as Elderly Exemptions.*

**BLIND EXEMPTION:** \$15,000 off assessed valuation

Every inhabitant owning residential real estate and who is legally blind, as determined by the Administrator of Blind Services of the Vocational Rehabilitation Division of the Education Department.

## VETERAN CREDITS

<b>Standard Tax Credit \$500</b>	Every resident who served in the armed forces in any of the qualifying wars or armed conflicts as listed in RSA 72:28 and was honorably discharged; or the spouse/surviving spouse of such resident
<b>Surviving Spouse Tax Credit \$2,000</b>	The surviving, un-remarried, spouse of any person who was killed or died while on active duty in the armed forces, as listed in RSA 72:28
<b>Service connected Disability Tax Credit \$2,000</b>	Any person who has been honorably discharged and received a form DD214 and who has a total and permanent service connected disability or is a double amputee or paraplegic because of the service-connected injury, or the surviving spouse of such person if such surviving spouse has not remarried.

Respectfully submitted,

*Scott Marsh*

Scott Marsh, CNHA  
Municipal Resources, Contracted Assessor Agents



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# HUMAN SERVICES

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The Town of Windham, as required by NH State Statutes, provides financial assistance for residents when situations arise in their lives which prevent them from meeting their basic needs. The Town is the safety net for our residents until their situation improves or aid can be received through other agencies or programs. Residents in need of assistance must meet eligibility standards in order to qualify for shelter, food, utilities, medical needs, and/or any other necessities. Assistance provided by the Town is temporary in nature, and may be provided directly by the Town or by referral to the appropriate Federal, State or local agencies.

The Town also contributes to social and service agencies in the local area, which provide valuable help to our residents. These agencies include Family Promise Program, Windham's Helping Hands, Community Health Services, Shepherd's Pantry, Visiting Nurse/Hospice, Center for Life Management, Community Caregivers, Children's Services, AIDS Response, A Safe Place, Rape & Assault Services, Big Brothers/Sisters of Greater Nashua, Rockingham Community Action Program, and Meals on Wheels. The Town and these agencies work together to provide the most appropriate assistance. If persons applying are in need of employment, they are referred to the Department of Employment Security and our library for help with their job search.

The Town of Windham assisted approximately seventeen (17) households in 2016, which is seven (7) less than last year. The total cost of this assistance was \$13,508.53; which reflects a decrease of \$13,626.32. It should be reiterated that many residents are, after meeting with us, referred to other agencies for appropriate assistance and these numbers are not reflected in our number of households assisted. Some of these referrals are to Food Stamps, Food Pantries, Financial Aid for Needy Families (FANF), shelters, Community Health Services, NH Medicaid, Fuel Assistance and other applicable programs. These agencies assist our residents who are ill, struggling on fixed incomes or those who have incurred job losses or reduction of pay. For example, Fuel Assistance aided seventy-five (75) households (a decrease of fourteen [14]) in Windham with heating costs of \$52,245.00.

We truly appreciate the many local organizations who continue to provide assistance to our families. Windham's Helping Hands continues to sponsor the Back to School Clothing Drive, provide winter coats, and coordinate Thanksgiving Baskets and Christmas gifts. The Windham Woman's Service Club, American Legion, FLOW, residents and businesses continue to be very generous with gifts and donations, as well.

To our part-time drivers who provide transportation for our seniors for doctor visits and the weekly Wal-Mart shopping trip – thank you so much. Our residents rely on these free services and enjoy the weekly shopping trip. Our drivers are compassionate, dependable and caring, and more information about the van can be obtained by calling (603) 432-7732.

We are happy to report that less assistance was requested in 2016. While we hope that this year our economy will continue to improve and that our residents will be able to meet their needs, we remain ready to assist by way of direct aid or referrals to other agencies. As always, we are here to help; compassionately and confidentially.

The following represents a breakdown of the assistance granted in 2016:

Food Vouchers	\$ 1,319.38
Shelter Voucher	7,965.00
Electricity Vouchers	1242.62
Oil/Propane	1,525.90
Gasoline	115.63
Miscellaneous	840.00
Shepherd's Pantry	500.00
<b>Total</b>	<b>\$13,508.53</b>
<b>Reimbursements received</b>	<b>\$10,530.34</b>

Respectfully submitted,



Kathleen M. Davis, Coordinator

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# EMERGENCY MANAGEMENT

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Windham's Emergency Management continues to benefit from both an active Regional Emergency Planning Committee (REPC) made up of fourteen (14) surrounding communities for the purposes of Hazardous Material Response and Mitigation, as well as an active Local Emergency Planning Committee (LEPC) composed of both daytime employees and volunteers who meet to improve our state of preparedness and readiness. The Office of Emergency Management also continues to be prepared for the possibility of an emergency or shelter opening.

2016 was a very quiet year in terms of storm related emergencies, and of those we did encounter, we had no impact in terms of power outages and wind damage. EM also continued its work in other areas, and some of the highlights as we reflect back on in 2016 were:

- Continued work on Local Emergency Planning Materials
- Applied for Grant funding to purchase and install Dynamic Message Board Alerting System
- The EM web page at [www.windhamnh.gov/departments/emergency-management](http://www.windhamnh.gov/departments/emergency-management) continues to be improved and updated. There you will be able to find the location of all emergency shelters in Town, along with other important Emergency Preparation information and links.
- Emergency Management pamphlets are available. They cover "Severe Weather", "Shelter", and general Emergency Management information. They were handed out at several Town functions and were made available at various locations in Town.
- Windham Fire and Emergency Management remain active on "Twitter" as an alternate way to inform residents of important information and weather alerts. You can find us at [@WindhamFD](https://twitter.com/WindhamFD).

As we enter 2017, we will continue to seek out additional Emergency Management grants whenever available, which would assist us in the purchase of equipment and to offset training expenditures during the fiscal year.

As always, we extend an invitation to residents who would like to volunteer to assist us in such areas as management database integration, logistics, and our shelter and communications sub-committees. If you are interested in joining, visit the Town website at [WindhamNH.gov](http://WindhamNH.gov) and click on Departments then Emergency Management where you can contact Fire Chief McPherson. Or, you can reach us by phone at 437-6718.

In closing, I would like to extend my sincere thanks and gratitude to Mary Ann Horaj for her continued commitment and dedication to Emergency Management in the assistance with secretarial and technical support. I also would like to thank our spirited team of volunteers, who have continued to work collaboratively to improve our planning and overall state of readiness at a moment's notice. Lastly, I want to thank all the members of Town Government for their continued support and dedication.

Respectfully submitted,



Fire Chief Thomas L. McPherson Jr., EM Director

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# WINDHAM COMMUNITY TELEVISION

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In 2016, Windham Community Television continued to increase and improve originally produced programming for the Town of Windham. Our local channels provide residents with video coverage of government meetings, as well as many public access programs.

WCTV provides coverage of all Board of Selectmen, School Board, Zoning Board of Adjustment, Planning Board, and Conservation Commission meetings. Coverage is also provided for many sub-committee meetings. WCTV also provides coverage for the Town and School Deliberative Sessions. Meetings held in the Town Meeting room are broadcast LIVE on WCTV Channel 20, while those held in alternative locations such as the Nesmith Library, Searles School, Windham High School, and the SAU facility are also covered. Meetings are available to view online at [www.wctv.viebit.com](http://www.wctv.viebit.com)

All Public Access Programs are aired on Channel 21. Below is a list of those programs produced by WCTV:

- Anna Marie's Euro Kitchen
- Time to Cook with A.J.
- Time for Animals
- Hypnosis for Better Living
- Windham Watch with Mary Griffin
- Spotlight on Schools
- Town Talk
- Granite State Real Estate

These programs are produced by volunteers, non-profit organizations and WCTV staff. Most programs are aired monthly and are approximately thirty (30) minutes long. Many programs are also aired in neighboring communities. WCTV also produced public service announcements in partnership with local non-profits and Town departments. Other programs aired on Channel 21 have been provided to us in partnership with local organizations, access stations, or by residents of Windham. Programs of interest to other New Hampshire communities are shared through the New Hampshire Coalition for Community Media (NHCCM) network.

In 2016, WCTV once again covered numerous Town events such as the Memorial Day Parade, Town Day, Strawberry Festival, Senior Picnic, Harvest Fest, Windham Community Band concerts, Easter Egg Hunt, Golden Brook School Spring Concerts, Middle School and High School Graduations, Candidates Nights, Senior Christmas Party, Santa Visits Windham and the Annual Tree Lighting Festivities.

WCTV continues to offer free training to residents interested in television production and looks forward to new endeavors. After certification, access users are able to produce studio or field productions with professional level audio and video equipment. Also, WCTV offers many opportunities for students to complete internship and work study programs.

The WCTV website, [www.wctv21.com](http://www.wctv21.com), has been utilized a great deal by providing residents a weekly schedule of programs, a direct link to videos on demand, and announcements on special events covered by the studio. WCTV has also reached out using social media websites to further provide residents with information on programs and events.

I would like to thank the Cable Advisory Board for all their help and support throughout 2016, and I look forward to the future. 2016 was a very productive and positive year for WCTV, and I would like to thank all of our volunteers for their hard work and dedication to the studio.

Respectfully submitted,

*Kelly Yucupicio*

Kelly Yucupicio, WCTV Coordinator

# FOREST FIRE WARDEN & STATE FOREST RANGER

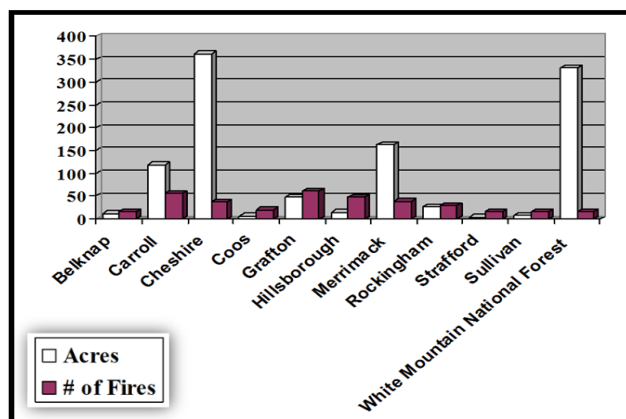
Over the past two years, New Hampshire has experienced its busiest fire seasons since 1989. 1,090 acres burned during the 2016 season. The White Mountain National Forest experienced its largest fire since becoming a National Forest, burning 330 acres in the town of Albany in November. Fires falling under state jurisdiction burned 759 acres, with the largest fire of 199 acres occurring in Stoddard. The extremely dry summer led to a busy fall fire season with large fires occurring into mid-November. Drought conditions hampered fire suppression efforts and extended the time needed to extinguish fires. Your local fire departments and the Division of Forests & Lands worked tirelessly throughout the year to protect homes and the forests. The statewide system of 16 fire lookout towers continues to operate on high fire danger days. Our fire lookouts are credited with keeping many fires small due to their quick and accurate spotting capabilities. The towers fire detection efforts were supplemented by the NH Civil Air Patrol when the fire danger was especially high.

Many homes in New Hampshire are located in the wildland urban interface, which is the area where homes and flammable wildland fuels intermix. Several of the fires during the 2016 season threatened structures, and a few structures were burned, a constant reminder that forest fires burn more than just trees. Homeowners should take measures to prevent a wildland fire from spreading to their home. Precautions include keeping your roof and gutters clear of leaves and pine needles, and maintaining adequate green space around your home free of flammable materials. Additional information and homeowner recommendations are available at [www.firewise.org](http://www.firewise.org). Please help Smokey Bear, your local fire department, and the state's Forest Rangers by being fire wise and fire safe!

As we prepare for the 2017 fire season, please remember to contact your local Forest Fire Warden or Fire Department to determine if a fire permit is required before doing ANY outside burning. Under State law (RSA 227-L:17) a fire permit is required for all outside burning, unless the ground is completely covered with snow. Fire permits are also available online in most towns and may be obtained by visiting [www.NHfirepermit.com](http://www.NHfirepermit.com). The burning of household waste is prohibited by the Air Resources Division of the Department of Environmental Services (DES). You are encouraged to contact the local fire department or DES at 603-271-3503 or [www.des.nh.gov](http://www.des.nh.gov) for more information. Safe open burning requires your diligence and responsibility. Thank you for helping us to protect New Hampshire's forest resources. For more information please contact the Division of Forests & Lands at (603) 271-2214, or online at [www.nhdf.org](http://www.nhdf.org).

## 2016 WILDLAND FIRE STATISTICS

(All fires reported as of December 2016)



HISTORICAL DATA		
YEAR	NUMBER of FIRES	ACRES BURNED
2016	351	1090
2015	124	635
2014	112	72
2013	182	144
2012	318	206

## CAUSES OF FIRES REPORTED

(These numbers do not include the WMNF)

Arson	Debris Burning	Campfire	Children	Smoking	Railroad	Equipment	Lightning	Misc.*
15	85	35	10	12	2	18	9	148

**REMEMBER, ONLY YOU CAN PREVENT WILDFIRES!**

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# STORMWATER MS4 PROGRAM

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Since 2003, Windham continues to monitor its stormwater discharge systems within our urbanized area to comply with the US Environmental Protection Agency's Phase II Stormwater Regulation and Windham's Stormwater Management Plan. As part of regulatory compliance, Windham submits an annual report to the US EPA and the NH Department of Environmental Services describing our best management practices during that given year. A new US EPA Stormwater NPDES Permit, with updated mandates, is expected early in 2017 and, once a new permit is issued, the Town will develop a new Stormwater Management Plan and engage the new Stormwater Committee.

The intent of this EPA Stormwater Regulation is to protect water resources from pollution caused by water runoff from rain or snow melt that carry contaminants. We urge Windham residents to become involved and take personal steps to reduce and police runoff contamination within their property and the community.

