



1742-2017



ANNUAL REPORTS

2017

TOWN OF WINDHAM, N.H.

# 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
General Services Division	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	845-1552
Center School	845-1554
Middle School	845-1556
Windham High School	845-1558
Superintendent of Schools	845-1550

**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

2017

ON THE COVER: WINDHAM RESIDENT SHEILA ARINELLO PUT HER GRAPHIC DESIGN TALENTS TO WORK ON BEHALF OF THE TOWN; DESIGNING THE OFFICIAL LOGO FOR OUR 275<sup>TH</sup> ANNIVERSARY CELEBRATION. THANK YOU, SHEILA!

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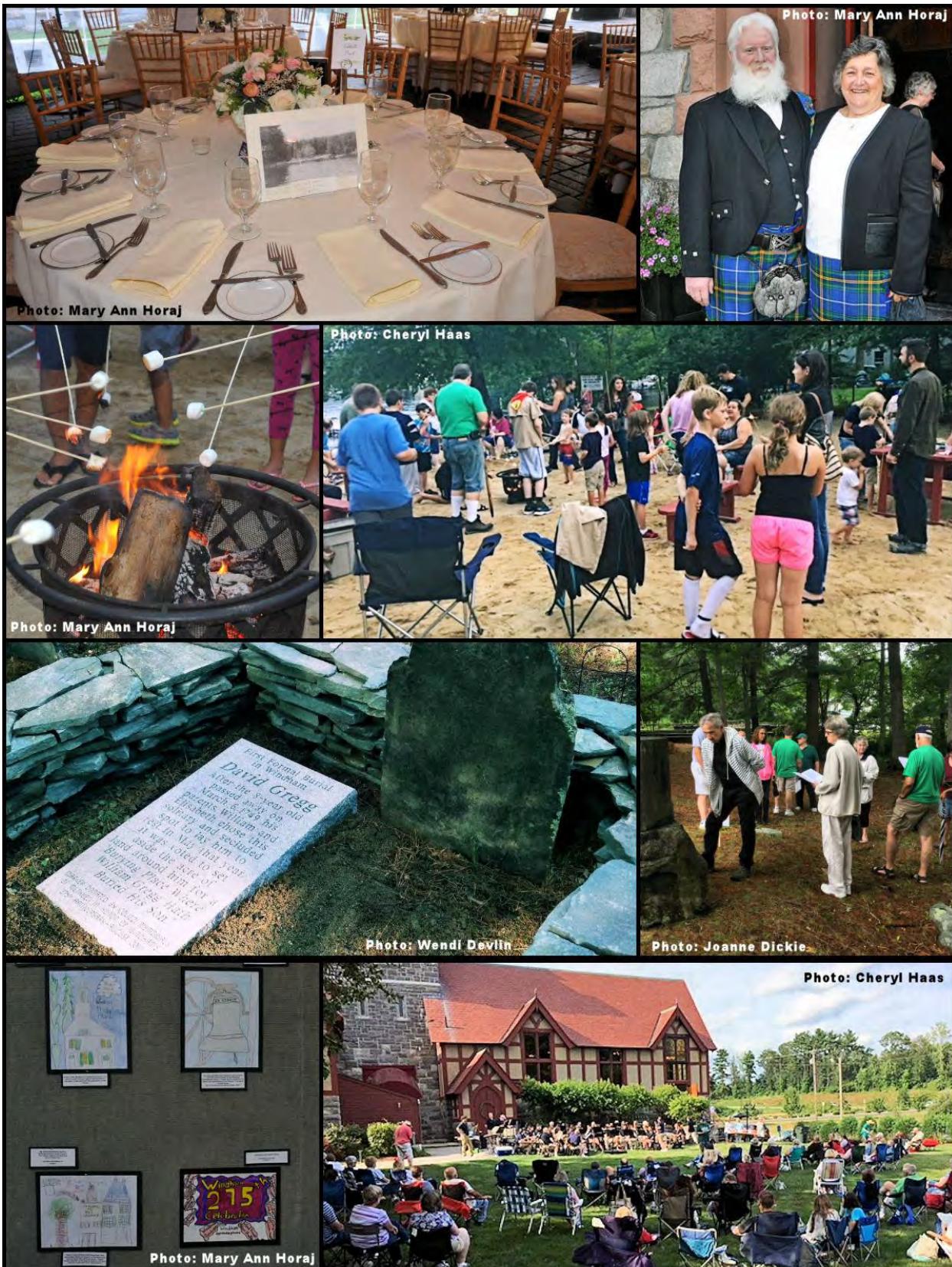
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# 275<sup>TH</sup> CELEBRATION WEEK

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# DEDICATION

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Three hundred years ago, a band of brave, weary souls ended their trek to freedom in the new world in the colony of Nutfield. For over two decades, they called that sprawling settlement home; wresting homesteads from the clutches of the wilderness. Battling thick forests, rocky pastures and granite boulders the size of Volkswagens, wildcats, wolves, and bears, and occasionally each other in their quest for a better life. By 1741, however, forty-nine of those families were prepared to strike out even further on their own – not in terms of distance, but in liberty. The Morrisons, Dinsmores, Greggs, Campbells and more desired their own, new township and petitioned the Governor accordingly:

*"To His Excellency Benning Wentworth Esq Gov<sup>r</sup> and Commander In Chief in and over His Majestys Province of New Hampshire, The Hon<sup>ble</sup> His Majestys Council and House of Representatives for said Province in General Court Convened.*

*"The Petition of Sundry of the Inhabitants of the South part of Londonderry in said Province, Humbly Shows*

*"That your Petitioners by the Situation of their estates and Places of residence in the said Town labor under considerable difficulties unknown to others not in their circumstances more especially with respect to their Attendance on the public worship. The greater part of them or rather all of them except three living upwards of Seven miles from either of the meetinghouses in the said Town, the inconveniences of which are self evident.*

*"That the Inhabitants of the Parish in the said town to which your Petitioners principally belong, sensible of the difficulties attending your Petitioners in this regard have lately at a public meeting voted what should be the boundaries of a new parish if the Petitioners can obtain the authority of this court to incorporate them, and that there will be no opposition (as your Petition<sup>rs</sup> conceive) from any part of the said Town to the erecting a new parish by the boundaries voted as afores<sup>d</sup>. Wherefore your Petitioners most humbly Pray this Hon<sup>ble</sup> Court to erect a New Parish in the said Town by the boundaries aforesaid which will comprehend a tract of land near six miles in length and four in breadth lying on the South side at the Easterly end of the said Town and Take in your Petitioners habitations & estates, and that they may be invested with such legal powers and authorities as may be sufficient to answer the ends and purposes of such a precinct, and your Petitioners as in duty bound will ever pray, &c.*

On February 12 – the same day these reports were scheduled to be sent to print – Governor Wentworth granted their petition; presenting the Windham charter shown on our back cover. As Leonard Morrison said, so eloquently, in his "History of Windham":

"The sun which rose on the morning of Feb. 12, 1742, ushered in a new and brighter day to our people. Windham that day became a town, with a legal name, clothed with individuality, possessing the same rights, enjoying the same privileges, and subject to the same burdens and responsibilities of other towns in the Province. Henceforth the people of this little republic, in their congress (town-meeting), where every man was a member, and could and would be heard, were to manage their domestic affairs in their own time, in their own way, and for their own good."

In that same spirit of old values and new horizons hinted at by Morrison we dedicate these reports, humbly offered 275 years later, to those intrepid settlers and their descendants who through sheer will and determination carved out this little community that we call home.

# TOWN OFFICIALS

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## BOARD OF SELECTMEN

*Ross McLeod, Chair – 2018*

Roger Hohenberger – 2018

Bruce Breton – 2020

Jennifer Simmons, Vice Chair – 2019

Joel Desilets – 2020

## 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

### ***General Services Director***

Jack McCartney

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

Eric DeLong

### ***Human Resources Coordinator***

Paula Carmichael

### ***Parks & Recreation Director***

Cheryl Haas

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

Dick Gregory

### ***Library Director***

Carl Heidenblad

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

Kelly McLaughlin

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

Anna Jenoski

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### **Cable Advisory Board**

*Margaret Case, Chair – 2018*

Alan Shoemaker – 2018

Bob Coole – 2019

Barbara Coish – 2019

Mary Griffin – 2020

Leo Hart – 2020

### **Cemetery Trustees**

*Wendi Devlin, Chair – 2019*

Bruce Moeckel – 2018

Barbara Coish – 2020

### **Conservation Commission**

*Jim Finn, Chair – 2019*

Dave Curto – 2018

Lisa Ferrisi – 2019

Wayne Morris – 2020

Pam Skinner – 2020

Brian McFarland, Alt. – 2019

Martin Finn, Alt. – 2020

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

*Peter Griffin, Chair – 2018*

Babar Khan – 2019

David Demers – 2019

Brenda Behling – 2020

Tom Garden – 2020

### **Capital Improvements Committee**

*Rob Gustafson, Citizen, Chair – 2019*

Steve Bookless, Citizen – 2018

Neelima Gogumalla, Citizen – 2020

Kathleen DiFruscia, Planning Board

Gabe Touibia, Planning Board

Dennis Senibaldi, School Board

Rob Breton, School Board, Alt.

Jennifer Simmons, Board of Selectmen

Joel Desilets, Board of Selectmen Alt.

**Depot Advisory Committee**

*Mark Samsel, Chair*  
Wayne Morris  
John Mangan  
Dick Forde  
Norm Babineau  
Carol Pynn  
David Sullivan, Town Administrator  
Jack McCartney, General Svcs. Director

**Economic Development Committee**

*Gary Garfield, Chair – 2018*  
Melissa Magnuson – 2018  
Bruce Richardson – 2018  
Lisa Walker – 2019  
George Fredette – 2019  
Clare Macoul – 2019  
Gabe Toubia – 2020  
Michael Oldenburg – 2020  
Kristie St. Laurent, Planning Board – 2018  
Joel Desilets, Selectman – 2018  
Donna Morris, GSCOC – 2018

**Forestry Committee**

*Wanda Rice, Chair – 2020*  
Norm Babineau – 2018  
Jim Fricchione – 2019  
Jim Finn – 2019  
Brian McFarland – 2020

**Highway Safety Committee**

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

**Historic District/Heritage Commission**

*Frank Farmer, Chair – 2019*  
Peter Griffin – 2018  
Wendy Williams – 2019  
Carol Pynn – 2020  
Derek Saffie – 2020  
Joanne Dickie, Alt. – 2018  
Peter Noel, Alt. – 2020  
Jennifer Simmons, Selectman – 2018

**Housing Authority**

*Charles McMahon, Chair – 2021*  
Grace Marad – 2018  
John Alosso – 2019  
Mary Griffin – 2020  
Leo Hart – 2022

**Local Energy Committee**

*Mark Kovacs, Chair – 2019*  
Peter Tousignant – 2018  
Nick Shea – 2018  
Peter Serian – 2019  
Patrick Manzo – 2020  
Kevin Wolff (Resigned) – 2020  
Michael Misiewicz, Alt. – 2020  
Jack McCartney, General Svcs. Dir.

**Planning Board**

*Dan Guttman, Chair – 2018*  
Alan Carpenter – 2018  
Kristi St. Laurent – 2019  
Ruth-Ellen Post – 2019  
Margaret Crisler – 2020  
Paul Gosselin – 2020  
Ross McLeod, Selectman – 2018  
Matthew Rounds, Alt. – 2018  
Gabriel Toubia, Alt. – 2018  
Kathleen DiFruscia, Alt. – 2020  
Joel Desilets, Selectman 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, Alt., Citizen

**Recreation Committee**

*Jason Gill, Chair – 2020*  
Dave Curto – 2018  
Mark Lucas – 2019  
Alberto Chang – 2019  
Khadija Lodhi – 2020

### **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*

Fred Linnemann – 2018

John Mentuck – 2018

Roy Dennehy – 2019

Maureen Spooner – 2019

Betty Dunn – 2020

Mike Mazalewski – 2020

### **Supervisors of the Checklist**

*David Bates, Chair – 2020*

Eileen Mashimo – 2018

Mary Griffin – 2022

### **Technical Advisory Committee**

*Greg Capiello, Chair*

Jacques Borcoche

Neelima Gogumalla

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, Parks & Recreation Director

Kathleen DiFruscia

Frank Farmer

Peter Griffin

Siri Wilbur

**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: Beautification committees, 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 North Lowell Road or via email to [TownAdmin@WindhamNH.gov](mailto:TownAdmin@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.

### **Trustees of the Library**

*Patricia Barstow, Chair (Resigned) – 2019*

Karen Marcil – 2018

Tara Picciano – 2018

Cathy Robertson-Souter – 2019

Michelle Stith – 2019

Mark Branoff – 2020

Neelima Gogumalla – 2020

### **Trustees of the Windham Museum**

*Jean Manthorne, Chair – 2019*

Kim Monterio – 2018

Wendy Williams – 2018

Dennis Root – 2020

Derek Saffie – 2020

Carol Pynn, Alt. – 2019

Bob Coole, Alt. – 2020

### **Trustees of the Trust Funds**

*Kathleen DiFruscia – 2019*

Doreen Demone – 2020

### **Zoning Board of Adjustment**

*Heath Partington, Chair – 2019*

Pam Skinner – 2018

Bruce Breton – 2018

Michael Scholz – 2019

Mark Samsel – 2020

Kevin Hughes, Alt. – 2018

Jay Yennaco, Alt. – 2019

# ANNUAL SENATE BILL 2 SESSIONS

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## TOWN DELIBERATIVE SESSION Windham High School Auditorium February 11, 2017

Town Moderator, Peter Griffin opened the first session of Town meeting at 9:02am with the Pledge of Allegiance, followed by introductions of the panel. Present were Selectmen, Chairman Joel Desilets, Jennifer Simmons, Ross McLeod, Roger Hohenberger, and Bruce Breton. Town Clerk Nicole Bottai, Town Administrator David Sullivan, and Town Attorney Bernard Campbell were also included in introductions.

Moderator Griffin went over how this Deliberative Session operates under SB2 and explained different examples of how various contexts are used. He identified the non-residents. He also explained that Article 1 (voting of Town officers), Article 2, and 3 have also been discussed at a prior Planning Board public hearing, and that they will also be voted on voting day which is March 14, 2017, the second part of this meeting.

### **Discussion to follow:**

**ARTICLE 4.** To see if the Town will vote to raise and appropriate the sum of Eight Hundred and Fifty Thousand, and no 100ths (\$850,000) Dollars for the purpose of purchasing a Fire Quint Aerial Truck for the Fire Department, to replace a 1980 Ladder Truck (L1), and necessary equipment and materials to place the vehicle into service, as well as payment of costs associated with the financing of said project; said sum to be in addition to any federal, state or private funds made available therefor, and to raise the same by issuance of not more than \$850,000 in bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and to apply toward the cost any interest earned from the temporary investment of any bond or note and to take any other action as may be necessary to carry out and complete financing of this project, with the balance of \$0 to come from general taxation. **Recommended by the Board of Selectmen 4-1**

Selectman Ross McLeod explained that funds are to be used to purchase a new Quint Aerial Truck to replace the Fire Department's Ladder Truck. The Ladder, a 1980 Spartan, was donated to the Town in 2002. It is anticipated that the bond for the Quint will be for twelve (12) years, from 2018 to 2029, and at an estimated payment of \$85,000 per year. He closed his statement with the benefits of acquiring the apparatus.

Fire Chief Thomas McPherson presented to the public, the reasoning behind the purchase, history of the apparatus being replaced, and a detailed explanation of the quint along with slideshow to show the new requested purchase in full effect. Chief McPherson also had 2 videos to share of a study of how different homes are built nowadays compared to the way older homes were built. The next video was explanation of what a Quint was and how it works. These supporting videos were informational to show the public to solidify the point of obtaining the new purchase.

Selectman Roger Hohenberger explained why he was the 1 vote not recommending this Article. He suggested that he was supportive of the purchase of the Quint overall. He also expressed that he served on the Capital Improvements Committee as well. He explained that there were other projects between the School and Department Heads being proposed that have large amounts of money attached. He also stated that the Town had already purchased a tanker that Town is still paying for. He pointed out that there is mutual aid, and that the fleet that the Fire Department currently has an adequate fleet.

Chairman Joel Desilets expressed support, and thanks to Fire Department for the work and the research that was put forth for this Article. He also noted that this would be a fiscally responsible purchase to obtain the Quint now versus later where it could be more money.

Citizen Al Letizio Jr of Woodvue Road, noted that the vehicle in service is extremely old. He also expressed of a personal experience that there was a fundraiser held and one of the raffle prizes was to win a truck ride. After he and his grandson rode in the truck, in that very same truck, the steering column had gone, and it hit hard for him what if it had happened if it occurred. He also went over actual tax impact of how much more the beneficial the impact would occur versus the bad impact.

Citizen Mark Kovacs of Viau Road, applauds justification and presentation, but was seeing if there was any savings on the purchase and if there are any other options to fit Windham's needs. Essentially, how did the department come to specifications of particular Quint.

Chief McPherson looked at all considerations while researching. He concluded that anything short of 100 ft. would not work for the community because of various variables such as the water situation, staffing, and efficiencies. The option that they selected, would cover Windham for the next 25 years.

Citizen Robert Coole of Morrison Road expressed the biggest issue is safety of residents. He reflected of a situation in 2001 at Windham Terrace which had a failure of sprinkler system. Safety outweighs the cost.

Citizen and Firefighter William Merrill of Kendall Pond Road stated that he spoke to Selectman Hohenberger about the importance of human life and that costs don't outweigh it. Explained a situation recently of a chimney fire that recently occurred and his team didn't have a ladder truck in service. The team went up on a step ladder with 2 people and explained the scary situation because of the ice, they could not free ladder, and can't walk down on steep roof, slipped down roof, reiterated the importance of ladder truck and department.

Citizen Diane Carpenter of Glenwood Road - Worry as things happen over time, have been 10 years that we have been talking about this purchase, and to push it another for another 2 years would be a risk we can't take. Asking Roger to reconsider his "no" vote. Voters focused on the 4-1 vote.

McPherson respects opinions, but ultimately discovered the needs of the Quint in 2008. The whole Fire Department is behind the purchase. CIP was desired, urgent, and necessary with promise of funding for the following year. Has made attempts for grants and alternate ways to get funding to help the purchase. When you talk about mutual aid, it is a backup plan from other communities and should not be abused.

Selectman McLeod explained that recommendations are observed and opinions are considered from CIP to Selectmen. Urge consideration, and have looked at all CIP votes and know that it's important.

Selectman Hohenberger accepts fact he has the negative vote, and noted that another ladder truck that was never used and when used never needed. Getting impression that the town isn't safe without this purchase. You still can fight the fires with the equipment that they currently have. The voters have the ultimate say, and is focusing on other priorities.

Selectman Desilets echoed the safety of firefighters, people, and one of the CIP votes that voted not priority.

Closing comments from Chief McPherson, operation of the department falls under him. If the ladder truck is being used, remember about the time being set up. For efficiency reasons the Quint would cover two different types of trucks.

Moderator moved Article 4 to appear on the ballot **AS WRITTEN**.

**ARTICLE 5.** 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. **Recommended by Board of Selectmen 5-0**

Chairman Desilets explained that the projects completed in 2016 included replacing the HVAC system in the Community Development Department (\$26,000) and the Searles Chapel septic system (\$23,000). Current balance of Trust at 12/31/16 is approximately \$22,080, which has been reserved for installing vinyl siding on the Community Development building as well as the rear addition of the Town Hall. Additional projects that will receive priority in 2017 include – (1) additional carpeting replacements at various buildings, and (2) repairs/replacements of the HVAC systems at either the Police Station, Fire Station, or Town Hall, depending on funds available and the need. This Property Trust appropriation has been the same since 2016.

No other discussion transpired. Article 5 will appear on the ballot **AS WRITTEN**.

**ARTICLE 6.** 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. **Recommended by Board of Selectmen 5-0**

Selectwoman Jennifer Simmons explained the current balance of Trust as of 12/31/16 is approximately \$249,022. Total liability as of 12/31/16 is approximately \$1,175,369. Nine (9) employees retired or left employment in 2016. Eight (8) of the earned time buyouts (total \$80,477) were absorbed by the respective department budgets as funds were available pending new employees starting employment and in order to preserve the Trust. The other employee terminated employment as of December 31 so their payout will be made from the 2017 budget or Trust depending on funds available - \$7,748 total.

No other discussion transpired. Article 6 will appear on the ballot **AS WRITTEN**.

**ARTICLE 7.** To see if the Town will vote to create an expendable general fund trust fund under the provisions of RSA 31:19-a, meaning that the principle and interest may be appropriated and expended, to be known as the Town Facilities and Grounds Improvement Fund, for the purpose of maintaining, improving, repairing or replacing municipal facilities, grounds, or its other infrastructure, and to raise and appropriate the sum of \$100,000 towards this purpose; and to authorize the transfer of the December 31, 2016 fund balance in that amount for this purpose. **Recommended by the Board of Selectmen 4-1**

Selectman Bruce Breton explained that in 2016 the Board sold several surplus Town properties for a sum of over \$330,000. All but \$100,000 of this amount was used as general revenues towards the 2016 tax rate; the \$100,000 has been retained as part of the Town's general fund balance account. The intent of this article is to establish a new Expendable Trust Fund to be named the Facilities Improvement Trust and use the \$100,000 as the initial funding of this account; the purpose of which will be make repairs to or replace assets of the town in terms of its grounds, physical buildings, or infrastructure. Unlike the existing Property Maintenance Trust Fund, which is geared towards maintenance repairs and replacements of smaller scale projects and is expended by vote of the Board of Selectmen, the new Trust is envisioned to be used for larger scale items and will require a vote of the Town Meeting to be expended.

No other discussion transpired. Article 7 will appear on the ballot **AS WRITTEN**.

**ARTICLE 8.** 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. **Recommended by the Board of Selectmen 5-0**

Selectman Hohenberger 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 12/31/16, the revenue fund has \$20,575, half of which has been reserved to complete pending items including the refinishing of the hardwood floors - \$4,600, and painting the interior of the building - \$6,045.

Chairman Desilets made recognition about the committee and their hard work.

No other discussion transpired. Article 8 will appear on the ballot **AS WRITTEN**.

**ARTICLE 9.** To see if the Town will vote to approve the cost items included in the latest tentative bargaining agreement reached between the Selectmen and members of Local Union No. 1801 AFSCME (Municipal Union) and to further raise and appropriate the sum of \$11,190 representing the amount of the increased cost attributable to the increase in salaries and benefits to said members for the fiscal year 2017. Said contract to expire on March 31, 2020 with the additional cost for 2018 to be \$17,130, \$20,440 for 2019, and \$6,160 for 2020 at the current staffing level. **Recommended by the Board of Selectmen 5-0**

Chairman Desilets went over with detail of contracts as follows, also made recognition to that Municipal Contract.

- (1) **Duration** – Three Years April 1, 2017 – March 31, 2020
- (2) **COLA** raises of **2.0%** effective April 1, 2017, April 1, 2018, and **2.5%** effective April 1, 2019. Clarifies adjustments are effective with first pay period closest to April 1<sup>st</sup>.
- (3) **Recognition** – Adds the Police Records Clerk position as a member of the Bargaining Unit.

- (4) **Health Insurance** – all Comprehensive Plans are eliminated as of January 1, 2017 and town no longer assumes responsibility for the deductibles or out of pocket expenses for these plans.
- (5) **Holidays** – Provides Christmas as a paid Holiday for six (6) PT positions: (Records Clerk, Community Development Administrative Assistant, Highway Laborer, Transfer Station Operator, and Code Enforcement Administrator).
- (6) **GAP Insurance** – town will allow payroll deduction for GAP insurance if chosen by the employee, but employee pays all cost for said insurance.
- (7) **Union Leave** – increased the annual allowed leave time for the union in total by 8 hours (from 32 to 40) and restricted this time to those employees who are either on the Union's Executive Board or Negotiating Committee.
- (8) **Bereavement Leave** – adds the term “celebration of life” with equal wait to the term “funeral” for leave eligibility. No other discussion transpired.

No other discussion transpired. Article 9 will appear on the ballot **AS WRITTEN**.

**ARTICLE 10.** To see if the Town will vote to approve the cost items included in the latest tentative bargaining agreement reached between the Selectmen and members of Local Union No. 2915 IAFF (Fire Union) and to further raise and appropriate the sum of \$36,190 representing the amount of the increased cost attributable to the increase in salaries and benefits to said members for the fiscal year 2017. Said contract to expire on March 31, 2020 with the additional cost for 2018 to be \$30,210, \$36,160 for 2019, and \$9,460 for 2020 at the current staffing level. **Recommended by the Board of Selectmen 5-0**

Selectman Breton thanked all those involved with negotiations and also went over detail of Fire Union contract as follows:

- (1) **Duration** – Three Years April 1, 2017 – March 31, 2020
- (2) **COLA** raises of **2.0%** effective April 1, 2017, April 1, 2018, and **2.5%** effective April 1, 2019. Clarifies adjustments are effective with first pay period closest to April 1<sup>st</sup>.
- (3) **Health Insurance** – all Comprehensive Plans were eliminated as of January 1, 2017 and town no longer assumes responsibility for the deductibles or out of pocket expenses for these plans.
- (4) **Health Stipends** – increased stipend to Waive Health Coverage from \$6,000 to \$8,000 for two-person plans and from \$8,000 to \$10,000 for family plans effective April 1, 2017 provided no increase is given to those employees already on the stipend until such time as enough additional employees from the Union “opt” out of coverage which would result in the Town realizing at least equal savings to cover the added costs of increasing the stipend.
- (5) **Incentive** – changed the “EMT-Intermediate” incentive level to “EMT-Advanced” and increased its level from **1% to 2%.**; The “Paramedic” incentive level was increased from **4% to 5%** as language was eliminated that allowed employees at this level to also receive the EMT-Intermediate(Advanced) level, resulting in no net change from current contract language.
- (6) **Academic Reimbursement** – eliminated the current \$1,500 annual limit any individual employee could receive, but maintains the existing \$7,500 total annual limited for the whole Union that the Town is responsible for.

Chairman Desilets highlighted the academic reimbursement encourages current employees to utilize increase.

No other discussion transpired. Article 10 will appear on the ballot **AS WRITTEN**.

**ARTICLE 11.** To see if the Town will vote to approve the cost items included in the latest tentative bargaining agreement reached between the Selectmen and members of Local Union No. 213 NEPBA (Police Union) and to further raise and appropriate the sum of \$39,840 representing the amount of the increased cost attributable to the increase in salaries and benefits to said members for the fiscal year 2017. Said contract to expire on March 31, 2020 with the additional cost for 2018 to be \$43,090, \$41,530 for 2019, and \$10,170 for 2020 at the current staffing level. **Recommended by the Board of Selectmen 5-0**

Selectman Hohenberger echoed Selectman Breton's thanks for all involved in the negotiations. Went over details as follows:

- (1) **Duration** – Three Years April 1, 2017 – March 31, 2020
- (2) **COLA** raises of **2.0%** effective April 1, 2017, April 1, 2018, and **2.5%** effective April 1, 2019. Clarifies adjustments are effective with first pay period closest to April 1<sup>st</sup>.
- (3) **Health Insurance** – all Comprehensive Plans were eliminated as of January 1, 2017 and town no longer assumes responsibility for the deductibles or out of pocket expenses for these plans.
- (4) **Health Stipends** – increased stipend to Waive Health Coverage from \$6,000 to \$8,000 for two-person plans and from \$8,000 to \$10,000 for family plans effective April 1, 2017 provided no increase is given to those employees already on the stipend until such time as enough additional employees from the Union “opt” out of coverage which would result in the Town realizing at least equal savings to cover the added costs of increasing the stipend.
- (5) **Stipends** – provides that an employee assigned as a School Resource Officer will receive a 1.5% stipend added to their base pay.
- (6) **Recognition** – recognized the position of PT Dispatcher as a member of the bargaining unit; employee will receive prorated uniform allowance (\$200), and bereavement leave benefits (1 day), as well as be eligible for extra holiday pay for working the holiday (up to 8 hrs.)
- (7) **Authorize Leave** – Provides that under the Chief's discretion, “light duty” assignments may be available to those out of work due to non-work related injuries or pregnancy, subject to these opportunities going to those out on work related injuries first and an actual need for such assignments at the time.
- (8) **Administrative Leave** – provides that employees while on administrative leave, as determined by the Chief, for a justified police action, will receive their normal hourly wages and benefits and calculation of same will include a one year average of their overtime, excluding training, firearms, and outside details.
- (9) **Language Changed** – several narrative language changes were made for clarification purposes, elimination of paragraphs or terms which are no longer applicable, or to change dates in areas where current terms or sections were continued.