In 2016, we conducted a public outreach program with the NH DES called "Soak up the Rain". This program was designed to instruct residents about the negative impacts of stormwater runoff and put forward some ideas to reduce those impacts at the residential level.

Staff continues to be involved with the NH DES, NH Department of Transportation, and the Towns of Derry, Londonderry, and Salem on road salt (chloride) reduction efforts impacting the Route 93 corridor and surrounding water resources; when necessary getting involved in the I-93 construction project. Staff is also involved with the Cobbetts Pond Improvement Association (CPIA) to improve the water quality of Cobbetts Pond through their Pond Restoration Plan.

A thank you goes out to the Community Development Department and Highway Agent for their ongoing participation in the Stormwater Program.

Respectfully submitted,



David Poulson, Stormwater Coordinator

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# VITAL STATISTICS RECORDED

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AS OF DECEMBER 31, 2015

## BIRTHS

<b>CHILD'S NAME</b>	<b>PARENT(S)' NAME</b>
Jack Crocker	Brian Jr & Megan Stanton
Lucas Henry	Ethan & Cassandra Burns
Quinn Wallace	Matthew Rounds & Amanda Hayden
Joseph	Joseph & Tara Flaherty
Elijah James	Nicholas & Amy DiGiandomenico
Elizabeth Joyce	Andrew & Elizabeth Murray
Alexandria Grace	Nathan & Kimberly Palmer
Fletcher James	Michael & Keleigh McAllister
Rivka Leah	Jeffrey & Rachel Zampieron
Ziva Miriam	Jeffrey & Rachel Zampieron
Josie Eileen	Mark & Cara McElligott
Jack Bedros	Peter & Stephanie Serian
Madeleine Raegan	David & Marie Bennett
Sadie Noemi	Ashley & Julie Perkins
Locke Hensley	Jason & Lauren Lindberg
Margaret Eugenia	Eric & Jill Graham
Adam Ramaska	Craig Chaffee & Amy Ramaska-Chaffee
Emily Mae	Kevin & Kary Callahan
Matthew Patrick	Ryan & Jill Bartlett
Killian James	Orlando & Katie Cabrera
Logan James	Adam & Laura Wactowski
Charlie Hunter Mitchell	David Mulcahey & Elizabeth Seren
Adalyn Elizabeth	Nathan Michaud & Laura Ogonowski-Michaud
Asmi Sharika	Suman & Kanthi Reddivari
Martin Joseph VI	Martin V and & Elizabeth Finn
Declan Alexander	Stuart II & Jacqueline Wright
Jackson Merle	Morgan & Alyssa Hiller
Cora Isabelle	Kyle & Rebekah Ciano
Taylor Jayne	Timothy & Jessica Montanaro
Michaelah Emma	David Jr & Heather Devries
Julian Joseph	Joseph Jr & Samantha Larsen
Tyler James	Brendan & Ekaterina Tuttle
Harrison Michael	Brian & Elisha Russo
Caleb Wayne	Devon & Nicole Crawford
Shane Joel	Joel & Meaghan Taft
Ryder Craig	Corey & Laura Moore
Lillywhite Lyanna	Brian & Corinne O'Connell
Scarlett Marie	Larry Garneau & Sarah Murray
Weston Thomas	V Anthony & Kristin Kemezys
Olivia Morgan	Isaac & Jill Hamilton
Brett William Donald	Jonathan & Heather Butler
Vivien Manisone	Curtis McGiveney & Samantha Khamvongsa

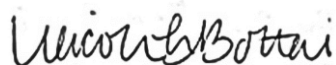
## DEATHS

DATE	PLACE	DECEDENT'S NAME
01/06	Manchester	Joanna Alfano
01/07	Manchester	David Cleasby
01/13	Windham	Laura Swenson
01/27	Windham	Evelyn Guy
02/06	Windham	Olga Farkova
02/06	Windham	Eloise Lewis
02/25	Manchester	Barbara Driggers
02/27	Derry	Robin Moreau
03/03	Windham	Miriam McCooey
03/13	Windham	Elizabeth Martin
03/14	Derry	Olwen Goumas
03/22	Windham	Carolyn Roberts
03/23	Windham	Lorraine Crovo
04/14	Derry	Charles Gray
04/17	Derry	Roberta Provencal
04/17	Windham	Czeslawa Zbawiona
04/21	Windham	Elizabeth Vivinetto
05/18	Manchester	John Pantano
05/26	Derry	Elizabeth Lyons
05/26	Salem	Richard Morin
06/10	Derry	Jacqueline Makin
06/20	Windham	Philip Streechon, Jr
07/06	Windham	Edna Camuso
07/06	Windham	Jean Mulligan
07/12	Windham	Joyce Galvin
07/21	Portsmouth	Darlene Romano
07/22	Windham	Eric Whitaker
08/05	Fremont	John Caldwell
08/09	Portsmouth	Deborah Gautschi
08/18	Merrimack	Steven Cyr
08/21	Windham	Pauline Kachanian
08/26	Windham	Robert Stone, Sr
09/01	Windham	Catherine Granfield
09/02	Derry	Paul Cote
09/05	Windham	Uta Lemmerman
09/07	Derry	Jane Takvorian
09/13	Windham	Marie Keaton
09/18	Derry	William Duggan
10/04	Derry	Joan Miller
10/22	Windham	Doris Brunelle
10/23	Manchester	Joseph Connolly
10/31	Windham	Jerold Shattuck
11/01	Manchester	Yoko Terranova
11/02	Windham	Freda Michael
11/07	Merrimack	Kevin Blanchette
11/10	Windham	Janet Stewart
11/30	Manchester	Joseph Remillard
12/01	Portsmouth	Maureen Lafond
12/01	Salem	Dominick Nicastro
12/10	Windham	T John Bizios
12/18	Salem	Donna McDonough
12/22	Windham	Silvio Ricca
12/27	Windham	Emile Marquis

## MARRIAGES

DATE	PARTIES WED	PLACE
02/14	Michael G Pelletier & Joanne MacDonald	Windham
02/27	Brad R Blake & Gail S Gendron	Windham
03/22	Todd A Gallitz & Karen B Trovato	Salem
04/24	Derek Morrison & Sarah E MacLaughlin	Sandown
05/28	Peter M Olson & Cassandra L Green	Windham
06/05	Sahil S Maripuri & Christine E Grant	Windham
06/10	Maxwell R Hendry & Nicole A Michaud	Windham
06/17	Mark R Crowley & Marilyn M White	Bedford
06/18	Mark P Cafua & Isabel Leal	Windham
06/18	Christopher S Juffre & Jamie B Minicucci	Windham
06/23	Wayne Barchard Jr & Taunia L Meeker	Windham
06/25	Kyle M Grasso & Caleigh E Wilson	Windham
07/02	Tyler J Evilsizer & Jessica L Bushell	Windham
07/02	Michael A Emery & Erin M Havener	Windham
07/09	Gia M Belanger & Matthew G Hogan	Windham
07/09	Jason J King & Tamera J Rousseau-Vesta	Windham
07/15	Adam J Ladine & Candice A Matthews	Windham
08/06	Amelia G Nesheim & Jonathan A Sreter	Holderness
08/26	Tyler J Pinzone & Danielle M Granfield	Londonderry
08/27	Brett T Fitzgerald & Holly L Sawyer	Jackson
09/10	Andrew V Jezierski & Colleen K Goulding	Nashua
09/17	Joseph T Cronin & Amy R Salant	Candia
09/17	Jean-Claude Jeanty & Kristina R Terrio	Pelham
09/18	John A Goodwin & Mikeala R Dugre	Windham
09/24	Ryan P Demaria & Jillian D Schott	Waterville Vy.
09/25	Brian A Attardo & Mary Kate Hogan	Bedford
10/01	Francisco A Conceicao & Audrey P Belanger	Windham
10/03	Justin M Gerwien & Shannon E McNeill	Br. Woods
10/05	Jason R Pelletier & Cit R Waters	Hudson
10/29	Andrew F Ralich & Meaghan M Finnegan	Windham
11/22	Michael D Hoyt & Thuong Y Huynh	Windham
11/26	Timothy E Buttram & Sarah A Williams	Windham
12/31	Andrew J MacWilliam & Marie E Terhune	Bedford

Respectfully submitted,



Nicole Bottai, Town Clerk



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# CEMETERY TRUSTEES

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2016 may have, technically, been the Year of the Monkey, but for us it was most certainly the year of the caterpillar! Up on the Hill we experienced what, we're told, was one of the most intense infestations in the area. Our ancient white oak was stripped bare in a matter of days, and then they moved downhill towards one of the old cedars. At a temporary loss, we reached out to our Forestry Committee for advice, and I want to thank their Chairperson, Wanda Rice, for not only taking the time to discuss our critter problem with me, but for squishing more of them than I care to count!

Ultimately, we contracted with Bartlett Tree for a series of treatments on the oak and the cedar and, as we entered into fall it seemed that both would, thankfully, recover. There are more maintenance/preventative treatments planned for the spring and, with them, we will also be treating the very large, very old ash tree near the Austin section to deter ash borers from taking up residence.

On a more pleasant note, I'm happy to report that the Trustees accomplished their goal of cleaning out the hearse house last year. In one fell swoop, assisted by our Custodian and several of his crew, years of accumulated "stuff" either found a new home or was discarded.

Over in the New Plains Cemetery, where additional drainage was installed in 2015, we experienced much less flooding; however, whether this was due to the success of the repair or the drought conditions we eventually found ourselves in, we can't know. Hopefully, we'll have a nice, rainy spring and be able truly gauge our success; if any. This would also give us an opportunity to determine whether our repairs to the Veteran Section continue to deter water problems there.

With 2017 will come the Town's 275<sup>th</sup> Anniversary Celebration and, in preparation, we have made arrangements to have a number of repairs/corrections made to stones in the Old Plains. These are the oldest stones we have, and some are in exceptionally bad shape. It is our hope, though, that a good number of them can be repaired. We will also be working on a project to highlight the location of the first official burial in Town; that of David Gregg who died in 1749 at just 8 years old. It was around his small grave that the (Old) Cemetery on the Plains was laid out. We have also been asked by the Historic District Commission to consider creating a historic brochure and/or hosting a tour of the cemeteries for the Celebration, and are working to put something suitable together.

Our continued gratitude goes out to our Custodian, Scott Polumbo, who never fails to go above and beyond on our behalf, and yours. Thanks, as well, to Jim Thornton our interment contractor, the various scouting organizations, and American Legion Post 109.

As always, we welcome all suggestions or questions. Your continued support is appreciated, and we look forward to serving you in the coming year.

Respectfully submitted for the Trustees,



Wendi A. Devlin, Chair

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# CONSERVATION COMMISSION

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This past summer, the Conservation Commission was successful in paying off the bond for the purchase of the Campbell Farm property. This purchase had been approved at the March 2014 Town Meeting. It is important to note that this bond was paid off ahead of schedule.

During 2016, the Commission has overseen the addition of a gravel parking area that was put in at the northeast end of the Campbell Farm property and a wooden split rail fence that borders the parking area that foster the ability of residents to utilize this conservation property. Field Works of New Hampshire was hired by the Commission to mow the fields in early September and will be involved in future mowing.

The Campbell Farm sub-committee was formed to review options for the farmhouse on the Campbell Farm property and has been working with the New Hampshire Preservation Alliance to bring their professional expertise to assist in this process. At the present time, preferred choice is a curatorship for the house.

The end product for this sub-committee will be to make the final recommendation to the Conservation Commission. Under all circumstances, protective covenants will be put in place (interior and exterior) to ensure the historic integrity of the building.

On another note, the NH Association of Conservation Commissions held their Annual Meeting on Saturday, November 12, 2016. Representatives from many New Hampshire Town Conservation Commissions were present, including Windham.

The Commission was also involved in the completion of easements on several parcels in the Rockingham Rd area, which resulted in a grant of approximately \$140,000 that should be received soon.

Looking ahead to 2017, the Commission anticipates an active and full year fulfilling two (2) of its primary duties; the review of Planning Board applications and dredge and fill applications.

The Commission will also continue to provide case reviews to the Zoning Board of Adjustment; providing comments and testimony on cases involving environmental concerns. The Commission's annual monitoring walks of the Landry Family, Ingersoll and Deer Leap conservation easements will also be undertaken.

Additionally, the Campbell Farm conservation property will be casually monitored for invasive plants.

We extend our continued thanks to Town staff for their assistance and cooperation throughout the year in helping us perform our duties.

Respectfully submitted for the Commission,



Lisa Ferrisi, Chair

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# DEPOT ADVISORY COMMITTEE

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Started in 2004, the Committee was chartered by the Board of Selectmen to provide a plan and carry out the vision to improve the buildings and surrounding area in conjunction with the Town designation of the Depot as a Historic District.

The Windham Depot site with the Depot building, Freight building, parking lot and C16 B&M caboose is one of Windham's designated Historic sites. The re-development efforts started in 2006, through private donations, grants, direct Town appropriation, and Transportation Enhancement funds matched by the Town. Continued maintenance and funding is provided in collaboration with the Windham Rail Trail Alliance.

Members of the committee are Mark Samsel, John Mangan, Wayne Morris, Carol Pynn, Norm Babineau, and Dick Forde.

2016 focused primarily on building touch up and grounds maintenance. During the year, the Windham Rail Trail Alliance provided over 60 hours of work at the site that included trash pickup, landscaping, mowing and maintenance. Three attractive iron benches were installed on the Depot building platform.

Informal discussion and a volunteer professional review of possible interior rehabilitation of the Depot buildings concluded that, at this time, it is recommended not to proceed with volunteer help, and that funding through a State or Federal grant may be the best approach.

The Windham Depot Advisory Committee thanks the Town and community for its continued support and those who have donated their time and materials. As we have openings on the Committee, anyone interested in Depot maintenance activities and potential building project, please contact the Town Administrator or the Chairman.

Respectfully submitted for the Committee,



Mark Samsel, Chair

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# ECONOMIC DEVELOPMENT COMMITTEE

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The Windham Economic Development Committee (WEDC) is entering its 7th year as an official Town Committee. The mission statement is the main driver of Committee activity: “to enhance the vitality of the local economy by supporting existing businesses and attracting new businesses to Windham, encouraging economic development consistent with the Windham Master Plan and promoting the spirit of the Town Motto: Old Values, New Horizons.”

The Committee is composed of 11 voting members, including a Selectman, Planning Board and Greater Salem Chamber Representative. Current members include: Ed Gallagher, Chair; Joel Desilets, Vice Chair and Board of Selectmen Member; Lisa Walker, Secretary; Gary Garfield; Michael Oldenburg; Melissa Magnuson; George Fredette; Bruce Richardson; Donna Morris, Greater Salem Chamber of Commerce Member; Ruth-Ellen Post, Planning Board Member, and; Jennifer Simmons, Board of Selectmen Alternate Member.

The full Committee meets on the second Friday of the month at 7:30 am and the public is welcome to attend. Residents interested in joining the Committee should review our website and, if an opening exists, we welcome you to submit a letter of interest to the Board of Selectman for consideration.

We are an appointed, volunteer Committee established by the Board of Selectman to serve in an advisory capacity to the Board of Selectman, other Town Boards and Departments, and Windham businesses, both existing and proposed, on the merits of Economic Development.

Our full strategic plan is available on our website and is centered on 4 key pillars:

1. Improve quality of life in our community.
2. Engage in on-going communication with residents to establish types of desired businesses.
3. Promote Windham as a destination for businesses.
4. Establish and nurture supportive relationships with proposed and existing businesses.
5. Encourage community outreach and support.
6. Provide education opportunities and events to communicate the benefits of economic growth.
7. Promote balanced tax responsibility between businesses and residents.
8. Support a desirable town with successful businesses, desired municipal services, cultural capital, and excellent schools.

One of the primary goals of the WEDC is to promote growth in property valuation that generates tax revenue that exceeds municipal costs in order to reduce the tax burden on residents. As non-residential development is added to the tax rolls, the burden of Town services and schools on each residential property is hopefully reduced.

As the town weighs looming needs for future Capital expenditures - be that Schools, Roads or Town offices - it becomes critical that we strike a fair balance of commercial and residential tax burden.

With the widening of I-93 and Route 111, our Town had seen dramatic roadway construction and other changes setting the stage for significant new commercial development that will shape the fabric of our town for years to come. Our Committee hosted presentations of proposed new commercial developments to provide member and public input and feedback to those looking to locate in our community.

We also worked closely with the Windham Planning Board, contributing to discussions on updating the Town Master Plan, Site Plan Regulations, and proposed Town Meeting Zoning Ordinances. WEDC also is a standing participant in the Technical Review Committee, which provides feedback on proposed development applications prior to them being heard by the Planning Board.

Through our various standing subcommittees - Infrastructure, Land Use and Communications - members of our team collect information and details on relevant topics, educate the full committee and we take advisory positions on economic development related matters as a service to the Planning Board, Board of Selectman and general public. Additionally, through the Communications sub-committee, we communicate information and attempt to educate the public in local Windham publications on relevant economic development matters.

The WEDC also supports new and existing businesses in Town; from participating in ribbon cutting events to business expos and nurturing relationships with businesses and owners by providing education and outreach opportunities.

This is an exciting time in Windham, and our Committee is proud to serve the Town of Windham as we look to strike the right balance of commercial development consistent with our Master Plan goals and residents' desires.

Please reach out to members for any questions and consider joining us should the opportunity arise.

Respectfully submitted for the Committee,

*Ed Gallagher*

Ed Gallagher, Chair

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# FORESTRY COMMITTEE

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The Windham Forestry Committee was established in 2014 following an affirmative Town Meeting vote to create a new town forest. Six designated parcels of town conservation land totaling approximately 200 acres are now known as the McIlvaine Town Forest. The function of the Committee is to encourage proper management of the town forest timber resources, as well as supporting other multiple use programs that are consistent with our formal Forest Stewardship Management Plan.

Committee members have been meeting monthly to discuss management and administration of the McIlvaine Town Forest. The first timber thinning harvest was completed early in 2016. This activity removed mature and low quality trees, allowing new tree and brush growth to improve the overall health and bio-diversity of the forest. Revenue generated from the sale of harvested wood products was placed in a Windham Special Forestry Fund. This special fund can be utilized for ongoing town forest maintenance including recreational trail improvements, wildlife habitat creation and historical artifact protection.

2016 McIlvaine Town Forest highlights include:

- Timber harvest completion by D. H. Hardwick and Sons.
- Windham Special Forestry Fund created with harvest revenue totaling \$56,019.
- Timber tax totaling \$5,600 added to the town general fund.
- Committee volunteers restored recreational trails after the harvest, and established a new link connecting the Osgood Trail with the Weston Trail.
- New oak regeneration in the spring following the harvest was highly successful.
- In cooperation with the NH Cooperative Extension Service, we are participating in a study to determine the feasibility of establishing wildflower meadows for pollinator habitat on former timber equipment operational sites.
- New McIlvaine Town Forest signage created and installed at neighborhood trail access points.
- Trails posted with more “No Motorized Vehicles” signs in an effort to curtail prohibited OHRV (Off Highway Recreational Vehicle) usage in the McIlvaine Town Forest.
- Submitted 2017 warrant article to withdraw \$6000 from the Windham Special Forestry Fund to be used for ongoing forest management activities.
- Submitted 2017 warrant article for consideration of proposed McIlvaine Town Forest By-Laws.

In 2017, the Committee will continue working on the McIlvaine Town Forest recreational trail network. We hope to involve interested community members and groups in that process. In addition we will continue developing long range plans for maintenance, wildlife habitat improvements, and other forest resource stewardship projects. Our goal is to maintain a healthy forest that provides renewable timber resources, clean air, clean water, and varied outdoor recreational opportunities to the residents of Windham.

Respectfully submitted for the Committee,

*Wanda Rice*

Wanda Rice, Chair

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# HIGHWAY SAFETY COMMITTEE

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The Highway Safety Committee, which is comprised of the Police and Fire Chiefs, Highway Agent/Maintenance Supervisor, Community Planner and four (4) citizen representatives, exists to promote highway safety through the use of road signage, literature, and/or educational media.

The Committee accomplishes this mission in two (2) main ways. First, we review all plans submitted to the Planning Board and comment on any issues that are related to Highway Safety such as road widths, signage, and access and egress points. Second, we review all requests from our residents and employees for such items as speed limit, stop, and yield signs, and other traffic related sign installations.

Over the course of the year, we reviewed site plans and submitted applicable comments to the Planning Board on proposals such as:

- Marblehead Road Subdivision
- Gateway Project
- Elderly Affordable Housing
- Village Center
- Village District
- Dunraven Road
- West Shore Road
- London Bridge Road

The Committee also reviewed and took action on several other issues such as:

- No Parking Signs – Range Road by Griffin Park
- Request for Children Playing Sign – Glance Road
- Request for installation of Pedestrian Cross Walk & Signs – Roulston Road
- Request for Speed Control/Enforcement

The Committee maintains its standard policy of recommending new roads be constructed with a minimum pavement width of twenty-eight (28) feet with curbing and closed drainage systems on all applicable applications.

If anyone has a recommendation or request for a highway safety measure, we encourage them to submit it to us using the “Highway Safety Request Form”, which may be obtained from the Town Administrator’s Office or you may email us at [hsc@windhamnh.gov](mailto:hsc@windhamnh.gov). Each request received is reviewed carefully and recommendations are made to the Board of Selectmen to either approve or deny the request.

In closing, I wish to offer the Committee’s continuing appreciation to the residents for their interest and involvement in Highway Safety. We are always looking for suggestions to improve the safety of Town roads and, to this end, welcome your input.

I also wish to thank the Board of Selectmen for the support they have shown the Committee in endorsing many of our recommendations. Finally, I offer my appreciation and gratitude to the members of the Highway Safety Committee for their involvement and commitment to meeting our mission.

Respectfully submitted for the Committee,



Fire Chief Thomas L. McPherson Jr., Chair

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# HISTORIC DISTRICT / HERITAGE COMMISSION

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The Historic District/Heritage Commission is a Town land use board appointed by the Board of Selectmen. Its purpose is to preserve Windham's Historic Districts and Heritage Landmarks, especially those that are included in the Historic Cultural Resource List. This document can be reviewed on the Town of Windham Web Site. The Historic District /Heritage Commission has two (2) separate, yet related, duties/charges. The first, as the Historic District Commission, is to oversee buildings and land use within the six (6) designated Historic Districts. The second, having assumed the additional duties of a Heritage Commission, is to encourage documentation and preservation of historic resources in the Town of Windham. During 2016, the Commission continued to work on both fronts with efforts to restore, renovate and, as a last resort, document historic buildings prior to demolition. A high priority for 2017 will be raising public awareness of any issues concerning the number of diminishing historic houses in our town.

The following is a summary of the Commission's 2016 Activities:

**Town of Windham 2015 Master Plan:** I would like to thank the entire Commission for the diligence that was put forth in updating the 2015 Windham Master Plan over the summer and meeting the deadline for completion with the Planning Board.

**Historic Cultural Resource List:** The Commission worked diligently over the summer to combine the Cultural Resource List and the Historic Architectural List into one "Historic Cultural Resource List" (historic houses, sites, districts and houses built prior to 1940). This new, combined list of over 300 sites will not be a static document, but rather be subject to periodic updates as new resources are found or others are lost. This will allow the Community Development Department to quickly flag a plan that would impact any historical town assets, and provide notification to the Commission. The Historic Cultural Resource List was updated in October of 2016 and attached to the HDC/HC Web Site (<http://www.windhamnh.gov/committees/historic-districtheritage-commission>).

**Historical Town Records:** The Commission is continuing to undertake the collection, indexing, archiving and storage of all Commission and Historical records into the Town Hall Vault designated for this purpose.

**Original Windham Historic Town Center:** With the losses of both the Rev. Lauren Thayer, b1810, and Cochrane House, c1865, in the Historic Center of Town, two of the most relevant houses of our past have quickly and quietly vanished from our landscape. The current renovation of the Anderson and Blanchard Houses, by the current owner, bode well for the vision of the Rural Oasis. These two houses are the only remaining structures from the original Town Center. The current owner of both houses is to be commended for his efforts to keep our history alive.

**Historical Living History Presentations:** During 2016 the HCD/HC presented the following historical presentations:

"Benedict Arnold - Presentation on an American Hero": Patriot and Traitor, an American hero who is only remembered as the traitor of 1780. Historical facts ignore his many heroic exploits of 1775, 1776 and 1778.

"Robert Rogers American Soldier Tragic Hero": He was an American frontier soldier who raised and commanded a militia force known as Rogers Rangers who won wide repute during the French and Indian War (1754-1763). His exploits were mined in the movie "North West Passage" and the television series "Turn".

John Paul Jones "Father of the American Navy": John Paul Jones was the United States first well-known naval commander in the American Revolutionary War. His actions in British waters during the Revolution earned him an international reputation which persists to this day.



**Eagle Scout Projects:** During the current year the HDC/HC was involved in two Eagle Scout Projects.

**Indian Rock Memorial:** With the re-routing of traffic on RT111, Indian Rock Road, and the creation of Enterprise Drive, accessibility to Indian Rock has been opened up. This rock, as mentioned in L.A. Morrison's History of Windham, is a significant part of the Town's past and lends credence to the first Indian settlers in Windham. The Historic District/Heritage Commission will be working with the State, local officials and the scouts to come up with a final, fitting memorial in this location.

**Veterans Memorial Town Common:** The long overlooked memorial for veterans, which was established in 1985, has been brought to life by the second eagle project which involved cleaning the area around the memorial and associated flag pole. A fire pit was also added for the purpose of holding the flag burning ceremony on June 14th, Flag Day. The completion of this project will enhance the use of the Town Common for future events.

**Documentation of Historic Houses:** Associate member, Joan Normington, spent countless hours collecting, documenting, and indexing current and older photographs and picture post cards to create two separate files; one arranged by tax identification number and the other by street address. This created a collection combining past and present together to document what Windham looked like over the past 274 years.

**Historic Tales of Windham:** During the year, we were delighted to have Derek Saffie, the youngest member of the Windham Historic District/Heritage Commission, pen a new book on the Town of Windham, its people, places and events. The book, "Historic Tales of Windham", is a must read on the history of Windham.

**HDC/HC Committee Members:** This year we were very fortunate to have Jennifer Simmons join the HDC/HC as the liaison from the Windham Board of Selectmen, her enthusiasm from the first meeting is a welcome addition as we move toward our 275th celebration.

**Additional Committees with HDC/HC involvement:** Moeckel Pond Committee; Campbell Farm Sub-Committee; 275th Celebration Committee; Town Beautification Committee; Design Review Committee; Nutfield 300th Committee; Windham Historical Society; Technical review Committee; and, Trustees of the Windham Museum.

**Looking forward to 2017:** The goals of the HDC/HC are to continue identifying, documenting and preserving remaining potential historical sites, stone walls, cellar foundations and boundary markers, such as:

- Gage Land Sheep Pen
- Whitehead Log Cabin, Bowery Brae
- London Bridge
- Granite Finger Post Signs and sites
- Stone Arch Bridge
- Stone Sheep Folds
- Cattle crossings
- Dinsmore Hopkins barn foundation
- Creating slide show combining both old and new views of historical houses and sites.
- Continue Oral History Series

To learn more about the HDC/HC, the Historical Cultural Resource List, or to contact us visit: WindhamNH.gov → Committees → HDC/Heritage.