No other discussion transpired. Article 11 will appear on the ballot **AS WRITTEN**.

**ARTICLE 12.** Shall the Town of Windham, if Articles #9, 10 or 11, are defeated, authorize the governing body to call one special meeting, at its option, to address Article(s) #9, 10, or 11, cost items only? **Recommended by the Board of Selectmen 5-0**

Selectwoman Simmons explained that this article is intended to serve as a “fallback” article should the approval of either the Police Union, Fire Union, or Municipal Union proposed contracts fail. Passage of this article would authorize the Selectmen to hold a Special Town Meeting to consider revised union contract article(s) without having to seek the permission of the Superior Court to hold such a meeting.

No other discussion transpired. Article 12 will appear on the ballot **AS WRITTEN**.

**ARTICLE 13.** To see if the Town will vote to raise and appropriate the sum of \$50,000 to replace the Town's forty (40) year old phone system with a voice over IP system which will result in both cost savings and customer service efficiencies. This article is part of the Capital Improvement Program. **Recommended by the Board of Selectmen 5-0**

Chairman Desilets noted that this article is part of the Capital Improvement Program. Funds are to be used to replace the town's telephone system including its main control PBX as well as its individual phones throughout the town offices with a VOIP (voice over IP) system which will leverage the internet to provide estimated annual cost savings of between \$12,000 and \$17,000.

No discussion transpired. Article 13 to appear on the ballot **AS WRITTEN**.

**ARTICLE 14.** To see if the Town will vote to raise and appropriate the sum of \$85,000 for the purpose of replacing the carpeting and hard flooring in the Library as well as painting of the building's exterior, and to authorize the withdrawal of four thousand seven hundred thirty five dollars (\$4,735) towards this project from the Library Maintenance and Renovation Capital Reserve Fund created for this purpose, with the balance to come from general taxation; and further after withdrawal to discontinue the noted capital reserve fund that was established in 2000 and repurposed in 2014. Any remaining funds with accumulated interest to date of withdrawal, are to be transferred to the town's general fund. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is complete or for a period of two (2) years, whichever is less. This article is part of the Capital Improvement Program. **Recommended by the Board of Selectmen 5-0**

Selectman McLeod explained that this article is part of the Capital Improvement Program. As the article details these funds are to be used to replace the carpeting and hard flooring in the Library, built in 1998, 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 established for making such repairs and renovations to the Library. Once this project is completed the CRF would be discontinued. The CIP report states *"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 clean 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.*

No other discussion transpired. Article 14 to appear on the ballot **AS WRITTEN**.

**ARTICLE 15.** To see if the Town will vote to raise and appropriate the sum of \$280,000 for the purpose of replacing and upgrading the Dispatch Command Center at the Police Station, including restructuring the physical dispatch offices and purchasing equipment, furnishings, and technology needed to complete the project. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is complete or for a period of two (2) years, whichever is less. This article is part of the Capital Improvement Program. **Recommended by the Board of Selectmen 5-0**

Selectman Hohenberger stated that this article is part of the Capital Improvement Program. As the article details the funds will be used to replace the Town's 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. The CIP report states *"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.*

No other discussion transpired. Article 15 to appear on the ballot **AS WRITTEN**.

**ARTICLE 16.** To see if the Town will vote to raise and appropriate the sum of \$20,000 for the Town's 275<sup>th</sup> Anniversary Celebration in 2017; said funds will cover costs associated with events and activities planned to celebrate the anniversary. **Recommended by the Board of Selectmen 5-0**

Selectwomen Simmons noted that the Town's 275<sup>th</sup> Celebration is being planned for a weekend in the summer of 2017 (August 11-13). The Historic District Commission, with the assistance of other "275<sup>th</sup> Anniversary" volunteers, is currently planning a series of activities and events to celebrate the Town's 275<sup>th</sup> Anniversary.

No discussion transpired. Article 16 to appear on the ballot **AS WRITTEN**.

Chair Desilets echoed Simmons for volunteers to be involved with this event.

***The following 5 Articles are housekeeping Articles with similar context, they were also all amended due to a simple grammatical error.***

**ARTICLE 17.** To see if the Town will ~~to~~ vote to discontinue the Fire Station Renovation Capital Reserve Fund created in 1994 (\$122.49 balance as of 1/1/16). Any funds within each account, with accumulated interest to date of withdrawal, are to be transferred to the town's general fund. **Recommended by the Board of Selectmen 5-0** Chairman Desilets explained that the purpose of this article (and for the next 3) is to discontinue a series of Capital Reserve Funds which are no longer needed and to transfer any balances that may exist to the Town's general fund to be used as revenues towards the 2017 Tax Rate. This is allowed by RSA 35:16-a which states "*Any town, school district, village district or county which has established a capital reserve fund pursuant to the provisions of this chapter may, as provided by RSA 35:3, vote to discontinue such capital reserve fund. If such fund is discontinued, the trustees of the trust fund holding the account for said fund shall pay all the monies in such fund to the town, district or county treasury as applicable*". A simple majority vote is required.

No discussion transpired. Article 17 to appear on the ballot **AS AMENDED**.

**ARTICLE 18.** To see if the Town will ~~to~~ vote to discontinue the Route 111 Complex Capital Reserve Fund created in 1997 (\$1,475.97 balance as of 1/1/16). Any funds within each account, with accumulated interest to date of withdrawal, are to be transferred to the town's general fund. **Recommended by the Board of Selectmen 5-0**

Selectman Breton echoed Chair Desilets about the similar nature of this Article and the next two.

No discussion transpired. Article 18 to appear on the ballot **AS AMENDED**.

**ARTICLE 19.** To see if the Town will ~~to~~ vote to discontinue the Old Fire Station Renovation Capital Reserve Fund created in 1998 (\$6,084.27 balance as of 1/1/16). Any funds within each account, with accumulated interest to date of withdrawal, are to be transferred to the town's general fund. **Recommended by the Board of Selectmen 5-0**

No discussion transpired. Article 19 to appear on the ballot **AS AMENDED**.

**ARTICLE 20.** To see if the Town will ~~to~~ vote to discontinue the Senior Center Capital Reserve Fund created in 2003 (\$169.04 balance as of 1/1/16). Any funds within each account, with accumulated interest to date of withdrawal, are to be transferred to the town's general fund. **Recommended by the Board of Selectmen 5-0**

No discussion transpired. Article 20 to be placed on ballot **AS AMENDED**.

**ARTICLE 21.** To see if the Town will ~~to~~ vote to discontinue the Salt Shed Capital Reserve Fund created in 2005 (\$1,645.95 balance as of 1/1/16). Any funds within each account, with accumulated interest to date of withdrawal, are to be transferred to the town's general fund. **Recommended by the Board of Selectmen 5-0**

No discussion transpired. Article 21 to be placed on ballot **AS AMENDED**.

**ARTICLE 22.** Shall the Town vote to adopt the "all veterans' property tax credit" under RSA 72:28-b? If adopted, the credit will be available to any resident, or the spouse or surviving spouse of any resident, who (1) served not less than 90 days on active service in the armed forces of the United States and was honorably discharged or was an officer honorably separated from service, and (2) is not eligible for and not receiving the credit for veterans who served in a qualifying war or armed conflict or for veterans with a service-connected disability. If adopted, the credit will be in the amount of five hundred dollars (\$ 500), which is the same amount as the credit for a veteran who served in a qualifying war or armed conflict. If the credit is adopted, any person desiring to claim the credit will be required to file an application with the selectmen or the assessors by April 15 of the tax year. **Recommended by the Board of Selectmen 4-0**

Chairman Desilets explained that the 2016 session of the State Legislature authorized the granting of an “all veterans” credit. The new law expands the list of veterans who may qualify to all veterans who meet basic qualifications, including “honorable discharge”. Gave some personal experience of family that are veterans. If adopted the credit must be the same as that given to current veterans who qualify - \$500. While some estimates indicate close to 215 more Windham veterans would qualify, the tax assessing office estimates between 25 and 100 veterans who currently are not receiving the \$500 credit would qualify. The total net tax impact to the town as a whole would be \$12,500-\$50,000 which would be reallocated across all other tax payers. Selectwoman Simmons recused herself from recommendation because husband is a veteran.

No discussion transpired. Article 22 to appear on the ballot **AS WRITTEN**.

**ARTICLE 23.** To see if the Town will **vote** to authorize the Board of Selectmen to accept a perpetual easement deed on Windham tax map 25-C, Lot 250, known now as the Marston-Finn Conservation Dam (formerly known as the Moeckel Pond Dam), and Pelham tax map 5, Lot 9-149 and map 5, Lot 9-149-1, as well as an access easement over the Town of Pelham’s Bay Leaf Road that will secure recreational access in perpetuity to Moeckel Pond for the public with provisions acceptable to the Board of Selectmen; and to further raise and appropriate the sum of one dollar (\$1) for this purpose. **Recommended by the Board of Selectmen 5-0**

Selectman McLeod explained that the Friends of Moeckel Pond, have been working to reconstruct the Marston-Finn Conservation Dam (formerly known as the Moeckel Pond Dam) and desire to apply for a 50% grant from the State’s Land and Water Conservation Fund, however they do not meet the eligibility requirements, and have asked the Town to partner with them as a grant applicant. The purpose of this article is to provide the Town with the needed “legal” ownership of the Dam required to be an applicant. The actual authorization to apply for the grant is covered by another article within this year’s warrant. Noted that resident James Finn and wife Jean Marston-Finn donated \$100,000 to completion of the project.

**Motion to AMEND by Citizen/Friends of Moeckel Pond representative Diana Fallon of Rock Pond Road Article 23 to read as follows:**

**ARTICLE 23.** To see if the Town will **vote** to authorize the Board of Selectmen to accept a perpetual easement deed on Windham tax map 25-C, Lot 250, known now as the Marston-Finn Conservation Dam (formerly known as the Moeckel Pond Dam), and Pelham tax map 5, Lot 9-149 and map 5, Lot 9-149-1, along with Windham tax map 25-C-lot 252 and Pelham tax map 5 Lot 9-149-1 (limited to those rights retained in the Quitclaim Deed from the Friends of Moeckel Pond to Christopher Vavra and April Vavra, dated November 30, 2012 and recorded in the Rockingham County Registry of Deeds, Book 5383, page 321 and the Hillsborough County Registry of Deeds Book 8162, Page 924, as well as an access easement over the Town of Pelham’s Bay Leaf Road that will secure recreational access in perpetuity to Moeckel Pond for the public with provisions acceptable to the Board of Selectmen; and to further raise and appropriate the sum of one dollar (\$1) for this purpose.

**Seconded by multiple people.**

Citizen Fallon explained the amendment, and why this Article and Article 24 is being proposed. The only way the Friends of Moeckel Pond can apply for this grant is if the Town of Windham is involved.

Selectman McLeod noted that the amendment is to clarify Article more so that it doesn’t go beyond the easements.

No further discussion on amendment transpired. Moderator called for a **vote** on the amendment, and it **PASSED** overwhelming.

Discussion followed on Article 23 as **AMENDED**:

Chairman Desilets, added that there is recreation value and added opportunity for the Town of Windham.

Attorney Campbell suggested to **AMEND Article 23** to add the word “**vote**”.

**Seconded by many.** Discussion continued:

Selectman McLeod echoed concerns of grammatical errors to the previous 5 Articles that have an extra “to” involve. Selectwoman proposes to clean up the previous Articles, and Attorney Campbell agrees that it may be edited without re-opening discussion on the previous Articles.

Citizen Lois Bates of Range Road, asked if Town of Pelham has to be involved, and Fallon answered that multiple departments are involved to work with Friends of Moeckel Pond of this change on their side.

Citizen Bates, asked if this particular Article will be on Pelham’s ballot, Fallon, said there won’t be enough time this year, but will be able to have the Article placed on next year’s ballot.

Selectman Breton asked for a count of votes of amendment for his records. All in favor in audience (100%) that are qualified.

No further discussion transpired. Article 23 to appear on the ballot **AS AMENDED**.

**ARTICLE 24.** To see if the Town will vote to raise and appropriate, through grants and donations, the sum of \$300,000 for the purpose of reconstructing the Marston-Finn Conservation Dam (formerly known as the Moeckel Pond Dam), including the cost of engineering, permitting, construction, and any other ancillary costs associated with this purpose, and further to authorize the acceptance of \$150,000 of this appropriation from the State of New Hampshire as part of the Land and Water Conservation Fund, and the acceptance of the balance of \$150,000 from a donation by the Friends of Moeckel Pond. Should this article be approved but the Town either not receive the State grant or the donation from the Friends, this article will be considered null and void. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is complete or for a period of four (4) years, whichever is less. This article will have no impact on the Town tax rate. **Recommended by the Board of Selectmen 5-0**

Selectman Hohenberger stated that this article would appropriate the funds needed to reconstruct the Marston-Finn Conservation Dam (formerly known as the Moeckel Pond Dam) as well as to accept a donation of \$150,000, or the 50% grant match, from the Friends of Moeckel Pond. While the Town would be responsible for the project and the grant administration, the Friends would assist in all aspects of both. Should either the grant or the donation not occur this article would be deemed null and void.

No discussion transpired. Article 24 to appear on ballot **AS WRITTEN**.

**ARTICLE 25.** To see if the Town will vote to raise and appropriate the sum of \$6,000 to be used towards forest maintenance and recreational trail improvements within the McIlvaine Town Forest and further to raise the same by withdrawal of six thousand dollars (\$6,000) from the Special Forest Maintenance Fund created in accordance with RSA 31:113. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse for a period of two (2) years. Approval of this article will have no additional impact to the tax rate. **Recommended by the Board of Selectmen 5-0**

Selectman Breton explained that this article authorizes the Town and the Forestry Committee to expend \$6,000 in funds previously raised through a timber harvest of the McIlvaine Town Forest in 2015, and used same towards making improvements to the forest and its trails. As provided for in RSA 31:113 the \$56,115 in revenues generated from the harvest were placed into a Special Non-Lapsing Fund and any use of these funds can only be authorized by action of the Town Meeting.