Respectfully submitted for the Commission,

*Frank Farmer*

Frank Farmer, Chair

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# LOCAL ENERGY COMMITTEE

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**Introduction:** The Windham Local Energy Committee in 2016 conducted a number of activities to promote energy conservation in municipal buildings and to make natural gas available to Windham residents and businesses. These included:

- a. Investigation of solar energy for Fellows Road buildings (Police, Fire and Library buildings);
- b. HVAC upgrade for Community Development Building;
- c. Energy audit follow-up for Police and Fire Department buildings;
- d. Initiation of energy usage monitoring for municipal buildings; and
- e. Support of Liberty Utilities' petition to bring natural gas service to Windham

Each of these topics will be discussed in more detail below.

In 2016, Mr. Peter Serian joined the Local Energy Committee while Mr. Matt Rounds resigned his position. The LEC wishes to thank Mr. Rounds and Ms. Neelima Gogumalla, a former LEC member, for their contributions in establishing the Southern NH Regional Planning Commission power-purchasing consortium. Mr. Peter Tousignant and Drs. Pat Manzo and Mark Kovacs continued their LEC participation through 2016.

**Initial Investigation of Solar Energy for Fellows Road Buildings:** The Windham LEC performed an initial assessment of the economic feasibility of solar PV (photovoltaic) installations for the Police and Fire stations and the Nesmith Library. This assessment was derived from the System Advisor Model (SAM) - software developed by the National Renewable Energy Laboratory located at the Oak Ridge National Laboratory. The SAM software allowed the LEC to consider multiple design configurations leading to a nominal preliminary design for each of the buildings. In addition, SAM produced annual cost estimates over the system's useable life; the estimates included capital equipment amortization, installation, operation and maintenance.

In parallel, the Nesmith Library Trustees obtained a proposal for a PV system to be installed by Revision Energy. This proposal entailed Revision Energy's installation of the Library system under a Purchased Power Agreement specifying an annual, but varying, electrical purchase rate over a fixed duration with an option of the Library's purchase of the system after 7 years at a fixed price. The Nesmith Trustees eventually decided to postpone considering such an arrangement until after the current power purchasing agreement with the Southern New Hampshire Regional Planning Commission (SNHRPC) expires in 2019.

In addition to the technical analysis and the preliminary concept design, the LEC conducted a financial comparison of alternatives to evaluate the potential financial gain that Windham might be able to achieve by adopting a Photovoltaic (PV) solar energy system. Five alternatives for electricity supply for the Fellows Road buildings were considered:

- 1.) Eversource
- 2.) Energy Consortium of local towns and cities
- 3.) Proposal similar to the Library proposal, i.e. Company financed system, town electricity purchase and eventual town system purchase
- 4.) Town Purchase of PV System, assuming REC's (Renewable Energy Credits) at current level
- 5.) Town Purchase of PV System, assuming no REC's

Of these alternatives, option 1 was the most expensive followed closely by option 3. Options 2 and 5 were close in cost and significantly less expensive than options 1 or 3. Option 4 was the least expensive and might save the Town approximately \$75,000 over 25 years when compared to options 2 or 5. However, the probability that the REC's would continue at their current level, or even continue to exist in the future, was deemed to be highly unlikely. Therefore this option was discounted.

Since the Town is already a part of the SNHRPC consortium, we are limited in what we can do by the agreement with the Consortium. This agreement - entailing penalties for early contract termination - makes the adoption of option 4 unattractive for the Town at this time. However, the LEC will continue the analysis and conceptual design activities while monitoring both energy prices and the progress of the consortium option. In several years, the PV system may be more financially attractive.

**HVAC Installation in Community Development Building:** The HVAC system for the Community Development Department (CDD) was over 25-years old and had to be replaced. The Town - with the assistance of the LEC - first requested quotes for a high efficiency HVAC replacement. The quotes received were too expensive, and a second quote for a replacement system of equivalent performance was then requested. This system was also expensive and would offer no significant energy savings. At the direction of the Board of Selectmen (BOS), a third request for quotes was requested. This last request included moving the HVAC system into the basement of the CDD, with the exception of the Air Conditioning compressor, and improving the performance of the system over the old system. The third quote was slightly more expensive than the second quote but offered the possibility of significant improvements in energy usage. The BOS accepted the third proposal; the new HVAC system was installed during the fall of 2016.

During the requirements analysis, the LEC developed a detailed thermal analysis of the heat loss from the CDD. The result was the finding that over 60% of the energy loss for the building was through the un-insulated floor to the unheated and un-insulated basement area. In addition to the savings from the new HVAC system, additional saving could be achieved by insulating the floor.

**Energy Audit Follow-up for Police and Fire Stations:** The Police and Fire Department buildings were built nearly 20 years ago and have building end uses, e.g. lighting and thermostatic control, that are older vintage. With newer, more efficient technologies available on the market, some of the end uses can be retrofit at a low cost and return the investment in a short period.

An audit was completed by Arbogast Energy Auditing (AEA) on the Departments in 2012. The audit identified retrofit projects related to HVAC, lighting, domestic hot water, weatherization, and renewables. The weatherization projects were completed by 2014.

In 2016, Peter Serian, member of the LEC, completed a walkthrough of both buildings; identifying retrofit projects related to HVAC control and lighting. Based on a preliminary analysis, the identified projects have a quick return on investment and warrant further investigation. Mr. Serian contacted Eversource, and was connected to a preferred vendor (of Eversource) who audits, installs, and provides incentives for energy efficiency retrofit projects. The LEC plans to begin discussions with this vendor, and potentially other vendors, to further vet the opportunities and understand the cost, available incentives, and savings. Ultimately, the LEC will present the various options to the Town for further consideration.

**Energy Tracking for Town Buildings:** In order to quantify the impact on building heating and cooling costs, the LEC has begun an effort to model the year-to-year energy usage of the Town buildings. The Town Administration has kept detailed records of energy usage over the years, and this data will be used in conjunction with data on the year-to-year weather conditions to monitor the impact that building improvements have on the energy efficiency of our Town buildings. In doing so, the LEC will attempt to model energy usage/weather using a program called Portfolio Manager developed by the U.S. Department of Energy for this purpose. We will also be developing spreadsheet-based models employing the energy usage data normalized for the actual weather conditions over the past few years. Once this program and methodology are set up, it will be updated on a yearly basis in order to monitor the effectiveness of building improvements.

**Liberty Utilities Petition for Franchise to Bring Natural Gas to Windham:** In late 2015, Liberty Utilities made a presentation to the Town on its gas service expansion plans for Windham and received support from the Board of Selectmen. Early in 2016, Liberty Utilities informed the LEC that the hearing before the NH Public Utilities Commission was scheduled for May and requested that the LEC speak in support of the petition at hearing. The LEC obtained approval from the Selectmen to participate in the PUC hearing as an advocate for the project. The May hearing was delayed until October since Liberty Utilities, PUC staff and the NH Consumer Affairs Office needed to resolve some issues raised by the PUC staff earlier in the year. On October 25th, the PUC conducted a hearing at which Liberty Utilities, PUC staff and the Office of Consumer Affairs presented an Agreement resolving all prior issues. The LEC supported the Agreement in the public comment session of the Hearing. The LEC anticipates that the PUC's Final Order on the petition to bring natural gas service to Windham should be issued in early 2017. The initial phase of the gas service expansion will be along Mammoth Road south of Route 111.

Respectfully submitted for the Committee,

*Mark Kovacs*

Mark Kovacs, Chair

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# MUSEUM TRUSTEES

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The Windham Museum's Board of Trustees was increased to five (5) regular members and two (2) alternate members during 2016 and this expanded board contributed to significant accomplishments. The goals for the year were to clean and organize the space, reduce clutter, improve storage, catalog artifacts, and acquire software to track the Museum collection. The Trustees conducted numerous workshops during the year which included volunteers from the Windham Historical Society, the Historic District/Heritage Commission, and students from Windham High School fulfilling Community Service requirements. The space and its contents were cleaned. Artifacts were assigned accession numbers and donors, pertinent information and descriptions were recorded. They were then packed in archival storage containers. A museum software program, Past Perfect, was acquired. Goals for 2017 include entering the artifacts into the software program, which will enable search functions, storage location information and report capability.

A highlight of the year was the donation of a significant collection of historic items belonging to the family of Reverend Samuel Harris. This donation roughly doubles the size of the Museum's collection and is noteworthy for the detailed provenance of the items. The artifacts are in excellent condition and provide a unique perspective of life in Windham in the Nineteenth Century. A major goal for the Trustees in 2017 will be to work on suitable displays for the collection in anticipation of a special exhibit showcasing it.

There were two Open Houses during the year. In September, local author Derek Saffie attracted a large group at his book signing of *Local Tales of Windham*. The annual Open House in December during the Town's Annual Tree Lighting attracted a record number of visitors and gave parents and children an opportunity to gain an understanding of Windham's past.

Other contributions to the Museum's collection during the year included:

- A significant collection from the Wheeler family with many Windham Grange items and textiles.
- Searles Castle memorabilia donated by Sister Josette Parisi.
- A surveyors plan dated 1920 donated by Hugh Dunkley.
- Indian Fire Tank used in fighting brush fires c. 1960.
- Wooden road signs and selectmen signs uncovered in Town buildings.
- Grange artifacts.
- Items from the Campbell farm donated by the Campbell family.
- Artifacts from historic homes torn down during the year.
- A molasses jug and spinning wheel donated by the Armstrong family.
- Items used at Moeckel Pond donated by Carol Pynn.
- A copy of *Local Tales of Windham* by Derek Saffie, donated by the Windham Historical Society.

Respectfully submitted for the Trustees,

*Jean Manthorne*

Jean Manthorne, Chair

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# NESMITH LIBRARY TRUSTEES

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2016 was a very good year at the Nesmith Library. The Trustees have many reasons to celebrate our outstanding staff and we wish to recognize several advances in the Library's infrastructure and programming.

## **STAFF:**

The Board would like to thank the entire staff for another year of hard work and dedication to serving the Windham community. Our staff is what makes the library the great place that it is.

- In January, we welcomed Maria Schroeter as our new Reference Librarian, the first of two highly talented new hires this year.
- In March, staff and Trustees helped Technical Services Librarian Carolyn Shea celebrate her retirement after three decades of dedicated service. Her expertise and friendly manner are missed around the library.
- In August, Nancy Vigezzi joined the staff as Head of Technical Services and Technology. Nancy's hiring completes the Library's staffing initiative.
- Also in August, Diane Mayr, Assistant Director, Knowledge Curation and Innovation, marked her first 30 years of service to the Nesmith Library community. In celebration and gratitude for her exemplary work, the Trustees proclaimed August 31, 2016 to be "Diane Mayr Day" at the Nesmith Library.
- In September, Circulation Supervisor Karen Frey received the READS Award of Excellence from the Reference and Adult Services Section of the New Hampshire Library Association (NHLA). Karen was recognized for her successful implementation of two new community outreach services. One of these provides home delivery to patrons who can't get to the library; the other connects patrons with tech-savvy teens who can explain and help solve technology issues.
- In November, Director Carl Heidenblad received the prestigious Ann Geisel Award of Merit from the NHLA in recognition of his overall career accomplishments and his significant contributions to the NHLA and the entire New Hampshire library community.

## **INFRASTRUCTURE:**

The library building is approaching two decades old and is starting to show its age. In 2016, interior painting and the reupholstering of several chairs marked the beginning of the project to refresh the interior. The Nesmith Library Board of Trustees is asking for the Town's vote in March to replace the very worn carpeting and linoleum flooring in 2017. This work is already scheduled in the CIP and will not increase the tax rate.

## **DONATED MEMORIAL GARDEN:**

Outdoors, a fairy garden magically appeared behind the Library in the spring. "Jena's Fairy Village" is a tribute by her former colleagues and Trustees to beloved staff member Jena Day, who passed away in 2015. Jena delighted in children, and the fairies who created this garden thought it would be a fitting way to keep her spirit of play and wonder alive. All are welcome to visit, and to add to it, when it comes to life again this spring.

## **PROGRAMMING:**

If you think the Library is just a quiet place to find a book, think again. In addition to books, magazines, CDs, DVDs, and many other physical objects, the Library has a vast collection of eBooks and online subscriptions and it offers a wide array of programming. In 2016, the Library offered 227 programming events with an astonishing total of 7,276 attendees, ranging in age from toddlers to seniors.

We owe a huge thank you to Children's Librarians Jane McCue and Kari Ashauer, Assistant Director Operations and Young Adult Librarian Sylvie Brikiatis, and Library Associate Sarah Williams for their extraordinary work in creating, organizing, and running these popular programs.

**FRIENDS:**

The Library is successful thanks in part to the many friends it has throughout the community.

- The Friends of the Library of Windham worked throughout the year to provide additional programming which would otherwise not be fiscally possible. Their 33rd annual Strawberry Festival brought the community together on many levels while also generating income to support programming.
- Twenty Nesmith volunteers collectively donated almost 700 hours of service, shelving over 103,000 items and thereby saving the Library more than \$10,000.
- The Windham Garden Club devoted many hours to maintaining the Library's beautiful butterfly garden.
- For his Eagle Scout project, high school senior Nathaniel Pepe developed a video game collection for the Library consisting of about 70 videos available on four platforms.

**DONATIONS:**

The Board of Trustees invites all community members to consider creating a Named Fund at the Library. The Named Fund Program gives donors the opportunity to honor a loved one in perpetuity while supporting the Library's collection and services. It is a meaningful, forward-looking way to say that you care about your Library and all that it does for our community. For more information, stop by the Library or contact Director Carl Heidenblad or a Trustee.

**THANK YOU:**

The Nesmith Library and its staff are great assets to the Town of Windham, providing educational and recreational information and programming for Windham's citizens. The Library's mission is to inspire, empower, and enrich the lives of readers of all ages. We thank the citizens of Windham for supporting this jewel in the crown of our wonderful community, and encourage you to continue to visit in person and to take advantage of our growing online resources. Be inspired!