No discussion transpired. Article 25 to appear on ballot **AS WRITTEN**.

**ARTICLE 26:** To see if the Town will vote to adopt the following By-law as follows:

**BY-LAWS: MANAGEMENT OF THE MCILVAINE TOWN FOREST:**

**(Parcels: 25-R-103, 25-R-6500, 25-R-6000A, 25-R-7010, 25-R-7025, 25-R-8000)**

**SECTION I: PURPOSE**

*In order to promote multiple uses including recreation, wildlife habitat, soil and water conservation as well as sound long term sustainable timber management of the McIlvaine Town Forest, 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 MCILVAINE TOWN FOREST**

- A. *Passive recreational activities such as hiking, bicycling, dog walking, cross country skiing, snowshoeing, carry-in and carry-out picnics, wildlife watching, and other uses that are consistent with the purpose of these By-Laws, which is to protect the natural resources of this area.*
  - 1. *Dogs are allowed and subject to the same restrictions as specified under; Regulations: Dogs on Town Property # WIN 2:06:21:04.*
- B. *Overnight camping is allowed for a period of no more than one continuous week.*
  - 1. *Follow the "Leave No Trace" guidelines for waste disposal.*
  - 2. *Camp fires are not permitted.*
- C. *Hunting is allowed, but subject to the same New Hampshire Fish and Game regulations as specified for state owned or state managed lands.*
  - 1. *Permanent hunting stands are illegal. Portable stands or blinds may only be erected between August 1 and January 31, and must be removed by January 31.*

## **SECTION III: PROHIBITED USES WITHIN THE MCILVAINE TOWN FOREST**

- A. *Discharge of firearms for target shooting.*
- B. *The use of all motorized vehicles is prohibited, subject to the following exceptions:*
  - 1. *Motorized vehicles for any maintenance or construction work needed to implement the management plans for the Forest.*
  - 2. *Law enforcement vehicles/emergency vehicles may be permitted within this area.*
  - 3. *Wheeled devices typically operated by the handicapped which were not originally manufactured as motor vehicles.*
- C. *Disposal of yard waste, garbage, vehicles, or any other trash is prohibited.*
- D. *Cutting, digging up or otherwise willfully damaging trees, shrubs or plants, is prohibited, except as needed to implement the management plans for the Forest.*
- E. *Building of fires is strictly prohibited.*
- F. *Damage or removal of historic sites, walls, or artifacts is prohibited.*
- G. *Collection or removal of firewood by the public is prohibited.*
- H. *Smoking is prohibited.*
- I. *Parking is prohibited except where required for Forest management purposes.*
- J. *Camping beyond allowed time frame.*

## **SECTION IV: VIOLATIONS**

*Violations of these By-Laws shall be punishable to the fullest extent as permitted by law.*

## **SECTION V: ENFORCEMENT**

*This ordinance shall be enforced by the Windham Police Department or any other law enforcement authority.*

## **SECTION VI: WAIVERS**

*The Windham Forestry Committee is authorized to make exceptions or grant waivers regarding the permitted/prohibited uses within such areas for specific events or activities for good cause shown provided such activity is not inconsistent with the purposes for which such land was acquired as set forth in RSA 31:111.*

## **SECTION VII: SEVERABILITY**

*If any section, clause, provision, portion 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. Recommended by the Board of Selectmen 5-0*

Selectman McLeod explained 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 Route 28 Town Forest. Also went over past discussions from previous public hearings.

Citizen Daniel Popovici-Muller of Clarke Farm Road, expressed concern that the BOS doesn't have authority to tell when people target shoot, and where. Explained in detail about target shooting. Don't exclude hunters that need meat to survive. Restore the original language that was proposed by the Forestry Committee before it was changed. Made a motion to **AMEND** and seconded by others to add to section II as follows:

## **SECTION II:**

D. Discharge of firearms for target shooting is permitted during hunting season.

## **SECTION III: PROHIBITED USES WITHIN THE MCILVAINE TOWN FOREST**

A. Discharge of firearms for target shooting **outside of hunting season**

Discussion on amendment follows:

Citizen Bruce Anderson of Osgood Street is not supportive of amendment. Explained history of the purchase of the land was for conservation only. Has always been forest, has been there for 150 years. That parcel was cleared and can currently target shoot. Anderson has called police because of shooting noises. Doesn't feel land is appropriate for this use. Ultimately wants to protect forest for citizens to safely use.

Citizen Eileen Mashimo of Netherwood Road- Forest Committee had in original language, supports the amendment. Target shooting would be classified as recreation.

Citizen Margaret Crisler of Sunridge Road opposes amendment, owes gun, supportive of second amendment, expressed about lead contamination, abuse of target shooting (more controlled environment), nuisance of noise, not appropriate of type of land.

Citizen Michelle Levell of Canterbury Road, echoed support of amendment the committee's recommendation had put forth.

Citizen Gena Anderson of Osgood Street opposes amendment, close to proposed parcel of land. If you want to go for a walk, you hear the gunshots and its concerning. Sounds can be intimating for families. Police have been called in the past. Concerned about trash being left about casings.

Citizen Diane Carpenter of Glenwood Road opposes amendment. Stated that it was originally it was proposed, but after discussion through proper technique and public input, it was finally determined by Board of Selectmen to exclude the language for shooting. Echoes randomness of target shooting, seems to be risky for surrounding areas. Uses forest frequently, and doesn't feel safe. Target shooting means trying to get better at shooting, and concerned with stray bullets.

Citizen Mary Lou Bartlett of Millstone Road is supportive of amendment. From family of hunters, the Pelham Fish and Game \$200 a year. Hunters need to practice to make better accurate shooting.

Wanda Rice representing the Forestry Committee, wanted to touch base about report from Andersons about the police call. The people that were shooting were not Windham residents. The major point is improvement of recreational access. Usage during the winter time as increased from residents. If the trail improves, the recreational will increase as well. There was no unanimous vote for the original language to be put forth about target shooting.

Citizen Wayne Morris of Jordan Road, hikes on occasion, concern during hunting times, focusing during fall season. Wondering if there is a compromise to the amendment for only hunting times during the deer season year.

Selectman Hohenberger validated that the deer season is specific to the Fall Season.

Selectman McLeod noted that the staff notes is incorrect about comparing the other conservation pieces in town. Doesn't agree with amendment. Compares discussion with Rail Trail discussion with OHRV and the rights that people have. Already has hunting allowed on RT 28 town forest, where is the line drawn.

Chairman Desilets commented on the Deliberative Session process, opposed on the amendment. Echoed previous comments. A lot of other places to shoot, appreciate amendment but opposes ultimately.

Citizen Bob Coole of Morrison Road says the proposed language is specific to discharge of firearms. There are many examples of target shooting.

Selectman Bruce Breton remembers this parcel of land of how it was established, and history of purchase by the Town. He discussed about passive recreation and specifically noted no discharge of weapons. Bought with conservation funds.

Citizen Elizabeth Dunn of Woodvue Road, hears gunshots during the weekend from Pelham Game, says it's a nuisance. Blogs are out there for hunting, fishing, and target shooting. People from out of town will start using the area.

Citizen Lois Bates Range Road- **Move the question** (close debate). Seconded by many.

Vote on amendment on table was cast: **YES- 12 NO-21**

### **AMENDMENT FAILS**

Discussion on the amended Article is as follows:

Citizen Bob Coole proposes to amend (and seconded) Article to read as follows:

Section 3 A to delete ~~DISCHARGE OF FIREARMS FOR TARGET SHOOTING IS PERMITTED DURING HUNTING SEASON.~~

Discussion on Amendment-

Chairman Desilets understands the purpose for amendment, but doesn't think a regular citizen would read over all of the by-laws, prior to using forest. Overall, thinks it will create confusion for general public of what target shooting is.

Citizen Gabriel Toubia opposes new proposal, ultimately wants keep language as is.

Citizen Popovici-Muller opposes amendment, restrictive language.

Close debate on amendment. Vote on amendment is as follows: **YES: 1 NO: 31**

Article will appear on ballot **AS AMENDED**

Citizen Bruce Anderson requests to **restrict reconsideration** on Article 26: **YES: 30 NO: 3**

No further discussion transpired. Article 26 to appear on ballot **AS WRITTEN**.

**ARTICLE 27.** To see if the town will authorize the Selectmen to lease to the Windham School District the former Police Station/Pre-School facility and land associated (lot 20-D-900) for one dollar (\$1) per year for a period of five (5) years and upon such other terms as may be acceptable to the Selectmen; said lease to be for the purpose of allowing the School District to use the facility for their maintenance operations, professional development training, registrar, conference/community rooms, and other administrative needs. **Recommended by the Board of Selectmen 5-0**

Chairman Joel Desilets commented that Town and School were both supportive of Article. Highlights WEDC working on idea wants to look into the future uses after this 5 year period. After the period should look into potential opportunities.

No discussion transpired. Article 27 to appear on ballot **AS WRITTEN**.

**ARTICLE 28.** To see if the Town will authorize the Conservation Commission in accordance with its management authority contained in RSA 36-A:4, to negotiate and enter into a long term "curatorship lease agreement" of at least five (5) years, but not exceeding twenty (20) years, of the historic single family home known as the Campbell Farm House (1-C-100) and the curtilage land adjoining same (generally meaning the land surrounding the home), upon such terms and conditions as may be acceptable to the Conservation Commission, including the ability to offer a "lease to own" option; said lease to be for the purpose of monitoring, maintaining, repairing, restoring, and improving the House through the provision of in-kind renovations and investments in the property as a portion of the annual lease payments. Said lease to include an obligation to pay property taxes as required under RSA 72:23 (I) (b). **Recommended by the Board of Selectmen 4-0**

Selectwoman Simmons described the wording the intent of this article is to authorize the Conservation Commission to enter into a long term lease of the Campbell Home at 132 Kendall Farm Road.

Elizabeth Dunn, Chair of subcommittee of Campbell Farm house proposed an **amendment** with minor changes, to clean up verbiage to Article. Gave an overview of the purchase of property. Previous inhabitant moved and leased house to tenants-short term only. Looking for the house to be self-sustaining and to be kept in the historic form. One of the option is a curatorship and having the curator do improvements (heating system issues, drafty windows etc.), came up with the concept of this curatorship. Has the authority to do such. Long term lease, which requires a town vote, asking voters to authorize curatorship in this form. Other mention is curtilage change (immediate area around home). Since this article has come out and wants curtilage to come out.

Amendment to read as follows:

...single family home known as the Campbell Farm House (Lot 1-C-100) and ~~the curtilage-a small area of land adjoining same (generally meaning the land surrounding the home)~~ the house, upon such terms and conditions as may be acceptable to the Conservation Commission, including the ability to offer a “lease to own” option; said lease to be for the purpose of monitoring...

Seconded by Selectman Hohenberger.

Discussion on amendment as follows:

Citizen Ralph Valentine noted that he went for a tour of the building, was impressed, and noted that there was building list of items that need to be fixed.

Closed discussion on amendment. 1<sup>st</sup> Amendment vote as follows: **YES: 30 NO: 1**

Discussion on amended article as follows:

Citizen Bob Coole questioned lease to own option. Could conservation commission sell this property?

Dunn answered yes.

Citizen Coole also asked about taxes paid. Would it be on the full 64 acreage or just the building itself and curtilage?

Dunn answered presently assessed on the house and curtilage.

Citizen Eileen Mashimo, Museum Trustee, they are starting the process of cataloguing the items of the house. Concerns about the items within the house.

Dunn, doesn't seem to believe that the purchase and sales agreement addresses about the contents within the house. Items are being inventoried, and understanding that the museum would eventually get the items. Details about house were discussed for example, the room in the house not been touched, fabric wallpaper, wall to wall silk carpeting, piano, horsehair chairs, and wreath made out of human hair, portraits of family members. Historic preservation easement drafted in the contract that would be defined.

Citizen Mashimo asked if curator chosen, would it have to go out to bid- Dunn said no one has been chosen. There is a way that the selection process occurs.

Citizen Ralph Valentine proposes first amendment and seconded to delete sections to read as follows:

To see if the Town will authorize the Conservation Commission in accordance with its management authority contained in RSA 36-A:4, to negotiate and enter into a long term “curatorship lease agreement” of at least five (5) years, but not exceeding twenty (20) years, of the historic single family home known as the Campbell Farm House (1-C-100) and the curtilage land adjoining same (generally meaning the land surrounding the home), upon such terms and conditions as may be acceptable to the Conservation Commission, ~~including the ability to offer a “lease to own” option;~~ said lease to be for the purpose of monitoring, maintaining, repairing, restoring, and improving the House through the provision of in-kind renovations and investments in the property as a portion of the annual lease payments. Said lease to include an obligation to pay property taxes as required under RSA 72:23 (I) (b).

Discussion on amendment:

Citizen Valentine stressed that the lease to own option would set the Town up for the Conservation Commission to have authority to sell the property.

Moderator Griffin wanted clarification of what the amendment would mean if adopted.

Attorney Campbell states that Lease to own option if adopted, the Conservation Commission the ability to sell and dispose of that property and curtilage.

Seconded by Selectman Breton.

Discussion on amendment as follows:

Citizen Valentine offered that the Conservation Commission could always sell, but are not locked into anything going forward. They may have the right person to pay rent, but not to buy later on.

Attorney Campbell wanted to clear up confusion, and address that the Conservation Commission couldn't just sell property, that the Town as a whole would have to approve it.

Dunn explained why option is there in the first place in the Article. There are particular tasks that will be included in lease agreement, and if tenant doesn't comply, then they won't be allowed to be a tenant.

Moderator Griffin wants clarification from Attorney Campbell of current language (before amendments).

Chairman Desilets noted that even prior to the amendment, the word is option and not a definite agreement.

Citizen Kathleen DiFruscia Horseshoe Road, member of board, wants flexibility and exercise the ability for the option. They will monitor the curatorship and how it's working out. Doesn't support amendment, keep flexibility to monitor lease.

Citizen Popovici-Muller supportive of amendment, concerning that giving them the power to sell Campbell Farm. It's significant investment, and the Town should be involved if the sale were to happen.

Attorney Campbell repeated clarification of currently owned by Town through Conservation, don't have authority to sell Town property. This amendment as drafted would grant authority for purchase and sale agreement, they don't have to include the option, but you are giving to do so.

Selectman Ross McLeod echoes concerns Conservation having the authority to essentially sell the property. Does support Amendment written.

Chairman Desilets is also questioning support of Article. Confident in all those involved in the process.

Citizen Diane Carpenter, has questions regarding curatorship about selection process. Wants to protect house with someone residing in household. Would the lease to own option limit curators when the selection process occurs.

Dunn answered that the house is not empty. The tenants are paying minimum rent. We need to have a town meeting vote to lease beyond a year. If we don't get someone to do this under the terms of the Towns standard, we would come back in another year, and spending more money in the house, and Conservation's responsibility to maintain. Trying to neutralize the town spending.

Citizen Timothy Pitcher of Weston Road wants clarification on the first proposed amendment on curtailment and the area surrounding to make determination for the second proposed amendment.

Attorney Campbell stated that the curtilage language would be interfering with the area of curtailment. Under the amendment allows them to define a small area around the house. Can be subjective, suggested to perhaps limit it to 1 acre (etc.)

Pitcher the little bit of area has restraint, however the intention has made it through. Understands and wants affirmation that the committee has the right to make decisions over items inside the house.

Campbell answered that this article is focused on real estate (i.e. house). As far this is encompassed to this discussion. We should be focusing on the amendment.

Mashimo is supportive of amendment. Echoed concerns about committee having the ability to sell on behalf of the Town. Thinks that if there is interest in purchasing the property it should be brought before the town.

Chairman Desilets wants to remind that the purchase of this property was passed by only 8 votes. Already paid off in advance, presenting savings. Had questions: how was this portrayed when purchased, and intention, and limitations of the property.

Dunn the discussion was focused on the acreage, and there was questions about the house. The drive was more so with the land. The house will be dealt with at a later time.

Selectman McLeod still supports proposed amendment.

Similar concerns were echoed by several citizens regarding curatorship, and lease to own, and Conservation Commission's ability to sell town property.

Amendment proposer Ralph Valentine states that tenant or new tenant are already receiving benefits.

Dunn noted that the tenant wouldn't have authority to repair, would be covered in contract. Conservation Committee has report on house, and will ultimately oversee repairs.

Selectman Breton, asked Dunn when report was completed 2 years ago. Report was done by About the House (certified).

No new discussion on amendment. **2<sup>nd</sup> proposed amendment** vote as follows: **YES: 21 NO:4**

**Amendment passes.** Amended Article to read as follows:

**ARTICLE 28.** To see if the Town will authorize the Conservation Commission in accordance with its management authority contained in RSA 36-A:4, to negotiate and enter into a long term "curatorship lease agreement" of at least five (5) years, but not exceeding twenty (20) years, of the historic single family home known as the Campbell Farm House (Lot 1-C-100) and ~~the curtilage—a small area of~~ land adjoining ~~same (generally meaning the land surrounding the home)~~ the house, upon such terms and conditions as may be acceptable to the Conservation Commission, ~~including the ability to offer a "lease to own" option;~~ said lease to be for the purpose of monitoring, maintaining, repairing, restoring, and improving the House through the provision of in-kind renovations and investments in the property as a portion of the annual lease payments. Said lease to include an obligation to pay property taxes as required under RSA 72:23 (I) (b).

Citizen Ralph Valentine New amendment put forward: to include the following:

.... and improving the House through ~~a renovation and investment reimbursement program the provision of in-kind renovations and investments in the property as a portion of the annual lease payments~~. Said lease to include an obligation to pay property taxes as required under RSA 72:23 (I) (b)....

Chairman Desilets seconded amendment.

Dunn said it would be a nightmare for Conservation Commission would have to track. Currently no mechanism such as a revolving fund for this.

Selectman Breton, can charge market value and appropriate the money within budget, and money would be getting back from rental monthly fees.

Dunn still doesn't support amendment.

Selectman Mcleod looks at proposed amendment there will be a plan in place, or in writing, for the plan going forward.

Citizen Timothy Pitcher supportive of the amendment, and it supports what Town wants to achieve. Wants to determine rent, repairs, and costs associating. As long as curator is getting charged fair market value. If tenant works out, in future the curator could have option to buy at a later date if the person is a good fit.

Citizen Diane Carpenter against amendment trusts subcommittee in place and the process.

Selectman Hohenberger presently rent out house, the town uses conservation funds to repair. The ability for a curator to bring it up to historic value and take care and accountability. Not in favor of business direction, and doesn't think the Town should be.

Chairman Desilets agrees with Hohenberger statement. Not in favor of offered amendment. A decision needs to be made about the house, and if ultimately wants to sell it, does Town want to ultimately own it.

Citizen Siri Wilbur of Netherwood Road is a realtor in town, knows nothing about curatorship, and believes that the committee has investigated enough on everyone's behalf. Worth consideration of just Conservation Commission's plan going forward.

Citizen Valentine noted piece of real estate is an asset, and lease agreement is a legal contract. Is bothered that Town is not collecting money monthly. Wants money up front, if collecting on a monthly basis, money is coming in. Supports amendment.

Dunn noted that the tenant would be paying taxes on home, curatorship process are very detailed. They experts in this field, if you don't do the work, then eviction process transpires.

Moderator closes discussion on amendment. **3<sup>rd</sup> proposed amendment** vote as follows: **YES: 7 NO: 15**

**Amendment fails.**

Article 28 to be put on the ballot **AS AMENDED**.

**ARTICLE 29.** By petition of Timothy Pitcher and others, "Authorize the Board of Selectmen to enter certain agreements as are necessary and appropriate to service Town owned lots (Tax Map Lot 16-L-100, Tax Map 11-A Lot 590), and to serve parcels of land currently situated within the Village Center District as set forth in the Windham Zoning Ordinance. Said agreements could include, but would not be limited to (i) well agreements to permit the utilization/installation of water wells, (ii) water supply agreements governing the sale of groundwater on Town-owned land, and (iii) easements to allow the placement of pumps, pipes, tanks and other ancillary structures needed to support a distribution system". **Recommended by the Board of Selectmen 4-0**

Chairman Desilets stated that petitioner is present, and Board is in agreement of recommendation of Board. It is applied to the Village Center District and the management of water. A lot of work for both citizens and committees have been put into this.

Petitioner Timothy Pitcher explained that this Article to dissolve the water issue in this particular district. Benefits for surrounding neighborhoods (Hardwood Heights). By using this plan, this would use the appropriate aqua therm. This is asking the voters to put this decision in the Selectmen's authority.

Selectmen McLeod wasn't present at public hearing meeting but wants to clarify some information, went into some history about this Article. This research in the timeline tells him that this is important.

Selectman Hohenberger addressed the section about town owned land, part of project of development will provide water to Police, Fire, and Library and get other village district properties involved.

Selectman Breton explained about the timeframe limitations was too close, opposition was strong, and this was focused for town owned land.

Chairman Desilets questioned that because this Article was a Citizens petition, can an amendment be proposed.

Petitioner Pitcher noted that the discretion of the Selectmen is what is trying to be achieved. Many people, not just a specific project, will benefit from this change.

Propose 2 amendments from Ross McLeod, to read as follows:

**ARTICLE 29.** By petition of Timothy Pitcher and others, “Authorize the Board of Selectmen to enter certain agreements as are necessary and appropriate to **service facilitate a community water public system which serves** Town owned lots (Tax Map Lot 16-L-100, Tax Map 11-A Lot 590) and to serve parcels of land currently situated within the Village Center District as set forth in the Windham Zoning Ordinance. Said agreements could include, but would not be limited to (i) well agreements to permit the utilization/installation of water wells, (ii) water supply agreements governing the sale of groundwater on Town-owned land, and (iii) easements to allow the placement of pumps, pipes, tanks and other ancillary structures needed to support a distribution system”. **Any further Board of Selectmen authority for this purpose beyond Dec 31, 2019 must be submitted to a future Town Meeting.**

Discussion to follow:

Petitioner Pitcher went over proposed amendments and agrees and supports proposed amendments.

Both amendments pass.

Article 29 to be put on the ballot **AS AMENDED**.

**ARTICLE 30.** 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 \$13,706,200.22. Should this article be defeated, the operating budget shall be \$13,438,435.22 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	Community Development	525,580
Administration	539,010	Town Highway Maintenance	1,188,190
Town Clerk Expenses	286,590	Street Lighting	16,390
Tax Collector Expenses	144,430	Solid Waste Disposal	836,450
Election and Registration	23,370	Health and Human Services	41,330
Cemeteries	41,450	General Assistance	45,540
General Gov't Buildings	422,980	Library	1,118,900
Appraisal of Properties	186,480	Recreation	231,200
Information Technologies	212,200	Historic District Commission	6,000
Town Museum	5,000	Conservation Commission	5,640
Searles Building	23,730	Senior Center	5,040
Legal Expenses	50,400	Cable TV Expenses	118,945
Retirement Service Charges	4,000	Interest Expenses (TANs)	500
Insurance	360,260	Long Term Debt	85,715.22
Contracted Services	5	<i>(Principal \$81,976.55 and Interest \$3,738.67)</i>	
Police Department	3,057,590	Capital Outlay – Roads (Part of CIP)	360,000
Dispatching	477,430	<b>Recommended by the Board of Selectmen 4-1</b>	
Fire Department	3,252,355		
Emergency Management	30,170		

**\*Note:** Warrant Article 30 (operating budget does not include appropriations proposed under any other warrant articles).

Chairman Desilets explained why the recommendation vote was in the negative. He had reservations within the IT area, now that it's been resolved, he will change his vote in the following Board of Selectmen's meeting to fully support of town budget.

Motion to Adjourn made by Roger Hohenberger.

Seconded by all. Meeting adjourned at 1:50pm.

Respectfully submitted,



Nicole L. Bottai, Town Clerk

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**OFFICIAL BALLOT VOTE – 2ND SESSION  
Windham High School Gymnasium  
March 18<sup>th</sup>, 2017**

On March 13<sup>th</sup>, Peter J. Griffin, Town Moderator for Town of Windham, and Elizabeth Dunn, School Moderator declared a postponement of the second session of Town Meeting. With many discussions with Local and School officials, other Election officials, and our Town Attorney, Bernard Campbell, the decision to postpone the Election did not come lightly. A severe snow storm was heading our direction, and we all concurred that the safety of the voters and officials came first. Voters and residents were notified by social media, reverse 911, mailed postcards, Nixle, local newspapers, local cable, WMUR (news outlets), and various postings around Town.

On March 14<sup>th</sup>, Nicole Bottai, Town Clerk, Peter Griffin and Elizabeth Dunn were at the High School in case voters appeared that couldn't make it to the newly scheduled date of March 18<sup>th</sup>. Twenty-two (22) Voters that were qualified to receive absentee ballots were able to vote and handed in their ballots right then and there.

At 7:00am on March 18<sup>th</sup>, 2017 Peter J. Griffin, Moderator declared the polls open. He also announced that at 9:00am the Absentee ballots will begin to be processed.

There were 467 successfully executed absentee ballots.

There were 73 voters that registered to vote, and total ballots cast were 3,604.

Results are as follows:

## TOWN WARRANT ARTICLES

<b>ARTICLE 1.</b> To choose all necessary Town Officers for the year ensuing.		
<b>BOARD OF SELECTMEN</b> For Three Years      Vote for not more than Two <b>GALEN A. STEARNS</b> 1515 <b>BRUCE R. BRETON</b> 2108 <b>JOEL DESILETS</b> 1931  (Write-in)      (Write-in)	<b>TRUSTEES OF THE TRUST FUND</b> For Three Years      Vote for not more than One <b>DOREEN J. DEMONE</b> 2555  (Write-in)	<b>ZONING BOARD OF ADJUSTMENT</b> For Three Years      Vote for not more than One <b>MARK SAMSEL</b> 2532  (Write-in)
<b>PLANNING BOARD</b> For Three Years      Vote for not more than Two <b>MATTHEW ROUNDS</b> 1015 <b>MARGARET CRISLER</b> 1925 <b>PAUL R. GOSSELIN</b> 1573  (Write-in)	<b>TRUSTEE OF THE CEMETERY</b> For Three Years      Vote for not more than One <b>BARBARA COISH</b> 2666  (Write-in)	<b>TRUSTEES OF THE LIBRARY</b> For Three Years      Vote for not more than Two <b>MARK BRANOFF</b> 2243 <b>NEELIMA GOGUMALLA</b> 2225  (Write-in)
<b>ARTICLES</b>		
<b>ARTICLE 4.</b> To see if the Town will vote to raise and appropriate the sum of Eight Hundred and Fifty Thousand, and no 100ths (\$850,000) Dollars for the purpose of purchasing a Fire Quint Aerial Truck for the Fire Department, to replace a 1980 Ladder Truck (L1), and necessary equipment and materials to place the vehicle into service, as well as payment of costs associated with the financing of said project; said sum to be in addition to any federal, state or private funds made available therefor, and to raise the same by issuance of not more than \$850,000 in bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and to apply toward the cost any interest earned from the temporary investment of any bond or note and to take any other action as may be necessary to carry out and complete financing of this project, with the balance of \$0 to come from general taxation.		<i>Recommended by the Board of Selectmen 4-1</i>  <b>YES</b> 2331 <b>NO</b> 1153
<b>ARTICLE 5.</b> 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.		<i>Recommended by the Board of Selectmen 5-0</i>  <b>YES</b> 2279 <b>NO</b> 1129
<b>ARTICLE 6.</b> 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.		<i>Recommended by the Board of Selectmen 5-0</i>  <b>YES</b> 2030 <b>NO</b> 1309
<b>ARTICLE 7.</b> To see if the Town will vote to create an expendable general fund trust fund under the provisions of RSA 31:19-a, meaning that the principle and interest may be appropriated and expended, to be known as the Town Facilities and Grounds Improvement Fund, for the purpose of maintaining, improving, repairing or replacing municipal facilities, grounds, or its other infrastructure, and to raise and appropriate the sum of \$100,000 towards this purpose; and to authorize the transfer of the December 31, 2016 fund balance in that amount for this purpose.		<i>Recommended by the Board of Selectmen 4-1</i>  <b>YES</b> 2223 <b>NO</b> 1181