Respectfully submitted for the Trustees,

*Patricia Barstow*

Patricia Barstow, Chair

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# RECORD RETENTION COMMITTEE

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The purpose of the Record Retention Committee is to ensure that the Town of Windham's records are being stored properly, retained correctly, and to manage the destruction of the official records. The Committee meets once a month, and members include: Chairman Nicole Bottai Town Clerk, Citizen Margaret Case, Citizen Doreen Demone, Citizen Kathleen DiFruscia, Tax Collector Ruth Robertson, Town Treasurer Bob Coole, Finance Director Daniel Popovici-Muller, Community Development Department representative Julie Suech, Police Records Clerk Jennifer Hardy, and Selectman Ross McLeod.

The latest project that the Committee is focused on is working diligently towards a massive records vault reorganization. In March of 2016, the Town voters graciously approved appropriating \$50,000 to complete this project. After undergoing an RFP process and interviewing several vendors, the Committee and I came to the conclusion that the first step should be to perform an analysis of all the records housed in the vault as a foundation for the success of this project. A vendor, King Information Systems, came into the Town Hall vault and performed an analysis of all records being housed there, and furnished a report of their findings and an inventory of the records, along with certain recommendations. We are confident that the professionals will complete a full index, adopt a boxing and labeling method, replace existing shelving, and perform to our desire to organize all records in the vault. Once that piece is completed, a software application will pair up with the physical records and act as a records management application. After this step is completed, we will focus on the digitization piece.

We have identified priority records to start with to digitize, and we will use the rest of the funding to do what we can to digitize as many records as possible, after the priority records are complete. We will then have an ongoing goal each year to digitize as many records as the budget will allow. Our goal is to then, eventually, have the capability for staff and the public to access the digital records for research and accessibility.

We are hoping to start this project in 2017 and develop a plan for Windham going forward to make sure we continue to properly protect, backup, and house all the records for Windham.

Respectfully submitted for the Committee,



Town Clerk Nicole Bottai, Chair

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# ROUTE 111 CORRIDOR BEAUTIFICATION COMMITTEE

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During 2016, the Beautification Committee worked with the NH Department of Transportation to coordinate placement of the four (4) new “Welcome to Windham” signs. As the I93 project was winding down, the State was able to grant approval for the locations, some of which were subject to the highway’s completion and subsequent turnover to the Federal government. The signs have been ordered, produced and paid for using funds approved and designated in the Town of Windham’s approved operating budget. Special sign posts were also ordered and all items are expected to be installed, with landscaping, in the spring of 2017. The Committee will follow through with details until all is executed according to plan and within budget.

Once the new signs are in place, the Committee will reconvene with meetings to discuss next steps and proposals for the continued beautification of the Route 111 corridor though Windham, per our charge by the Board of Selectmen.

Respectfully submitted for the Committee,



Al Letizio, Jr., Chair



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# SEARLES SCHOOL & CHAPEL TRUSTEES

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2016 was an exciting year for the Searles School & Chapel Trustees, formerly the Windham Historical Committee.

The Trustees voted to change the name from the Windham Historical Committee to the Searles School & Chapel Trustees to better reflect our mission and eliminate the vagueness.

Since its founding in 1976, the Windham Historical Committee was responsible for everything historic in Windham.

It created the first historic districts, organized and ran commemorative events, maintained an historic archive as well as continuing the ongoing restoration/renovation of Searles School & Chapel.

Since its founding, new organizations such as the Historic District/Heritage Commission and the Windham Historical Society have been created and now are responsible for a majority of the historic elements formerly managed by the Windham Historical Committee.

Our focus is now the restoration/renovation of Searles School & Chapel. Additionally, we adopted a new set of bylaws that better reflects the newly defined identity.

Several of the long serving Trustees chose to retire. They included founding members Marion and George Dinsmore, as well as Marilyn Bailey and Sally D'Angelo. Their dedication to the stewardship of the history of Windham and the continued efforts to protect, restore/renovate Searles School & Chapel is something that we will continue to emulate.

Two new members have joined the Board, Roy Dennehy and Maureen Spooner. A third member will be voted on during a January Selectmen's meeting.

In 2016, several long discussed projects came to fruition. The lower parking lot was paved and striped making for a more efficient use of the space. Two septic systems, vintage 1952 and mid 1960's, were replaced by a new, more efficient model.

New mechanical interior shades were installed over the clear windows to better control light.

An evaluation of the piano was conducted and it was found that it needs significant restoration work. No next step decision has been made.

Work will commence shortly to repaint the interior and refinish the floors. Both projects will be completed in the first half of 2017. In addition to these projects an evaluation of the acoustics, electrical system and tower interior will be conducted.

Windham residents Margaret Case and her daughter, Barbara, have continued their remarkable efforts in fund raising through grants and donations for restoration of the remaining nine (9) stained glass windows (4 were previously restored). Their efforts have raised, to date, over \$100,000. The restoration of the last and largest window in the west room has been approved by the Selectmen and will be completed in 2017.

Among the major donors were the Methuen Festival of Trees (3), the Patricia and Robert Skinner family, Bruce and Gina Anderson, the NH Council for the Arts (2).

The marketing/branding firm 36creative, co-owned by Windham resident Trent Saunders, has offered to donate their expertise to the Trustees to develop a marketing program and to review our branding.

Our community outreach has included discussions with the Common Man Restaurant about the feasibility of handling some of their larger functions and the same with The Carrier Funeral Home about handling some of their larger services and mercy meals.

We will continue to explore this opportunity to partner with other entities when appropriate.

Since 2013, the number of revenue producing events has increased from 67 to 89. These included weddings, memorial services, political events, birthday parties, showers, theatre productions, and church services, among others.

During this same time, the number of non-profit bookings has increased from 10 to 30. This is due to the fact that, from its inception, Searles School and Chapel is a Town-owned venue and therefore open for free use by Town organizations approved by the Selectmen.

The increased success in bookings and the efficient management of the building has to be attributed to the great due diligence of our Searles Coordinator, Donna Markham.

The Trustees would also like to thank Town Administrator Dave Sullivan, Jack McCartney and Dave Poulson for their assistance and guidance in this transition year. We will continue to work with them in a timely manner.

We would also like to thank Jay Yennaco for his assistance in landscaping the grounds of Searles School and Selectmen's representative Jennifer Simmons for her support.

Our revenues are derived from rentals. Please check out the Searles School and Chapel website [www.searleschapel.com](http://www.searleschapel.com) for information on reserving the building.

Respectfully submitted for the Trustees,

*Peter J. Griffin*

Peter J. Griffin, Chairman

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# SE NH HAZARDOUS MATERIALS DISTRICT

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## **About the District:**

The Southeastern New Hampshire Hazardous Materials Mutual Aid District's membership is comprised of 14 communities, covering approximately 350 square miles with a population of over 175,000 people. The District was formed in 1993 to develop a regional approach for dealing with the increasing amounts of hazardous materials being used and transported within these communities. This District is recognized by the State of New Hampshire as the Regional Emergency Planning Committee (REPC) for the member communities. The REPC, consisting of representatives from local government, industry, and the general public, works with industry to insure their compliance with federal regulations for the reporting of chemicals used within and traveling through the District.

The District draws its funding from an annual assessment from each community as well as from grants and donations. The FY2017 operating budget for the District was \$124,794.00. Additionally, in 2016 the District applied for and received federal grants for equipment, training, and operational expenses totaling \$126,520.00. The Fire Chiefs from each of the member communities' make-up the Operations Committee of the District. The Operations Committee is overseen by a Board of Directors consisting of elected representatives from each community. It is the Board of Directors who approves the budget and any changes to the bylaws of the District. The Executive Board of the Operations Committee, which consists of the Chairman, Vice-Chairman, Treasurer, Technician Team Liaison, and one Member at Large, manages the operations of the District within the approved budget. The District employs a part-time REPC Director to manage the administrative functions of the District, including grants management, financial management, and emergency planning.

## **District Facility:**

The District maintains a facility in Windham that provides space to house two response trucks, technician trailer, and operations trailer, as well as provide office and meeting space for the REPC Director. In addition, the District is able to utilize the facility for monthly training for the Emergency Response Team.

## **The Emergency Response Team:**

The District operates a Technical Emergency Response Team. This Response Team is overseen by one of the member community's Chief Fire Officer who serves in the Technical Team Liaison position. The Team maintains a three level readiness response posture to permit it to immediately deploy an appropriate response to a District community's request for help involving an unplanned release of potentially dangerous chemicals within their jurisdiction. While the Team primarily prepares for response to unplanned accidental chemical releases it is also equipped and trained to deal with a variety of Weapons of Mass Destruction (WMD) scenarios. The team maintains a host of specialized response equipment to deal with chemical and environmental emergencies.

The Emergency Response Team is made up of 31 members drawn from the ranks of the fire departments within the District. The Team consists of 6 Technician Team Leaders, 17 Hazardous Materials Technicians, 3 Communication Specialists, 1 Information Technology Specialist and 2 Support Specialists. In addition to these personnel, the team also includes an industrial chemist from a local industry and a local police officer.

The Team maintains a fleet of vehicles and specialized equipment with a value of approximately \$1,000,000. The vehicles consist of a Mobile Command Support Unit, two Response Trucks, three Spill Trailers, a Technician Trailer, an Operations/Spill Trailer and a Firefighting Foam Trailer.

This mobile apparatus carries the team's equipment which includes chemical detection and identification instruments, containment supplies, plugging, patching and intervention supplies, communication equipment, computer based and other chemical reference guides as well as chemical protective equipment. The Command Support Unit and one Response Truck along with the Technician Trailer are housed in our Windham facility, while spill trailers are located in Derry, Hooksett and Plaistow, allowing for rapid deployment. The other Response Truck and Operations Trailer are housed at Auburn Fire and the Foam Trailer is housed by Salem Fire. Activation of the team is made by the request of the local Incident Commander through the Derry Fire Department Dispatch Center.

**Response Team Training:**

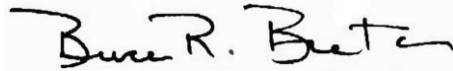
In 2016 the Emergency Response Team completed 1049 hours of training consisting of monthly training drills and specialized classes attended by team members. These specialized classes included Computer Aided Management of Emergency Operations (CAMEO), Advanced Radiation Detection, Web EOC, Sample Collection Procedures, and Street Smart Chemistry.

**Emergency Responses:**

In 2016 the Team responded to 14 incidents. These included, an overturned gasoline tanker, spill trailer responses for hydrocarbon fuel spills, assisting the local police departments with identifying unknown substances, as well as requests for technical assistance for member departments where a Response Team Leader provided consultation to the fire department on the handling of an incident.

For further information about the Southeastern New Hampshire Hazardous Materials District please visit our website at [www.senhazmat.org](http://www.senhazmat.org).

Respectfully submitted for the District,



Bruce Breton, Board of Directors Chair



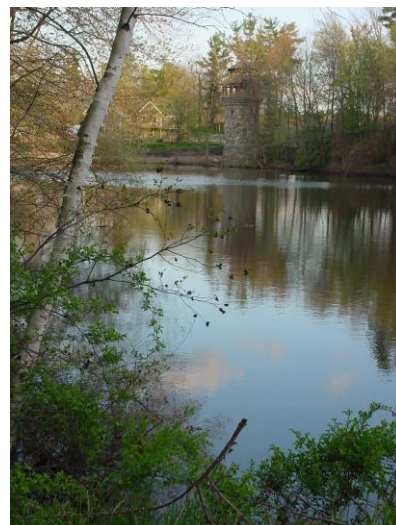
Chief Thomas McPherson, Jr., Operations Committee Chair

# SOUTHERN NH PLANNING COMMISSION

The Southern New Hampshire Planning Commission has a wide range of services and resources available to help dues-paying members deal with a variety of municipal issues. Technical assistance is provided by a professional staff whose expertise is, when necessary, supplemented by consultants selected for their specialized skills or services. Each year, with the approval of appointed representatives, the Commission's staff designs and carries out programs of area-wide significance mandated by New Hampshire and federal laws or regulations, as well as local projects which pertain more exclusively to a specific community.

Technical assistance is provided in a professional and timely manner by staff at the request of the Planning Board and/or Board of Selectmen. The Commission conducts planning studies and carries out projects of common interest and benefit to all member communities; keeps officials apprised of changes in planning and land use regulation; and in conjunction with the New Hampshire Municipal Association, offers annual training workshops for Planning Board and Zoning Board members.

Services performed for the Town of Windham during the past year are as follows. Hours listed represent work for the Town only; in projects involving multiple municipalities the total hours spent by SNHPC staff is higher. For example, 14 hours were spent by SNHPC staff working on the Planner's Brown-Bag Roundtable Sessions for the 14 municipalities in the region; equally dividing the total hour results in 1 hour of benefits that can be attributed to the Town.