<b>ARTICLE 8.</b> 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.	<b>Recommended by the Board of Selectmen 5-0</b>	<b>YES 2494</b>
		<b>NO 896</b>
<b>ARTICLE 9.</b> To see if the Town will vote to approve the cost items included in the latest tentative bargaining agreement reached between the Selectmen and members of Local Union No. 1801 AFSCME (Municipal Union) and to further raise and appropriate the sum of \$11,190 representing the amount of the increased cost attributable to the increase in salaries and benefits to said members for the fiscal year 2017. Said contract to expire on March 31, 2020 with the additional cost for 2018 to be \$17,130, \$20,440 for 2019, and \$6,160 for 2020 at the current staffing level.	<b>Recommended by the Board of Selectmen 5-0</b>	<b>YES 2250</b>
		<b>NO 1096</b>
<b>ARTICLE 10.</b> To see if the Town will vote to approve the cost items included in the latest tentative bargaining agreement reached between the Selectmen and members of Local Union No. 2915 IAFF (Fire Union) and to further raise and appropriate the sum of \$36,190 representing the amount of the increased cost attributable to the increase in salaries and benefits to said members for the fiscal year 2017. Said contract to expire on March 31, 2020 with the additional cost for 2018 to be \$30,210, \$36,160 for 2019, and \$9,460 for 2020 at the current staffing level.	<b>Recommended by the Board of Selectmen 5-0</b>	<b>YES 2338</b>
		<b>NO 1013</b>
<b>ARTICLE 11.</b> To see if the Town will vote to approve the cost items included in the latest tentative bargaining agreement reached between the Selectmen and members of Local Union No. 213 NEPBA (Police Union) and to further raise and appropriate the sum of \$39,840 representing the amount of the increased cost attributable to the increase in salaries and benefits to said members for the fiscal year 2017. Said contract to expire on March 31, 2020 with the additional cost for 2018 to be \$43,090, \$41,530 for 2019, and \$10,170 for 2020 at the current staffing level.	<b>Recommended by the Board of Selectmen 5-0</b>	<b>YES 2289</b>
		<b>NO 1050</b>
<b>ARTICLE 12.</b> Shall the Town of Windham, if Articles #9, 10 or 11, are defeated, authorize the governing body to call one special meeting, at its option, to address Article(s) #9, 10, or 11, cost items only?	<b>Recommended by the Board of Selectmen 5-0</b>	<b>YES 2271</b>
		<b>NO 1043</b>
<b>ARTICLE 13.</b> To see if the Town will vote to raise and appropriate the sum of \$50,000 to replace the Town's forty (40) year old phone system with a voice over IP system which will result in both cost savings and customer service efficiencies. This article is part of the Capital Improvement Program.	<b>Recommended by the Board of Selectmen 5-0</b>	<b>YES 2512</b>
		<b>NO 818</b>
<b>ARTICLE 14.</b> To see if the Town will vote to raise and appropriate the sum of \$85,000 for the purpose of replacing the carpeting and hard flooring in the Library as well as painting of the building's exterior, and to authorize the withdrawal of four thousand seven hundred thirty five dollars (\$4,735) towards this project from the Library Maintenance and Renovation Capital Reserve Fund created for this purpose, with the balance to come from general taxation; and further after withdrawal to discontinue the noted capital reserve fund that was established in 2000 and repurposed in 2014. Any remaining funds with accumulated interest to date of withdrawal, are to be transferred to the town's general fund. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is complete or for a period of two (2) years, whichever is less. This article is part of the Capital Improvement Program.	<b>Recommended by the Board of Selectmen 5-0</b>	<b>YES 2163</b>
		<b>NO 1233</b>
<b>ARTICLE 15.</b> To see if the Town will vote to raise and appropriate the sum of \$280,000 for the purpose of replacing and upgrading the Dispatch Command Center at the Police Station, including restructuring the physical dispatch offices and purchasing equipment, furnishings, and technology needed to complete the project. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is complete or for a period of two (2) years, whichever is less. This article is part of the Capital Improvement Program.	<b>Recommended by the Board of Selectmen 5-0</b>	<b>YES 2078</b>
		<b>NO 1308</b>
<b>ARTICLE 16.</b> To see if the Town will vote to raise and appropriate the sum of \$20,000 for the Town's 275th Anniversary Celebration in 2017; said funds will cover costs associated with events and activities planned to celebrate the anniversary.	<b>Recommended by the Board of Selectmen 5-0</b>	<b>YES 2064</b>
		<b>NO 1306</b>
<b>ARTICLE 17.</b> To see if the Town will vote to discontinue the Fire Station Renovation Capital Reserve Fund created in 1994 (\$122.49 balance as of 1/1/16). Any funds within each account, with accumulated interest to date of withdrawal, are to be transferred to the town's general fund.	<b>Recommended by the Board of Selectmen 5-0</b>	<b>YES 2855</b>
		<b>NO 502</b>
<b>ARTICLE 18.</b> To see if the Town will vote to discontinue the Route 111 Complex Capital Reserve Fund created in 1997 (\$1,475.97 balance as of 1/1/16). Any funds within each account, with accumulated interest to date of withdrawal, are to be transferred to the town's general fund.	<b>Recommended by the Board of Selectmen 5-0</b>	<b>YES 2956</b>
		<b>NO 388</b>
<b>ARTICLE 19.</b> To see if the Town will vote to discontinue the Old Fire Station Renovation Capital Reserve Fund created in 1998 (\$6,084.27 balance as of 1/1/16). Any funds within each account, with accumulated interest to date of withdrawal, are to be transferred to the town's general fund.	<b>Recommended by the Board of Selectmen 5-0</b>	<b>YES 2961</b>
		<b>NO 399</b>
<b>ARTICLE 20.</b> To see if the Town will vote to discontinue the Senior Center Capital Reserve Fund created in 2003 (\$169.04 balance as of 1/1/16). Any funds within each account, with accumulated interest to date of withdrawal, are to be transferred to the town's general fund.	<b>Recommended by the Board of Selectmen 5-0</b>	<b>YES 2949</b>
		<b>NO 407</b>

**ARTICLE 21.** To see if the Town will vote to discontinue the Salt Shed Capital Reserve Fund created in 2005 (\$1,645.95 balance as of 1/1/16). Any funds within each account, with accumulated interest to date of withdrawal, are to be transferred to the town's general fund.

*Recommended by the Board of Selectmen 5-0*

**YES 2981**

**NO 378**

**ARTICLE 22.** Shall the Town vote to adopt the "all veterans' property tax credit" under RSA 72:28-b? If adopted, the credit will be available to any resident, or the spouse or surviving spouse of any resident, who (1) served not less than 90 days on active service in the armed forces of the United States and was honorably discharged or was an officer honorably separated from service, and (2) is not eligible for and not receiving the credit for veterans who served in a qualifying war or armed conflict or for veterans with a service-connected disability. If adopted, the credit will be in the amount of five hundred dollars (\$500), which is the same amount as the credit for a veteran who served in a qualifying war or armed conflict. If the credit is adopted, any person desiring to claim the credit will be required to file an application with the selectmen or the assessors by April 15 of the tax year.

*Recommended by the Board of Selectmen 4-0*

**YES 2755**

**NO 641**

**ARTICLE 23.** To see if the Town will vote to authorize the Board of Selectmen to accept a perpetual easement deed on Windham tax map 25-C, Lot 250, known now as the Marston-Finn Conservation Dam (formerly known as the Moeckel Pond Dam), and Pelham tax map 5, Lot 9-149, along with Windham tax map 25-C-lot 252 and Pelham tax map 5 Lot 9-149-1 (limited to those rights retained in the Quitclaim Deed from the Friends of Moeckel Pond to Christopher Vavra and April Vavra, dated November 30, 2012 and recorded in the Rockingham County Registry of Deeds, Book 5383, Page 321 and the Hillsborough County Registry of Deeds Book 8162, Page 924), as well as an access easement over the Town of Pelham's Bay Leaf Road that will secure recreational access in perpetuity to Moeckel Pond for the public with provisions acceptable to the Board of Selectmen; and to further raise and appropriate the sum of one dollar (\$1) for this purpose.

*Recommended by the Board of Selectmen 5-0*

**YES 2922**

**NO 437**

**ARTICLE 24.** To see if the Town will vote to raise and appropriate, through grants and donations, the sum of \$300,000 for the purpose of reconstructing the Marston-Finn Conservation Dam (formerly known as the Moeckel Pond Dam), including the cost of engineering, permitting, construction, and any other ancillary costs associated with this purpose, and further to authorize the acceptance of \$150,000 of this appropriation from the State of New Hampshire as part of the Land and Water Conservation Fund, and the acceptance of the balance of \$150,000 from a donation by the Friends of Moeckel Pond. Should this article be approved but the Town either not receive the State grant or the donation from the Friends, this article will be considered null and void. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is complete or for a period of four (4) years, whichever is less. This article will have no impact on the Town tax rate.

*Recommended by the Board of Selectmen 5-0*

**YES 2772**

**NO 618**

**ARTICLE 25.** To see if the Town will vote to raise and appropriate the sum of \$6,000 to be used towards forest maintenance and recreational trail improvements within the McIlvaine Town Forest and further to raise the same by withdrawal of six thousand dollars (\$6,000) from the Special Forest Maintenance Fund created in accordance with RSA 31:113. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse for a period of two (2) years. Approval of this article will have no additional impact to the tax rate.

*Recommended by the Board of Selectmen 5-0*

**YES 2782**

**NO 614**

**ARTICLE 26:** To see if the Town will vote to adopt the following By-law as follows:  
**BY-LAWS:**

**MANAGEMENT OF THE MCILVAINE TOWN FOREST:**

(Parcels: 25-R-103, 25-R-6500, 25-R-6000A, 25-R-7010, 25-R-7025, 25-R-8000)

**SECTION I: PURPOSE**

In order to promote multiple uses including recreation, wildlife habitat, soil and water conservation as well as sound long term sustainable timber management of the McIlvaine Town Forest, 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 MCILVAINE TOWN FOREST**

- A. Passive recreational activities such as hiking, bicycling, dog walking, cross country skiing, snowshoeing, carry-in and carry-out picnics, wildlife watching, and other uses that are consistent with the purpose of these By-Laws, which is to protect the natural resources of this area.
  - 1. Dogs are allowed and subject to the same restrictions as specified under: Regulations: Dogs on Town Property # WIN 2:06:21:04.

**ARTICLE 26 CONTINUED**

- B. Overnight camping is allowed for a period of no more than one continuous week.
  - 1. Follow the "Leave No Trace" guidelines for waste disposal.
  - 2. Camp fires are not permitted.
- C. Hunting is allowed, but subject to the same New Hampshire Fish and Game regulations as specified for state owned or state managed lands.
  - 1. Permanent hunting stands are illegal. Portable stands or blinds may only be erected between August 1 and January 31, and must be removed by January 31.

**SECTION III: PROHIBITED USES WITHIN THE MCILVAINE TOWN FOREST**

- A. Discharge of firearms for target shooting.
- B. The use of all motorized vehicles is prohibited, subject to the following exceptions:
  - 1. Motorized vehicles for any maintenance or construction work needed to implement the management plans for the Forest.
  - 2. Law enforcement vehicles/emergency vehicles may be permitted within this area.
  - 3. Wheeled devices typically operated by the handicapped which were not originally manufactured as motor vehicles.
- C. Disposal of yard waste, garbage, vehicles, or any other trash is prohibited.
- D. Cutting, digging up or otherwise willfully damaging trees, shrubs or plants, is prohibited, except as needed to implement the management plans for the Forest.
- E. Building of fires is strictly prohibited.
- F. Damage or removal of historic sites, walls, or artifacts is prohibited.
- G. Collection or removal of firewood by the public is prohibited.
- H. Smoking is prohibited.
- I. Parking is prohibited except where required for Forest management purposes.
- J. Camping beyond allowed time frame.

**SECTION IV: VIOLATIONS**

Violations of these By-Laws shall be punishable to the fullest extent as permitted by law.

**SECTION V: ENFORCEMENT**

This ordinance shall be enforced by the Windham Police Department or any other law enforcement authority.

**SECTION VI: WAIVERS**

The Windham Forestry Committee is authorized to make exceptions or grant waivers regarding the permitted/prohibited uses within such areas for specific events or activities for good cause shown provided such activity is not inconsistent with the purposes for which such land was acquired as set forth in RSA 31:111.

**SECTION VII: SEVERABILITY**

If any section, clause, provision, portion 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.

*Recommended by the Board of Selectmen 5-0*

**YES** 2794

**NO** 469

**ARTICLE 27.** To see if the Town will authorize the Selectmen to lease to the Windham School District the former Police Station/Pre-School facility and land associated (lot 20-D-900) for one dollar (\$1) per year for a period of five (5) years and upon such other terms as may be acceptable to the Selectmen; said lease to be for the purpose of allowing the School District to use the facility for their maintenance operations, professional development training, registrar, conference/community rooms, and other administrative needs.

*Recommended by the Board of Selectmen 5-0*

**YES** 2986

**NO** 340

**ARTICLE 28.** To see if the Town will authorize the Conservation Commission in accordance with its management authority contained in RSA 36-A:4, to negotiate and enter into a long term "curatorship lease agreement" of at least five (5) years, but not exceeding twenty (20) years, of the historic single family home known as the Campbell Farm House (Lot 1-C-100) and a small area of land adjoining the House, upon such terms and conditions as may be acceptable to the Conservation Commission; said lease to be for the purpose of monitoring, maintaining, repairing, restoring, and improving the House through the provision of in-kind renovations and investments in the property as a portion of the annual lease payments. Said lease to include an obligation to pay property taxes as required under RSA 72:23 (l) (b).

*Recommended by the Board of Selectmen 5-0*

**YES** 2634

**NO** 619

**ARTICLE 29.** By petition of Timothy Pitcher and others, "Authorize the Board of Selectmen to enter certain agreements as are necessary and appropriate to facilitate a community water or public water system which would serve the Town owned lots (Tax Map Lot 16-L-100, Tax Map 11-A Lot 590) and to serve parcels of land currently situated within the Village Center District as set forth in the Windham Zoning Ordinance. Said agreements could include, but would not be limited to (i) well agreements to permit the utilization/installation of water wells, (ii) water supply agreements governing the sale of groundwater on Town-owned land, and (iii) easements to allow the placement of pumps, pipes, tanks and other ancillary structures needed to support a distribution system". Any further Board of Selectmen authority for this purpose beyond December 31, 2019 must be submitted to a future Town Meeting.