No.	Hours	Project Description
1.	120	Developed a Complete Street Toolkit; provided an opportunity for communities to participate in a complete streets pilot project program. Organized and installed a Complete Streets demonstration project. Met with community leaders and residents to design and implement temporary road markings including fog-lines and lane narrowing;
2.	40.2	Represented the interests of the Town on the Region 9 Regional Coordination Council for the Statewide Coordination of Community Transportation Services Project;
3.	34	Began updating the regional travel demand model, which has been using in traffic volumes forecasting on roads in the region for the future;
4.	33	Conducted traffic counts at 12 locations;
5.	19	Began working on "Becoming Age-Friendly" Grant to assess how community are addressing aging population and the declining young adult population;
6.	12	Provided staff support to the Regional Trails Coordinating Council: led correspondence efforts, organized meetings, recorded minutes, and assisted in the search for grant opportunities;
7.	10	Provided monthly information to the Planning Board regarding upcoming meetings, project and grant updates, webinars and other training opportunities through the planning commission's quarterly Newsletters, monthly Media Blasts and periodic E-Bulletins;
8.	8	Organized and facilitated a roundtable discussion on how to deal with the water supply issues and needs of the Town of Windham and other southern New Hampshire communities, and explored possible solutions and funding;
9.	6.4	Performed Strategic Highway Research Program 2 (SHRP2) program evaluation and revision;

10.	6	Updated interactive maps displaying traffic count locations and traffic volumes for the Town. Maps are now available on the SNHPC.org website;
11.	6	Facilitated electrical consortiums, meetings, and contracts with the Town to establish a regional electric purchasing cooperative with several other municipalities and school districts. By switching to renewable energy produced in NH, the Town will save \$65,970 and SAU #95 will save \$256,736 throughout the three year contract;
12.	3.1	Staff started updating the regional travel demand model, which has been using in traffic volumes forecasting on roads in the region for the future;
13.	3	Participated on the NH BPTAC (Bike-Ped Transportation Advisory Committee) Counting Subcommittee, preparing a statewide counting plan and conducting the inaugural counts using shared automated counting equipment;
14.	3	Worked on NH Rail Transit Authority Advisory and Governance Boards projects;
15.	2	Completed updating ITS Architecture for the Southern NH Planning Commission Region;
16.	2	Provided staff assistance to Statewide Coordinating Council for Community Transportation (SCC);
17.	1.7	The Brownfields Region Wide Assessment Grant is used for environmental studies and investigations to help move contaminated sites to clean up, redevelopment and reuse. Specific investigations include Phase I and Phase II studies, including remedial action plans. Contaminated sites located in town centers and villages and near public water bodies and groundwater drinking sources have a high priority for funding;
18.	1	Organized Outreach and Education Events such as our ongoing Planning Roundtable meetings on Accessory Dwelling Units and Benefits of Rain Gardens, bringing in experts from various state agencies. Also organized on-site biking and transit rider event to discuss complete streets issues in our state and around the region.
19.	1	Organized and facilitated a Legislative Event for NH Legislators and local officials in the SNHPC region. This year's topic was Growing a Sustainable Tech Ecosystem.

Town of Windham Representatives to the Commission

Carl Griffin  
Peter Griffin  
Mark Samsel  
Eileen Mashimo, Alternate

**Executive Committee Member:** Peter Griffin



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# TOWN COMMON BEAUTIFICATION COMMITTEE

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## Committee Charter

The Town Common Beautification Committee was established by the Windham Board of Selectmen in the fall of 2015 in preparation for the Town of Windham's 275th anniversary in 2017 and the 300th anniversary of the Nutfield Grant (a portion of Rockingham County including parts of the Towns of Derry, Pelham and Windham among others). Its purpose is to identify, evaluate, recommend and subsequently oversee activities to enhance and beautify the Town Common area. The area includes the grounds in and around the Town Hall, the Community Development building, the Town Pound, the Bartley House and the common area adjacent to it, the Armstrong building, and the Senior Center. Beautification activities include landscape enhancements, creating garden areas, and walking pathways.

## 2016 Accomplishments

The Committee completed the following accomplishments during 2016:

- Completed baseline surveys of the Town Common areas;
- Completed the conceptual designs for the area within scope. Design boards completed with a site plan and several street renderings;
- Developed project phasing sequence (order of completion);
- Developed rough estimates for project;
- Conducted several Common Clean-ups with support from volunteers;
- Communications outreach activities to inform the residents and abutters; and,
- Initial development of a fund raising campaign.

Thank you very much to all of the Committee members for their hard work and support. The Committee members are; Kathleen DiFruscia, Frank Farmer, Peter Griffin, Siri Wilbur, Recreation Coordinator Cheryl Haas, Town Administrator Dave Sullivan, and Selectmen's Representative Joel Desilets.

Respectfully submitted for the Committee,

*Maureen Spooner*

Maureen Spooner, Chair

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# ZONING BOARD OF ADJUSTMENT

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For 2016, the Zoning Board of Adjustment handled a total of 56 cases, as always providing a busy and challenging year. The cases heard represented 52 variances (33 granted, 9 denied, 2 denied without prejudice, 1 deemed not required and 5 withdrawn by applicant); 2 appeals of administrative decision (both denied); 1 Special Exception (per RSA) (denied); 1 re-hearing request (denied); and 2 cases that started in December that will continue in 2017.

Elected members at the conclusion of the year were: Mark Samsel, Chairman (2017); Heath Partington, Vice Chairman (2019); Pam Skinner, Secretary (2018), and; Regular Members Michael Scholz (2019) and Bruce Breton (2018). Appointed Alternates include Mike Mazalewski (5/2017), Kevin Hughes (5/2018) and Jay Yennaco (5/2019). Jim Tierney served his term out as an Alternate this year, for which we thank him and are ever-grateful for his long-standing service to the Board and the Town. In the March election Mr. Partington and Mr. Scholz were each elected to a 3-year term.

Members attended a series of three New Hampshire Local Government Center Municipal Law Lectures held locally in Derry that presented topics relative to New Hampshire Planning and Zoning laws and procedures.

The Zoning Board of Adjustment has quasi-judicial powers, serving in its role “as the lowest court in the land” relative to land use issues. The purpose of the ZBA is to properly apply Windham’s Zoning Ordinance in a fair manner when called upon by an applicant to provide relief, if necessary, from the strict interpretation of the Ordinance while preserving the spirit and intent of the Ordinance. Following New Hampshire State Law, the Board must decide what is lawful, not necessarily popular, in determining the balance between the constitutional rights of property owners to the reasonable use of their land and the public rights of others. In addition to the responsibility of reviewing Variance requests, the Board is charged with granting Equitable Waivers, Special Exceptions, and Appeals of Administrative Decisions.

Information regarding Zoning Board of Adjustment Applications, Handbook, and By-Laws is available on the Town of Windham website under Committees, along with Public Hearing Notices, Agendas, Minutes and our annual meeting schedule.

The Board thanks Dick Gregory (ZBA/Code Enforcement Administrator) for handling ZBA general business, and Andrea Cairns (minute taker) for their attendance at our meetings, preparing case information, and providing information to the Board. As always, thanks go to Tom Case for his continued dedication to handling cable coverage and taping our meetings, and to the Cable Committee for providing televised access to Windham residents.

Respectfully submitted for the Board,



Mark Samsel, Chair



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# CANOBIE LAKE PROTECTIVE ASSOCIATION

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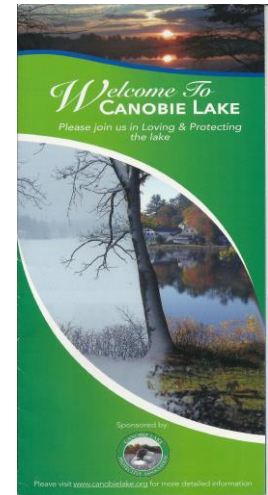
The Canobie Lake Protective Association (CLPA) is a nonprofit organization that was established in 1981. The CLPA continues to advocate for the protection of Canobie Lake after 35 years.

The purpose of the association is to help protect, preserve, and improve the quality of Canobie Lake and the surrounding watershed, while maintaining and supporting the interests of lake users and watershed property owners.

Because Canobie Lake is in both the Towns of Windham and Salem, the CLPA serves both communities. Membership in the CLPA is open to all persons who support the purpose of the association. A person may become a member by submitting a membership form and paying the annual dues. The Board of Directors consists of 7 members of the association. Their positions are: President, Treasurer, Secretary, 2 Directors for Windham and 2 Directors from Salem.

The CLPA Board of Directors meets regularly all year to coordinate efforts in all of the following:

- Maintain communication and working relationships with the Town of Salem
- Town of Windham, Cobbett's Pond Improvement Association, Arlington Pond Association, NH DES, NH DOT, and NH Lakes Association
- Maintain Water Quality
- Participate in NH DES Volunteer Lake assessment (VLAP) program of monitoring water quality
- Monitor increasing Chloride pollution (samples submitted to NHDES 6 times/year)
- Advocate for reduced chloride use in the watershed
- Advocate for enforcement and strengthening of the Cobbett's Pond and Canobie Lake Watershed ordinance
- Maintain Water Levels
- Review and evaluate amount of water used by the Town of Salem and advocate that no more water may be taken than can be recharged annually
- Monitor condition of the dam and coordinate maintenance with Town of Salem
- Monitor invasive species in the Lake and coordinate with DES
- Monitor I93 construction projects and potential impact on Canobie Lake
- Encourage NH Fish and Game fish stocking program
- Coordinate with Marine Patrol for buoy placement
- Remove dangerous/hazardous floating logs
- Provide habitat/raft/protective barrier for resident Loons
- Coordinate research and monitoring of Loons with the Loon Protection Association
- Provide information to the public to advocate protecting Canobie Lake
- Publish 4 newsletters per year to promote membership and inform the membership of current efforts and/or accomplishments
- Sponsor a 4th of July boat parade
- Hold an annual meeting and information forum
- Coordinate with Town of Windham and Town of Salem Police departments to support the enforcement of the "no bodily contact" regulation
- Publish and disseminate an informational brochure about Canobie Lake
- Provide a website ([www.canobelake.org](http://www.canobelake.org)) for information and updates



## 2016 HIGHLIGHTS:

- Record number of members (123)
- CLPA President, Bill Schroeder, received the prestigious “John F Morten Memorial Award for Exemplary Lake Stewardship” from the New Hampshire Lakes Association
- Partnered with Cobbett’s Pond Improvement Association to hire legal and engineering consultants to represent both Associations in the protection of the watersheds when proposals were presented to the Town of Windham that were potential threats to the watershed
- Attended and participated in regular Salem Board of Selectmen meetings to support the water ban and encourage the Town of Salem to find alternative sources of water
- Actively promoted for better management of the water resource and encouraged the Town of Salem to never draw down more water than can be recharged annually
- Attended and participated in Town of Windham Planning Board meetings relative to the improvement of the Cobbett’s Pond and Canobie Lake Watershed Ordinance
- Removal of 21 logs from the lake and boat ramp area
- Coordinated the “mapping” of Canobie Lake by NH DES to establish and monitor chloride levels
- Water samples drawn every 2 weeks (spring, summer, and fall) at 6 locations and submitted to NH DES for chloride level monitoring
- Meetings with Town of Salem and Town of Windham to promote reduced salt (chloride) application in snow plowing/road treatments
- Water samples drawn on 4 occasions and provided to NH DES in the “Volunteer Lakes Assessment Program” to monitor the water quality
- Weed Watchers program coordinated 10 volunteers to do monthly observations and submit to Weed Watching coordinator, Steve Bortone, and NH DES
- Completely rebuilt and maintained CLPA website: [www.canobelake.org](http://www.canobelake.org)
- Authored, compiled, published, and disseminated the “Welcome to Canobie Lake” brochure. (Available on [www.canobelake.org](http://www.canobelake.org) or at Salem and Windham town offices and libraries.)
- Coordinated with local merchant, Black Moose, to inventory and sell “Canobie Lake” items.
- Researched and provided information about the “Designated floodplain” and Flood insurance regulations

Respectfully submitted for the CLPA Board of Directors and members,



Ginny Campiola, Secretary

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# FRIENDS OF THE LIBRARY OF WINDHAM

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The Friends of the Library of Windham, also known as F.L.O.W., is a non-profit organization made up of volunteers dedicated to encouraging greater use of the Nesmith Library and its many services and programs.

The Friends provide financial support to the library through fundraising efforts (the largest of which is Windham's Annual Strawberry Festival and Book Fair) and generous donations. The financial support helps to pursue opportunities and acquisitions beyond the scope of the Library's budget.

The Friends enhance the Library, and our community, by offering a wide spectrum of educational and cultural programs at the Nesmith Library. Each year, the Friends activities and programs touch hundreds of Windham children and their families. The Friends offer children's programs, sponsor museum passes, host special library events, and donate much needed library materials and equipment. In addition, the Friends award scholarships to two graduating high school seniors every spring.

Membership in the Friends is open to everyone. For more information, please visit the Friends of the Library of Windham website at [www.flowwindham.org](http://www.flowwindham.org).

Respectfully submitted,

*Jennifer Fricchione*

Jennifer Fricchione, President

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# FRIENDS OF MOECKEL POND

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The Restoration of Moeckel Pond team kicked into high gear in 2016 starting with the Wetland Permit approval in February. Meeting this mark was a waypoint for the project because the data, reports and engineering needed to get this approval began in 2013.

In March, the Windham Endowment Environmental Committee met with Kevin Cyr, Cyr Lumber, to plan the Cyr Lumber Give a Dam Raffle. Kevin and Brian offered an incredible Weber Grill, and other business stepped up creating a prize value of over \$2,000. The Raffle raised \$8,000 for the pond and amazing local media coverage for the fundraiser and the project.

In May, we completed a project started in the summer of 2014. The Troup, lead by John Connors and artfully created by Mike Harnois, took 6 hours of interview tape filmed by Kelly Yucupicio of Windham Cable and created two incredible videos. In June, the Committee previewed the video at a Windham Economic Development Committee meeting. It proved an effective communication tool which lead to WEDC support in our grant writing efforts. We used it again in September, presenting to the Windham Garden Club, and you can see the video on our local cable station, on Indiegogo, You Tube or, at your request, your group meeting.

Moeckel Pond was featured this fall in the Windham Magazine due to the outstanding advocacy of Peter Griffin. Peter then again combined his love of community and art to help the Windham Artist Association hold the first, and we hope annual, Pop-Up Art Gallery at Searles School and Chapel in November. Over 20 local artists participated and booth fees were donated to Pond restoration. A perfect merger of art, history, and nature.

In December, the Friends of Moeckel Pond received a substantial donation from Elizabeth M. Varriano-Marston and James W. Finn that provides construction funding for Moeckel Dam and restoration of Moeckel Pond. In recognition of their generous gift, Moeckel Dam has been legally renamed the Marston-Finn Conservation Dam.

As we approach the end of the year, we are excited to announce that the final dam design has been submitted to the State of NH Dam Bureau for approval. With this permit in hand, our last major hurdle is capital. We are pursuing funding sources that we hope will make 2017 is an exciting year.

Respectfully submitted,

*Dianna Fallon*

Dianna Fallon, Chair

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# WINDHAM COMMUNITY BANDS

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The Windham Community Bands (WCB) are a volunteer non-profit organization based in Windham and consisting of three performing groups: the Windham Concert Band, the Windham Swing Band, and the Windham Flute Ensemble. Established in May of 1997 by Windham residents Frank Rydstrom and Roanne Copley, and the band's first conductor Bruce Lee, the WCB provides local musicians of all ages and walks of life the opportunity to grow musically through weekly rehearsals and frequent performances. With a year-round schedule of appearances, the WCB enriches the cultural life of the area, adding to old traditions and building new ones.

2016 was another busy year for all three WCB groups, starting in March with their 18th annual Evening of Music fundraiser at Castleton, "Isn't It Romantic?" Under the outstanding direction of Music Director Dr. Spencer Aston and Assistant Director Rob Scagnelli, the Windham Concert Band attracted many new members and continued to grow musically as a symphonic band. It performed numerous concerts including Windham Town Day at Griffin Park; the July 4th celebration in Wilmington, MA; a free outdoor community concert at Searles School and Chapel; the third annual family-oriented Fall Concert at Windham High School (WHS) in October; the sixth annual NH Community Band Festival in New London, NH; the annual Windham Tree Lighting; and, along with the other 2 groups, the 11th annual Holiday Concert at WHS.

Additional highlights for the Swing Band, directed by Rob Daisy assisted by Rob Fogg III, were the annual Warner Men's Club dance, the annual Londonderry Old Home Days concert, a summer concert at Griffin Park, and an appearance at the Ellis Park gazebo in York, ME.

The Windham Flute Ensemble, directed by David Howard, appeared with the Interfaith Choir at their 50th anniversary concerts, played a concert of American music at the Salem Historical Society, and entertained area seniors with concerts at Windham Terrace, Warde Health Center, and Birch Heights in Derry.

All three groups are looking forward to the organization's 19th annual fundraiser, "April Follies," at Castleton on April 1, 2017 and to celebrating 20 years of community-based music-making on our birthday in May.

Respectfully submitted,

*David Howard*

David Howard, Former President

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# WINDHAM ENDOWMENT FOR COMMUNITY ADVANCEMENT

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Dear Windham Resident,

The Windham Endowment for Community Advancement is celebrating 10 years of service to the community of Windham. Over this decade, the Endowment has provided more than \$250,000 in support of education, recreation, culture, and the environment, with the vast majority of our support coming from you, the residents of Windham.

By giving locally, your donation impacts directly the lives of your family and our community. As a completely volunteer run 501(c)(3) organization, we are extremely proud that over 97% of every donation is available for distribution. Long-serving volunteers advance the work of the Windham Endowment through their dedication to making a difference for our town, while corporate sponsors continue to provide much needed resources for events that help finance our funds. But, in the end, it is the continued support of people like you that truly makes our work possible. Without you, there would not be a Windham Endowment.

In this, our tenth year of service, much has been accomplished:

- The most significant achievement was the successful installation of the Carl E. and Mildred M. Anderson Greenhouse at Windham High School. This seven year \$100,000 plus project was completed last month and a dedication ceremony was held on November 12. This new, living classroom is now available for educational opportunities for students throughout the District, as well as for Windham residents.
- The Friends of Moeckel Pond, one of our partners, kicked into high gear in 2016, securing Wetland Permit approval in February and creating the Give a Dam Raffle in March. This fundraiser, sponsored principally by Cyr Lumber, raised over \$8,000 and generated remarkable local media coverage for both the fundraiser and the project. In May, the team completed a video that they have used as an effective communication tool - you can see the video on our local cable station and on YouTube (search for "Moeckel Pond"). This fall, Moeckel Pond was featured in Windham Magazine and FoMP held a Pop-Up Art Gallery fundraiser at Searles School and Chapel. To cap off the year, the final dam design was submitted to the State of New Hampshire Dam Bureau for approval. In 2017, the team will concentrate on raising funds, the last major hurdle in this historic project.
- Another significant accomplishment has been the growth of our academic scholarships. When the Endowment first awarded scholarships in 2012, we offered three scholarships totaling \$3,000. Now, the Windham Endowment administers eight scholarship funds and, in June 2016, awarded 14 scholarships totaling \$19,500. We are proud to be the single largest provider of scholarships for Windham residents.
- We were pleased to host our very successful Art of Giving event in Manchester on September 24. This art auction and sale, focused on beautiful art donated by Sally Ladd Cole, raised funds for the Endowment's Visual Arts Scholarship, which provides an annual scholarship for a deserving graduating senior at Windham High School. Thanks to the generosity of local artists, donors, attendees and sponsors of the event, the Visual Arts Scholarship Fund has moved closer to being fully endowed. To reach that goal, a very generous donor has pledged up to \$2,500 to match all gifts to the Visual Arts Scholarship Fund received before the end of the year.

Looking back over our first 10 years, we are proud that we have contributed significantly to both large scale and small scale projects. At the larger end, in addition to the greenhouse, we successfully conducted both the multi-year Capital Campaign for Windham High School that enhanced its art and theatre programs and the WIRE project which installed solar and wind equipment at WHS. The recently created Don Zimmer Memorial Fund, by far the largest fund that gifts annually to our community, provides families in crisis with funding for recreational activities.

In addition to these large-scale efforts, the Endowment has supported many projects and organizations in the Town with smaller gifts, including to Searles School and Chapel, Windham Actors Guild, Nesmith Library, Windham Woman's Club, Windham Community Bands, Griffin Park, Windham Historic Commission, Boy Scout Troop 266, and others. Our efforts have been broad, as well as deep.

Building on the successes in 2016, the Endowment will continue to make progress on current projects, expand offerings in known areas such as scholarships, and extend its reach with new endeavors. As always, while we will seek funding sources beyond the Town's borders, local philanthropy forms the core of our support.

As we reflect on the results of our cumulative efforts over the past decade, we look forward to our next decade. We are thankful for the trust you place in the Windham Endowment and hope you will continue your generosity by making a tax deductible year-end gift to the Endowment to help advance our work in 2017 and beyond. Your gift may be unrestricted or may be directed for a specific purpose. Also, please contact us if you would like to support an organization or project outside the scope of our current funds.

At this special time of year, we thank you again for your continued support and wish you and your family a very happy and healthy New Year.

Respectfully submitted,

*Diane Carpenter*

Diane Carpenter, President



P.O. Box 4315, Windham NH 03087  
603.437.0686 | ContactWE@windhamendowment.org  
[www.windhamendowment.org](http://www.windhamendowment.org)

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# WINDHAM HISTORICAL SOCIETY

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The Windham Historical Society meets the third Wednesday of the month from September through June at the Windham Museum in the Armstrong Building. Meetings are open to all and we are actively seeking new members.

Activities during 2016 included a Genealogy Workshop at the Museum which focused on international records research and joint workshops with the Museum Trustees to clean and organize the Museum and catalog the collection. In March, the Society held a joint meeting with the Museum Trustees and the Historic District/Heritage Commission to discuss issues of common interest to the historic groups, such as the Nutfield 275th celebration. Paul Lindemann, the Nutfield and Derry historian was a guest. Also attending was Mike Mazalewski, the owner of the former Windham Playhouse who is interested in assisting with a future exhibit on the Playhouse at the Museum.

In May, Eleanor Strang presented “The Loyalists: The Other Side of the American Revolution” and, in September and December, the following speakers were hosted jointly with the Historic District/Heritage Commission: George Morrison on Benedict Arnold and J. Dennis Robinson on John Paul Jones.

Society members participated in a walking tour of the Amoskeag Millyard in Manchester in June. The annual Mystery Tour in July was held at the Quarrybrook Outdoor Learning Center and attracted 25 people. The staff led a walk on the trails on the property and shared information about the history of the area and the mission of the Learning Center.

A highlight of the year was the book signing by Windham resident and Museum Trustee, Derek Saffie, in September at the Museum.

The Holiday Party was held at the Searles School for the first time. Member Sister Josette Parisi hosted the party at Searles Castle for many years until her retirement in 2015. The Windham Historical Society is very grateful for Sister Josette’s many years of hospitality.

Respectfully submitted,

*Jean Manthorne*

Jean Manthorne, President



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# WINDHAM LIONS CLUB

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**The Windham Lions Club** was chartered on January 24, 1970. We are in our 47th year of service to the Town of Windham. Lions meet the needs of local communities with focus on helping Youth, Elderly, visually impaired and disabled. We also focus on the environment locally and around the world. Our 1.4 million members - who perform community service in 210 countries and geographic areas - are different in many ways, but share a core belief: Community is what we make it.

**Lions around the world have been changing lives for 100 years through humanitarian services.** Our **Centennial Celebration** is a time to mark this milestone, celebrate our legacy and look forward to the next century of service. The Centennial Celebration runs through June 2018 and offers all Lions the opportunities to celebrate and service.

The Windham Lions continues to provide support, commitment and financial assistance to its charitable endeavors within the Windham community, the State of New Hampshire, the Nation, and the World through the Lions Club International Foundation.

## **Local Windham Service Projects and activities for year ending 2015-2016**

- \$4000 in scholarships awarded to four Windham High School Seniors.
- October-Fest event at Griffin Park.
- \$1000.00 donation to Shepherd's Pantry.
- Assist Windham's Helping Hands.
- Collection of used eye glasses and hearing aids; which is a project for helping underserved third world nations with better vision and hearing.
- Annual Strawberry Festival support.
- Eye Glasses and hearing aid assistance to residents of Windham in need.

## **New Hampshire District level**

- Donation for NH Lions recreational weekend for the blind.
- Our major effort for the next few years is **Operation Kids Sight**. We hope to test all children from age 6 months - 2nd grade with the Spot Vision Screener. New Hampshire raised \$56,000 in funds, which were matched by Lions Clubs International funds, to purchase over \$120,000 of new equipment. Eventually, we will expand the program to all 180,000 children in NH from age 6 months to age 18.

## **Donation to Lions Clubs International Foundation**

(LCIF) Funds are used for both medical need and disaster relief around the world. This year, funds are being used for tornado relief in Alabama, Arkansas, Georgia, Mississippi, Missouri, North Carolina, Tennessee and Virginia.

Respectfully submitted,

*Becky Brown*

Becky Brown, Past President

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# WINDHAM PTA

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The Windham PTA is a non-profit, volunteer organization whose mission is to enhance and support the educational environment of the students, school staff and families of Windham. This is accomplished through the following endeavors:

**Community Outreach:** The Windham PTA hosts and coordinates social events in order to strengthen the relationship between the students, the schools and the Windham community.

**Teacher Involvement:** The Windham PTA strives to maintain a mutually supportive relationship with school staff.

**Educational Programs:** The Windham PTA provides curriculum enhancement within the school environment as well as hosting educational seminars and events for the Windham community.

**Civic Cooperation:** The Windham PTA fosters involvement with other community organizations in order to maintain a more cohesive and united approach to the educational environment in Windham.

**Volunteer Programs:** The Windham PTA volunteer programs at each school establish a significant volunteer base from which school staff can draw support as needed.

**The Windham PTA is making pathways for a better education for our children by supporting and organizing programs, fundraisers and events.**

The Windham PTA is responsible for or supports the following events:

- 8th Grade BBQ
- 8th Grade Essay Contest
- Book Fairs
- Bus Driver Appreciation
- Ice Cream Socials
- Lump Sum Grants to each School
- Movie Nights
- Parent Volunteer Programs
- Reflections Art Program
- Space Dome presentation from the McAuliffe Center
- Teacher Appreciation Week
- Teacher Conference Dinners
- The Owl Lady Presentation
- WHS 'Last Night' event
- WHS PTA Scholarship

**The Windham PTA raises funds through community membership, donations from local organizations and fundraisers.** The Windham PTA conducts the following fundraisers:

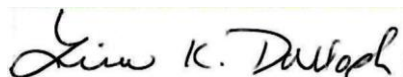
- Clothing Drive
- Duck Races
- Electronics Collection Drive
- Monarchs Hockey Night
- Restaurant Nights
- Spirit Wear

**Membership to the Windham PTA is open to everyone in our community. The Windham PTA typically meets on the second Thursday of every month from September through June. For more information, please visit [www.windhampta.org](http://www.windhampta.org).** Membership benefits include the following:

- Satisfaction of bringing together the education community including teachers, parents and community members with one common goal: the enrichment of our students.
- Sharing common goals and friendship with other community members.
- Partners program: discounts offered by local businesses to Windham PTA members

We are extremely grateful for the support that we receive from the Windham community. Thank you.

Respectfully submitted,



Lisa K. Dolloph, Treasurer

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# WINDHAM RAIL TRAIL ALLIANCE

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Windham  
Rail Trail  
Alliance

Founded in 2004, the Windham Rail Trail Alliance is dedicated to the development and management of this tremendous 4.6 mile section of abandoned rail bed as a paved rail trail which is part of the Granite State Rail Trail. Connected with Derry and Salem, the 2 trails offer 11 miles of paved trail, the longest stretch along an abandoned rail bed in New Hampshire!

In the 10<sup>th</sup> year of development, we are excited to announce that the final half mile of the remaining section of trail was completed in October, which also included joining the first mile into the northernmost Salem section. The project was a combination of direct WRTA funding of 1/4 mile and the remaining resulting from a Transportation Enhancement Grant previously awarded that was matched 20% by the Town of Windham (as approved by a Warrant Article).