YES 2359  
NO 810

*Recommended by the Board of Selectmen 5-0*

**ARTICLE 30.** 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 \$13,706,200.22. Should this article be defeated, the operating budget shall be \$13,438,435.22 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	539,010
Town Clerk Expenses	286,590
Tax Collector Expenses	144,430
Election and Registration	23,370
Cemeteries	41,450
General Gov't Buildings	422,980
Appraisal of Properties	186,480
Information Technologies	212,200
Town Museum	5,000
Searles Building	23,730
Legal Expenses	50,400
Retirement Service Charges	4,000
Insurance	360,260
Contracted Services	5
Police Department	3,057,590
Dispatching	477,430
Fire Department	3,252,355
Emergency Management	30,170
Community Development	525,580
Town Highway Maintenance	1,188,190
Street Lighting	16,390
Solid Waste Disposal	836,450
Health and Human Services	41,330
General Assistance	45,540
Library	1,118,900
Recreation	231,200
Historic District Commission	6,000
Conservation Commission	5,640
Senior Center	5,040
Cable TV Expenses	118,945
Interest Expenses (TANs)	500
Long Term Debt	85,715.22
<i>(Principal \$81,976.55 and Interest \$3,738.67)</i>	
Capital Outlay – Roads (Part of CIP)	360,000

*Recommended by the Board of Selectmen 5-0* YES 2574  
NO 826

**\*Note:** Warrant Article 30 (operating budget does not include appropriations proposed under any other warrant articles).

## ZONING ARTICLES

**Article #2** Are you in favor of the adoption of the Amendment to the Town of Windham Zoning Ordinance as proposed by the Planning Board? (This amendment, if adopted, would amend provisions of Section 616 of the Zoning Ordinance relative to the Cobbets Pond and Canobie Lake Watershed Protection Ordinance, by (i) amending several definitions in Section 616.4, including Artificial Pervious Surface; Best Management Practices; Non-point Source Pollution; and Tributary Stream; (ii) adding a definition of Point Source Pollution; (iii) removing roof surfaces with recharge systems from the exception from the impervious surface limitation; and (iv) including chloride storage and off premises snow storage as prohibited uses in the buffer zone as established in Section 616.8.1).

YES 2848

NO 565

The Planning Board Recommends Voting Yes (6-0)

**Article #3** Are you in favor of the adoption of the Amendment to the Town of Windham Zoning Ordinance as proposed by Petition (See, RSA 675:4) of Pradeep Behl and others? (This amendment, if adopted, would amend Section 612.4.1.3 of the Zoning Ordinance relative to the Village Center District criteria for a special use permit for retail businesses in excess of 10,000 square feet providing that any easements for access into the adjoining Rural District be reserved for emergency vehicle access only).

YES 1408

NO 1867

The Planning Board Recommends Voting No (4-3)

Respectfully submitted,



Nicole L. Bottai, Town Clerk



# TOWN OF WINDHAM, NEW HAMPSHIRE

OFFICE OF THE BOARD OF SELECTMEN/TOWN ADMINISTRATOR  
3 NORTH LOWELL ROAD, WINDHAM, NEW HAMPSHIRE 03087

## RESOLUTION

**WHEREAS**, in accordance with the provisions of RSA 40:13, the Town of Windham's 2017 Official Ballot Vote was scheduled for March 14, 2017 between the hours of 7:00 a.m. and 8:00 p.m. at the Windham High School located at 64 London Bridge Road, and;

**WHEREAS**, on March 13, 2017, the New Hampshire Bureau of Homeland Security and Emergency Management issued a bulletin from the National Weather Service for all of New Hampshire warning of a "Major Winter Storm" and predicting 12-18 inches of snow at potentially 1-4 inches per hour, with possible blizzard conditions and wind gusts of 30-40 mph, and;

**WHEREAS**, on March 13, 2017, after consulting with Town Counsel Bernard Campbell as to his authority, Town Moderator Peter Griffin reasonably determined the forecasted weather would cause the roads to be hazardous and unsafe and therefore, presented an unnecessary risk to the safety of voters travelling to the polling place and, pursuant to RSA 40:4, II, postponed and rescheduled the voting day from March 14 to March 18, 2017 at the same location and for the same time period, and;

**WHEREAS**, beginning at 3:10 p.m. on March 13, 2017, notice of said postponement was posted on the official Town website, the official Town Facebook page, the local WCTV-21 bulletin board, Twitter, available email lists, the Windham High School electronic sign on Route 111, WMUR's notification system, and physical postings in multiple Town facilities, and;

**WHEREAS**, a Town-wide mailer was mailed on March 16, 2017 and notice of the postponement appeared in the paper of local distribution, the Windham Independent, on March 17, 2017, and;

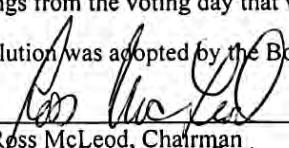
**WHEREAS**, the School District Moderator and Town Clerk were present at the polling location on March 14, 2017 from 7:00 a.m. to approximately 5:00 p.m. in order to provide assistance and information relative to the postponement to any voters who may have arrived, and;

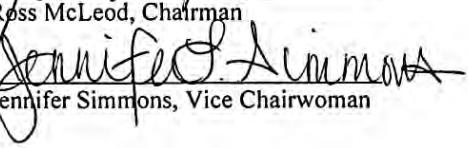
**WHEREAS**, the Town Moderator acted within his authority and in the best interest of the safety of voters by postponing the voting day as the safety of the citizens of Windham is of foremost concern to its officials and the decision to do so ensured same while allowing for the processes of democracy to occur and maximizing the ability and right to vote, and;

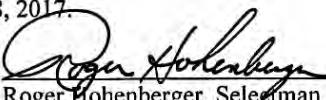
**WHEREAS**, as of May 8, 2017, the Board of Selectmen has not been made aware of the disenfranchisement of even a single potential voter (i.e., not a single person has alleged to the Board of Selectmen that their right and ability to vote was infringed due to the postponement of the voting day).

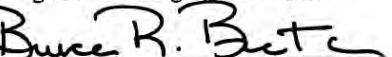
**NOW THEREFORE**, after conducting a properly noticed Public Hearing on this date in accordance with the provisions of HB 329, effective April 21, 2017, we do hereby legalize, ratify and confirm all actions, votes and proceedings from the voting day that was postponed and rescheduled from March 14, 2017 to March 18, 2017.

This resolution was adopted by the Board of Selectmen on May 8, 2017.

  
Ross McLeod, Chairman

  
Jennifer Simmons, Vice Chairwoman

  
Roger Hohenberger, Selectman

  
Bruce Breton, Selectman

  
Joel Desilets, Selectman

# BOARD OF SELECTMEN

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We are pleased to submit our 2017 annual report, encompassing some of our 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.

*Residential Lawn Watering Ban:* The year began with the region no longer under what had been a record drought, so in April, in accordance with State law and our recently enacted watering regulations (October, 2017), we removed the Town-wide ban on residential lawn watering that was implemented in October, 2017. We continued to monitor the drought map throughout the watering season; fortunately, we were not under a drought in 2018.

*Well Use Agreement:* We have spent a considerable amount of time since last Town Meeting working with Tim Pitcher, owner of land within the Village Center District, and others on a possible Agreement wherein the Town would allow wells located along Route 111 near the Police Station to be used to provide water to developments within the Village Center District. While a final agreement has yet to be reached, the parties continue to negotiate towards a mutually agreeable arrangement that will be beneficial to all.

*Employee Survey:* An employee survey was completed in March, 2017. Overall, the responses indicated that the majority of employees were neutral or agreed that their supervisors were supportive, provided timely feedback regarding performance, encouraged advancement, and exhibited a high degree of honesty and integrity. Most agreed that coworkers are committed to doing quality work, that their work places were safe, and that they had the resources needed to do their job well. A majority of employees noted that the best parts about their job were (1) interacting with the public/residents, (2) their co-workers, and (3) our location and a majority of employees were satisfied with the compensation and benefits offered. However, when asked to list what the administration/Board could do differently to help the employees, the responses included increasing wages, improving work force morale, and improving access to benefits. The Board is both appreciative of the responses that were received and interested in working to address the areas of concern while enhancing the things that are being done well. As always, the Board remains committed to providing residents and businesses with a balance of broad, quality services while being conscious of fiscal impacts, and an engaged, skilled, professional workforce with a strong customer focus is imperative to meeting that commitment. We look forward to conducting the survey again in the coming year.

*PFOS Investigation:* During July of this past year, the New Hampshire Department of Environmental Services (DES) discovered levels of regulated, emerging contaminants, collectively referred to as PFOA and PFOS, which exceeded the allowed drinking standards, at the Bartley House, Senior Center, and the Fire Station. As a result, the tap water in these buildings was posted as non-consumable. In September, we received notice from DES that the release of these contaminants may have occurred in the area of the former Fire Station on North Lowell Road, potentially as a result of the use of Firefighting Foam, going back to the 1940's. As a result, DES ordered the Town to engage in a Site Investigation *"to identify the potential release mechanism and discharge area(s); assess the extent of soil, surface water, and groundwater contamination in, around, and downgradient of where the discharge(s) occurred; identify potential human and environmental receptors; and identify the need to conduct further investigation"*

Following an extensive review of qualified consultants to conduct the required Site Investigation, the Board chose the firm of Nobis Engineering to assist the town. As we ended the year, Nobis had begun installing monitoring wells at both the former Fire Station at 3 North Lowell Road as well as at the new Station on Fellows Road. Funds have been placed into the 2018 Operating Budget to both cover the cost to complete the Investigation as well as to implement mitigation measures that may be required based on the investigation findings

*MUNIS Upgrade:* At the recommendation of the Town Administrator and all the department heads, the Board agreed to extend our service agreement with MUNIS, our financial software vendor, for a period of five additional years. We also approved funds to expand the modules available on our system so as to enhance our system's capabilities, for both employees and the public. Specifically, a citizen's portal, an employee portal, and a content management system will be added to the system in 2018. A new "dashboard"

interface will be added to make the system easier to use, in general. The two portals will allow both residents and employees to remotely access information within the system, including property information (citizen's portal) and benefits information (employee).

*Cable Renewal Agreement:* The Board, after reviewing the diligent efforts of the Cable Advisory Board, agreed to a renewal contract with Comcast for the provision of Cable Services in Town through to 2029. The new contract is along the same terms as the previous contract, with a few minor amendments made as a result of the public review process.

*Policy Adoptions/Revisions:* The Board made amendments to the Noise Ordinance, amending the start time for quiet hours from 10 pm to 9 pm, and the Right of Way Ordinance, providing more authority to the Highway Agent to make decisions. In addition, the Board worked with staff, the Recreation Committee and the Recreation Coordinator to incorporate staff-recommended amendments to the Coordinator's job description, and made substantial amendments to the Recreation Committee's Rules of Procedure. The Committee's Rules were in need of an update to reflect the fact that the Town hired a Recreation Coordinator in 2005, yet the Rules had never been amended to clearly reflect who should do what. The major changes were to make the Recreation Committee more of a higher-level strategic thinking Committee and to give the Coordinator full "transactional/daily" responsibility. The Board also changed the Coordinator's title to "Parks and Recreation Director" to reflect the position's increased role as the Town and its recreational assets and offerings have grown.

*Use of Property Maintenance Trust Funds:* The Trust was used to replace the HVAC system at the Town Hall, originally installed in the early 1990's, and to install vinyl siding onto the Community Development Department and rear of Town Hall. As we finished the year, the siding project is nearing completion and should be finished in the spring. Next year, we plan to use funds in the Trust to replace the rubber roof on the Town Hall records vault, to replace carpeting in several areas of the Police Station, and to repaint interiors in several buildings.

*Bond Releases and Road Acceptances:* Upon the recommendation of the Planning Board, several partial road bond releases were approved. In addition, the Board accepted the remaining sections of Ludlow Street and Edinburgh Street as Town Roads.

*Cost of Services Study:* Staff updated the Cost of Services Study using revenues and expenses for 2016 and found the following ratios: Residential Properties – for every \$1 raised in taxes, the town spends \$1.07 (1:1.07); for Commercial the ratio was 1:0.35; for Open Space Lands 1:0.96; and for Housings for Older Persons 1:0.22. These figures are fairly consistent with the results found in 2009 and 2014. Note that these studies have been narrowly focused on readily measurable numbers (e.g., revenues, expenditures) and do not include broader socio-economic data.

*Personnel:* We experienced a few changes in personnel this past year through retirements, new hires, and resignations for other endeavors:

*Employees starting employment in 2017:*

Paula Carmichael, HR Coordinator  
Hannah Davis, Assistant Town Clerk  
Anita Roy, CDD Admin. Asst.  
Jamie Pelletier, Dispatcher  
Brianna Hemmah, Library Clerk  
Julie Kelndorfer, Library Clerk  
Mark Hussey, Transfer Station Operator II  
Renee Mallett, Minute Taker  
Thomas Nolan, Videographer

Steve Brady, Deputy Fire Chief  
Candis Johnson, Assistant Town Clerk  
Ngoc Tran, Police Officer  
Christine Weyers-Leuchtner, Dispatcher  
Jo-Ann Houde, Library Clerk  
Catherine Ryan, Library Clerk  
Gary Williams, Transfer Station Operator II  
Tom Case, Videographer  
Matthew Viel, Videographer

*Employees terminating employment in 2017:*

Kathy Davis, HR Coordinator	Karen LaBointe, Assistant Town Clerk
Glenda Hamilton, Conservation/ZBA Admin. Asst.	Patricia Kovolyan, CDD Admin. Asst.
Nancy Bilodeau, Code Enforcement Administrator	Dave Poulson, Transfer Station Manager
Joshua Jones, Police Officer	Allison Delano, Police Officer
Samantha Bergeron, Dispatcher	William Martineau, Deputy Fire Chief
James Spaziano, Highway Operator	Donna Markham, Searles Coordinator

We welcome our new employees to our community and wish them every success in their new positions. To those who have left employment with our Town, we extend our deepest appreciation for their service and wish them the best in their future endeavors. To Ms. Davis and Mr. Poulson, who served the Town for 34 and 16 years, respectively, we wish them the best in their retirement.