Approximately 325 hours were spent on maintenance by the WRTA and several trail volunteers on brush cutting, trash removal, cutting downed trees, and the critical chore of clearing the trail and drainage lines of leaves. Included are over 60 hours of work at the Windham Depot that included mowing, landscaping, lawn upkeep and painting. Various maintenance and trail clean-up days we held assisted through our volunteer network. The WRTA also thanks those who contribute in their own way, picking up and keeping the trail clean. We are always looking for volunteers and sponsors, who may contact us through our website.

A beautiful June 12 Sunday morning welcomed 338 runners and a large contingent of spectators at our 9th Annual Windham Rail Trail Flat n Fast Race. Overall winner was Jacob Johns of North Andover, Massachusetts with a time of 16:18 and for the women, Mary Klene of Derry broke the women's course record clocking a time of 18:51. As usual, we received many notes and comments of congratulations for the operation of the event, the food, location, and of course the trail and Depot.

The popularity of the completed southern section is impressing on the need for safety measures at the Roulston Road crossing and pressing the need for implementation of a parking lot on Route 28 at the State-owned (and currently leased to the Town) land which was formerly the Rogers Service site.

Looking to the future, we have an immediate need to refurbish the 1800 Foot "Rainforest" section of the trail that is affected by a high water table resulting from an insufficient drainage system. Given this situation, this extraordinary section of trail has many frost heaves and cracking of pavement that presents a serious safety concern. With a quote obtained by the WRTA and presented to the CIP Committee, the \$130K project was accepted and placed in the CIP budget for a 2-year funding plan. With that schedule, we anticipate the work to occur after the 2018 Town Meeting.

As always, the Windham Rail Trail Alliance is thankful for the support from Town officials and accolades from our users. The formal usage counts show, without any doubt, the popularity and usage support the Windham Rail Trail as the most renowned paved rail trail in the State! Windham should take pride in that the success of the Windham Rail Trail has spread to the region, and along with the connected Salem and Derry sections puts us on the national scene. We are happy to remain the exclamation point for rail trail recreation in Windham and New Hampshire!

Respectfully submitted,

Mark Samsel, President

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# WINDHAM SENIOR CITIZENS

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Once again, the senior citizens had an eventful and fun filled year. We continue to meet on Tuesday and Thursday for lunch from Rockingham Nutrition Meals on Wheels. Activities also continue including, but not limited to: bingo, cards, board games, trips and exercise programs. Our relationship with Cheryl Haas, Recreation Coordinator, is strong as she plans our trips and offers exercise and line dancing at the Center. The Recreation Department also sponsors two (2) parties for seniors that are available to residents at no cost to them. In summer, there is the picnic at the High School with music and entertainment and, at Christmas time, a party at Castleton is offered with a sit down, plated meal and lots of entertainment and raffles. Thanks to Cheryl for devoting much of her attention toward the benefit of the senior citizens of Windham.

We continue to operate the Senior Center building voluntarily as has been the practice since the inception of the foundation of the group many years ago. Our lease with the Town states that we take care of internal issues such as cleaning and supplies, liability insurance, bottled water and interacting with the meals program. Many groups utilize the building with permission, which can be granted with availability by the President if proper requests are made. The Town budget covers heat, electricity, trash removal, phone (partially) and maintenance issues such as plumbing leaks or mitigating bats from the second floor, for example.

Once again, this year, we participated by supplying two Lego gifts for Town Information Technology Director Eric DeLong's Christmas display at the Library. Fun for all! We continue to enjoy David and Brianna from the Living Innovations program, who come with their aides to assist in cleaning up after lunch. Again, this school year, we have students from the WHS's Life Skills Class, who arrive on Thursday afternoons to clean tables and generally clean the new addition side. We are delighted to participate with these programs to help the young people as they learn skills that will help them in the future.

I was pleased and surprised to receive an award from Windham Terrace in recognition of my volunteer efforts at the Center. The monetary award was a benefit to the Windham Senior Center and the Windham Endowment Scholarship program. It is good to remind everyone that our volunteers are very valuable and appreciated. This year at the Senior Christmas party, I announced this year's award and presented a plaque to Kathy Palermo for her creative ideas and willingness to volunteer in all areas. Congratulations to Kathy as our 2016 Senior Angel Award winner. Actually there were two years with two recipients, so therefore 20 people have been recognized thus far in the past 18 years since I have served as President of the group.

Our seniors are a mobile group for the most part. Many are off to warmer climates in winter and travel a lot in other seasons. We do encourage local seniors to join our group. We have fun and interact with each other on Tuesday and Thursdays, and many have made new friends and get together often outside of the group. Come and join us!

Respectfully submitted,



Barbara Coish, President

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# WINDHAM'S HELPING HANDS

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**ORGANIZATION MISSION:** Windham's Helping Hands, Inc. is a nonprofit organization that was established in 2003 by a group of volunteers dedicated to helping seniors and families in Windham. The creation of Windham's Helping Hands (WHH) represents a combined, town-wide effort to ensure that all families who may need our assistance are identified and helped in the most confidential manner.

WHH works to: (1) create and encourage a positive educational experience through self-esteem building by collecting new school clothing, coats, and supplies through our "Back to School" clothing drive; (2) arrange Thanksgiving baskets for families; (3) coordinate the various "giving trees" and toy drives town-wide to ensure that all Windham families enjoy the holiday season; (4) provide "Baskets for our Seniors"; (5) develop relationships with Windham businesses who can contribute to our goals; (6) provide ongoing support for these families through community donations; and (7) work closely with all school staff members and Human Services to identify areas of need.

**ORGANIZATION PROFILE:** Windham's Helping Hands is a nonprofit organization run by a Board of Directors comprised of volunteers from our Town's Police and Fire departments, school counselors, staff members, the Town's Human Resource Coordinator, and caring community members. Our work and involvement in the community affords us the opportunity to continually work with other community groups. This encompasses school staff members, local clubs and church groups, library staff, the Police and Fire departments, as well as town employees. Over the years these people have, and continue to, provide support.

**2016 HIGHLIGHTS:** Celebrating 14 years serving the Windham community!

- Partnering with F2FC for the Family Fun Walk/Run with proceeds going to aid families affected by cancer
- The Annual Walkathon at Griffin Park
- Partnering with Common Man Restaurant for our fundraising
- Partnering with the Windham Schools for the Thanksgiving food drive
- Partnering with the Woman's Service Club of Windham and American Legion Post 109 to provide Thanksgiving baskets
- Working with FLOW, Nesmith Library Staff, and the community to fill the Holiday Wish lists of children
- Teaming up with the Windham Christmas Association to provide Holiday Food Baskets
- Receiving a generous donation from "The Turkey Trot"
- Providing coats for school children
- Christmas Tree Collection
- Working with the Windham Lion's Club, Mom's Club and local preschools
- Working with our seniors
- The generosity of the Windham residents and businesses
- The many volunteer hours
- Assisting a record number of families throughout the year due to economic hardship and illness
- All donations returned to the community, as our Board is comprised of volunteers.

Windham Helping Hands is available throughout the year for children, families and seniors. We are available to provide a variety of resources and can respond to many situations. We are continuing to identify and provide assistance to seniors in need. If you wish to contact us, you can email us at [windhamshelpinghands@gmail.com](mailto:windhamshelpinghands@gmail.com). All requests are confidential.

If you would like to make a difference for a local family, you may send a donation to: Windham's Helping Hands, P.O. Box 4073, Windham, NH 03087 or donate via our Paypal account which can be accessed on our website. You can also follow us on Twitter @WHH03087.

Respectfully submitted for the Executive Board,

*Patti Letizio*

*Sally Hunt*

Patti Letizio and Sally Hunt, Co-Presidents

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# WINDHAM~SUZDAL SISTER CITY ASSOCIATION

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The Town of Windham and the Town of Suzdal, Russia have enjoyed a Sister City relationship since 1992. Over the years we have engaged in visitations to each other's towns and, as a result, warm and long lasting relationships have developed that continue to this day.

Thanks now to computers and the internet, it is far easier to continue the contact with one another when personal visits cannot happen. During this past year, our relationship with the members of the Suzdal Quilt Club "Suzdal Swatch" has continued to be very strong. We have mailed two boxes of cotton fabric to them; a gift that is greatly appreciated by the group. The members of the Club especially enjoy incorporating some American fabric into their wall hanging quilts and other works of art. We were thankful for a personal donation this year to help with the mailing costs.



On December 20th, I received a phone call from Suzdal from Mila Yurastova, who was among the first four visitors from Suzdal to Windham. Mila brought me up to date on some happenings there. For the most part our friends there are well, and an old friend, Larisa Maiorova, is now serving as Mayor of the Town. This would seem to be a good sign, as mayors seem to come and go fairly often. A stable leadership would seem to me to be a real benefit.

There was happy news of two new baby girls born to very close young people who we have known for 25 years now. Welcome to little Sofia and Anna and congratulations to the happy parents!

The Town of Windham includes \$500.00 in the annual budget that the Committee transfers to Suzdal when people are traveling to Russia. This aid is used to assist the orphanage and the polyclinic, and is only transferred there when it is safe to do so. We continue to enjoy watching the growth of the three Normans adopted from Suzdal Orphanage #5. Three beautiful adults now citizens of Windham!

As always, we dream of our next visit to see our friends face to face. May it not be too far off.

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara A. Coish".

Barbara Coish, Chair

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# WOMAN'S SERVICE CLUB OF WINDHAM

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The Woman's Service Club of Windham (formerly the Windham Woman's Club) is a nonprofit organization founded in 1911. We provide a place for friendship for women while doing charitable work that focuses primarily on the needs of Windham residents.

The community is generous in supporting our fundraisers, which include bake sales at elections and the Harvest Festival, a Craft Fair and a Yard Sale. Money raised supports two scholarships for Windham High School seniors, tuition for two students for Lost River, donations to three school libraries, the Shepherd's Pantry, Nesmith Library, and the Rail Trail Alliance, as well as appreciation baskets for Town Hall employees. We also contribute to other local organizations.

We thank the community for its support of our coat drives in October and November, which this year collected a grand total of 1,410 coats and sweaters that were distributed by the Shepherd's Pantry in Windham, the Nashua Adult Learning Center, and organizations in Derry and Manchester. Every May, we sponsor an annual "Baby Shower" to benefit Our Place in Manchester for babies and young families in need. Again, the community has been generous in filling collection boxes at Windham High School and Nesmith Library with donations of toddler and baby supplies. Our Veteran's Committee visits residents at the VA Medical Center in Manchester, sponsoring morning coffee once a month and running evening Bingo every other month. The committee also provides holiday gifts in December and hosts a picnic in June.

The club works with Windham's Helping Hands to provide Thanksgiving Baskets for local families and our members contribute gifts for the Holiday Families project. We continue to host Candidates Night at Town Hall prior to local elections. The event is televised on local cable TV and gives Windham candidates an opportunity to present their points of view and residents a chance to ask questions of the candidates.

The social component of the club includes two monthly book discussion groups and a Bridge group that meets twice a month. Our monthly meetings are held at Town Hall and consist of a luncheon, then an entertaining or informative program, followed by a business meeting. New members are always welcome. For more information, visit [www.womansserviceclubofwindham.org](http://www.womansserviceclubofwindham.org) or our Facebook page.

Respectfully submitted,

*Carol Settino*

Carol Settino, President



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# MORE ABOUT WINDHAM

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<b>Area</b>	27.2 square miles	<b>Residential Homes</b>	4,425
<b>Population</b>	14,000 +/-	<b>Residential Condos</b>	650
<b>2016 Total Net Valuation</b>	\$2,279,643,640	<b>Multi-Family Units</b>	29
<b>2016 Tax Rate</b>	\$21.82/thousand	<b>Seasonal Homes</b>	226
<b>2016 State Ratio</b>	91.2% (estimated)	<b>Commercial Parcels</b>	*186
<b>Tax Billing</b>	Semi-Annual	<b>Acres in Current Use</b>	1,125

*\*147 improved parcels; 39 vacant*

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**TOP 10 FAQs:** *Here they are; the questions most consistently posed to staff throughout the year.*

**Where do we vote, and what hours are the polls open?**

*Voting takes place at Windham High School, and the polls are open from 7:00 AM to 8:00 PM unless posted otherwise.*

**Is hunting allowed on Town Conservation/Forest Land?**

*Yes, with the exception of Deer Leap, Foster's Pond, Moeckel Pond, Campbell Farm and the McIlvaine Town Forest areas you may hunt on Town-owned Conservation land subject to all other applicable State and/or Federal regulations.*

**Is municipal water/sewer available?**

*No. All properties are on private septic systems/wells. Some limited areas of Town are on community wells serviced by Pennichuck.*

**Is there municipal trash pickup?**

*No. Residents may transport their trash to the Transfer/Recycling Station, or contract pickup with a private company.*

**Do the Selectmen have regular office hours/how can I contact them?**

*The members of the Board of Selectmen do not keep office hours. Most concerns can be handled by the Administrative staff and/or the Town Administrator. If listed in the local telephone directory, the Selectmen may be reached at their homes. Alternatively, as a Board they can be reached via [BOS@WindhamNH.gov](mailto:BOS@WindhamNH.gov).*

**When will I receive my tax bill/what period of time does my tax bill cover?**

*Bills are mailed twice a year, generally in June and November, and are due 30 days from the date of notice. Property taxes are assessed as of April 1 each year, and the tax bills represent an entire year billed in two (2) installments.*

**How do I get a pass for the Town Beach?**

*Passes are available to Windham residents at the beach. There is no charge, however proof of residency must be presented.*

**How long is the paved walking area at Griffin Park?**

*Walking around the "Figure 8", the length is a 10th or two over a mile. The perimeter is just under.*

**I want to have a yard sale. Do I need a permit?**

*No permit is required for a yard sale.*

**I attended/graduated from Castle Junior College. Can the Town provide me my transcripts?**

*No, we can't. However, if you contact the Administration Office of the Sisters of Mercy at 893-6550, they can assist you.*