*General Service Division:* Following the retirement of Mr. Poulson, the Board agreed with the recommendation of the Town Administrator to reorganize the Highway, Maintenance, and Transfer Station departments into one consolidated division known as the General Services Division (Maintenance had been absorbed into the other two departments, from a functional perspective, since the retirement of Al Barlow a few years ago). The position of Transfer Station Manager, Supervisor, and Highway Agent were eliminated while the positions of General Service Director and Manager were created. Jack McCartney, who held the position of Highway Agent, was promoted to the position of General Services Director and Dennis Senibaldi, former Transfer

Station Supervisor, was promoted to General Services Manager. In addition, two part-time Operator II positions were created for the Transfer Station. Collectively, these personnel movements have resulted in overall cost savings while providing the ability to increase the number of days the Transfer Station is open. Since the transition, we have seen the benefits of this realignment both in the amount of work that has been able to be accomplished – such as maintenance projects, and in the satisfaction of the staff in their new roles. If early results are indicative, the future is very bright.

*Annual Awards:* The Employee of the Year Award was presented to Cheryl Haas, the Recreation Coordinator at that time, for her many years of dedicated work on behalf of our community, providing excellent recreational activities for our residents, including our children and seniors. Cheryl's efforts in coordinating such events as the Harvest Fest, the Summer Senior Picnic and Christmas Parties, as well as all the children's programs throughout the year – notably the Daddy/Daughter dances, are noteworthy and very much appreciated by all.

The Volunteer of the Year Award was presented to Margaret Case for her tireless efforts in raising funds used to replace several of the stained glass windows at the Searles School and Chapel. Her love for the community and preserving the history of the Searles facility were evident throughout the fundraising campaign. It was a testament to her passion and dedication that she was able to make such significant progress towards restoring and improving the wonderful and unique Searles facility.

*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 would like to recognize some of the key donations received:

- \$50,000 from Elizabeth Marston to be used towards the preservation and maintenance of the Campbell Farm House;
- \$30,000 from the Windham Endowment for Community Advancement towards the Marston-Finn Dam (formerly known as Moeckel Pond Dam) reconstruction project;
- \$8,777 in value from the DiFruscia Family for a gazebo to be placed within the passive recreation area at Griffin Park;

- \$4,800 from various donations of both cash and goods from area businesses and residents to help with the Town's 275<sup>th</sup> Anniversary Celebration;
- \$4,000 from various donations of both cash and goods from area businesses and residents to help with the annual Town Day, Senior Picnic, Senior Christmas Party and other recreation events;
- \$3,200 in value from the Windham Soccer Association towards field improvements;
- \$1,200 in value from Dana Wickman for a table for the Griffin Park passive area;
- \$500 in value from Windham Lacrosse towards field improvements; and
- \$1,325 from Enterprise Bank towards summer Recreation Concerts and the Senior Picnic.

*275th Anniversary Celebration:* In August, the Town celebrated our 275th Anniversary with over a week of activities – thanks to the hard work of many, starting with a wonderful evening gala at Searles Castle. Other activities included s'mores and camp fire tunes at the Town Beach, a performance by the Windham Community Band performance and art exhibit at Searles School and Chapel, a movie and sing-a-long for all ages at Nesmith Library, a family barn dance and concert at Griffin Park, a craft time at Nesmith Library to "Build Your Own Searles Castle," a car show at A.J. Letizio Sales and Marketing with an impressive array of cars on display, a meet and greet with the Boston Bruins' mascot Blades, with guest reader Town Administrator David Sullivan at Nesmith Library, a family movie at dusk at Griffin Park, a cemetery walk at the Cemetery on the Plains, a storyteller at Nesmith Library, and then the reading of the Proclamation on the steps of Town Hall – complete with the firing of a cannon. The festivities neared their close with an enjoyable Celebration Day at Windham High School.

As former Selectman and Town Historian Leonard A. Morrison wrote:

The sun which rose on the morning of Feb. 12, 1742, ushered in a new and brighter day to our people. Windham that day became a town, with a legal name, clothed with individuality, possessing the same rights, enjoying the same privileges, and subject to the same burdens and responsibilities of other towns in the Province. Henceforth the people of this little republic, in their congress (town-meeting), where every man was a member, and could and would be heard, were to manage their domestic affairs in their own time, in their own way, and for their own good.

As we enter into 2018, we do so with the knowledge that much work lies ahead of us as we manage our domestic affairs for our own good. We remain committed to working towards the best results for the community as a whole and will remain steadfast in our resolve to do so in a fiscally responsible manner.

In closing, we wish to express our appreciation to all the Town employees, volunteers, elected and appointed officials, for their continued efforts and excellence in what they do and the commitment they show to make Windham the best it can be, as well as all of our residents and businesses for contributing to, and shaping the experience that is our Town.

Respectfully submitted,

*Ross McLeod*

Ross McLeod, Chairman

*For the Entire Board:*

Jennifer Simmons, Vice Chairwoman

Joel Desilets

Roger Hohenberger

Bruce Breton

# TOWN ADMINISTRATOR

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I am pleased to submit my Administrator's Report for 2017 which, as in prior reports, 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.

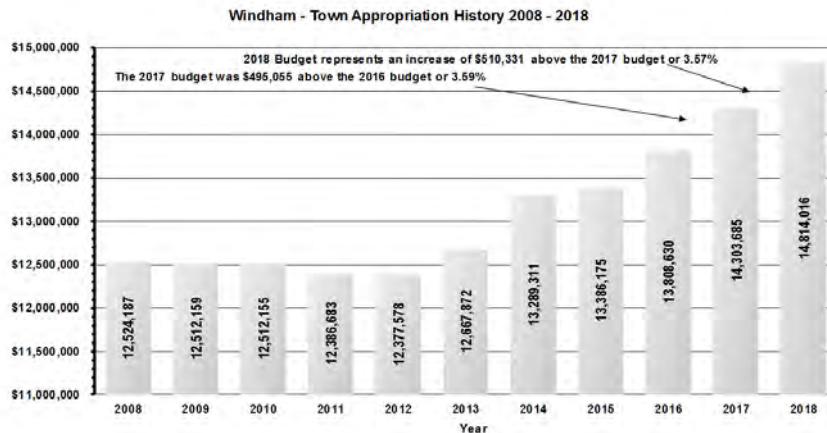
**2017 TAX RATE DISCUSSION:** As shown in the table below, the overall total tax rate for 2017 was lower than the total in 2016 by \$1.62/1000 valuation; a decrease of 7.42%. It is important to note that this is predominantly due to the School District receiving a one-time increase in State Aid of approximately \$2,800,000. The following detailed breakdown of the 2017 tax rate, as compared to 2016, 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.

## 2017 TAX RATE HIGHLIGHTS (assumes valuation changes [real rate])

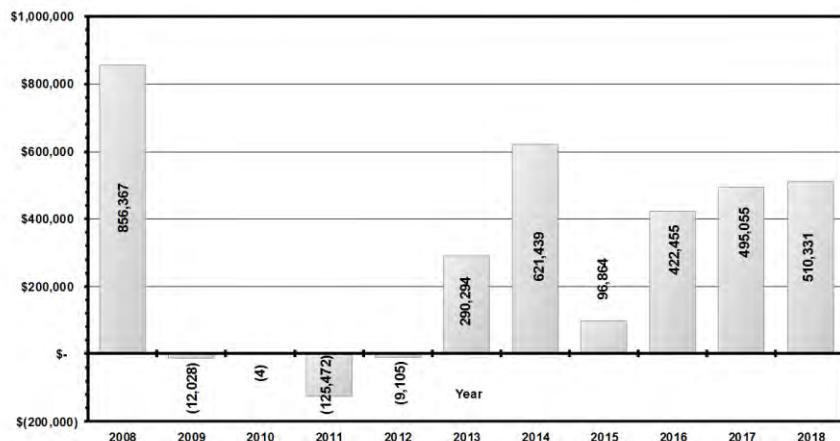
	2017 Net Appropriation	2017 Tax Rate	2016 Net Appropriation	2016 Tax Rate	% Increase (2017-2016)
Town	\$7,460,179	\$ 3.24	\$7,042,235	\$ 3.08	5.19%
Local School	\$31,219,130	\$13.54	\$34,914,920	\$15.32	(11.62%)
State School	\$5,377,756	\$ 2.35	\$5,326,111	\$ 2.36	(.42%)
County	\$2,462,299	\$ 1.07	\$2,415,742	\$ 1.06	.94%
Total Property Tax assessed	\$46,519,364	\$20.20	\$49,699,008	\$21.82	(7.42%)
Net Assessed Valuation	\$2,305,084,080		\$2,279,643,640		

As part of the overall rate decrease, the Town's portion increased by \$.16/1000 or 5.19%. This is because our appropriations increased \$495,000 while our general revenues, including available fund balance to reduce taxes, remained fairly constant from the previous year. For comparison purposes, the Town rate increased in 2016 by \$.10/1000 after having decreased in 2015 by (\$.52/1000).

**2018 BUDGET DISCUSSION:** In total the budget recommendation for 2018, as will be submitted to the Deliberative Session and net of the other funds and reimbursements, has increased \$510,331 or 3.57% from 2017. For the purpose of comparing year to year, the following charts highlight our annual appropriations, and the percentage differences in same, from 2008 to 2018. This data is exclusive of any petitioned warrant articles, which are not included in the overall budget as recommended by the Board and staff.

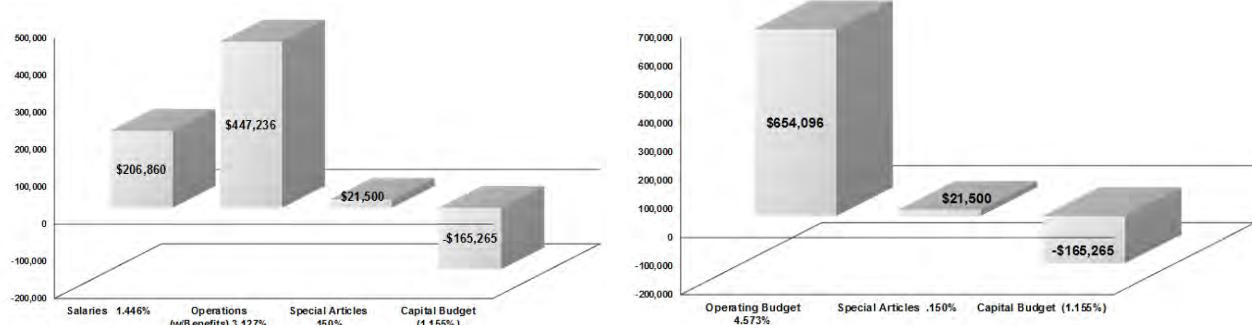


Windham - Differences in Appropriation History 2008 - 2018



As depicted below, \$654,096 of the overall 2018 budget growth is due to increases in our Operating Budget (*specifically salaries of \$206,860 and all other operating costs of \$447,236*); an increase of \$21,500 within special warrant articles, and; a decrease of (\$165,265) in the Town's portion of the Capital Improvement Program (CIP) expenditures.

### BREAKDOWN OF BUDGET IMPACT – 2018



### OPERATING BUDGET:

**Personnel Salaries:** The overall increase in salary expenses is due primarily to wage increases for all employees based on a 2% COLA (combined cost for all of \$139,640) and a half year cost of adding one new patrol position to the Police Department (a cost of \$51,080 in 2018); all offset slightly by a reduction in salary-related expenses within the Solid Waste department as a result of a staffing reorganization last year in which the Highway, Maintenance, and Transfer Station departments were combined into a new General Services Division. As a result, we were able to eliminate one full-time position at the Transfer Station and replace it with two, part-time employees; providing cost savings as well as setting us up to be able to open the Transfer Station for an additional day, a goal planned for 2018.s

Aside from the above mentioned personnel changes, the budget includes step raise impacts totaling \$28,640 for several employees across the overall Town employ.

**Operations:** This year's operating costs reflect a net increase of \$447,236 over two areas: \$86,990 more in benefit related expenses and \$360,246 more across all other operational areas. Benefit costs have increased mainly as a result of an increase in State Retirement costs of \$53,560. Health insurance costs are, for the first time in many years, less than the previous year by \$44,565 due to an overall decrease of -5.8% in our premium rates as well as some employee plan changes.

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

- \$100,000 to fund a PFOS site investigation required by the NH Department of Environmental Services in the area of the former and current fire department locations.
- \$97,255 more for Solid Waste due mainly to increases of \$53,380 for Waste Removal, \$45,000 for Contracted Services to cover the cost of disposing of recyclable materials (such an expense had not been necessary in the past when the Town actually received money for its recyclables), and \$23,515 in Vehicle Equipment to cover the lease payment for a new trailer acquired in 2017.
- \$96,586 more in Debt Service representing the first of ten (10) annual bond payments associated with the Town's 2017 purchase of a new Fire Engine Quint. Note that this purchase was not part of the 2017 Capital Improvement Program, so it is reflected in the overall Operating Budget.
- \$38,110 more in operating expenses for the IT Department including: \$31,090 of which is for enhancing MUNIS, the Town's main financial/human resources/tax software system. Three new modules will be added including a citizen's portal, employee portal, and a content management system.
- \$22,090 for development of an updated Storm Water Management Plan. The existing plan was written in 2003 under the then applicable Federal Storm Water Permit requirements. A new permit was adopted in 2017 which necessitates that the Town develop a revised plan to meet the new permit requirements.
- \$12,930 more in Elections based on more planned elections in 2018 compared to last year.
- \$5,100 more for Dispatch due to higher costs associated with our contract with the Town of Derry to dispatch our Fire Department calls.
- (\$15,220) less in the Searles budget due to a one-time expense towards replacing a stained glass window in 2017.
- (\$19,500) less in our Emergency Management budget due to two (2) large equipment purchases from 2017, specifically informational signs for the Fellows Road complex and a similar sign at the Town Hall complex not being similarly repeated in 2018.

## **CAPITAL PROJECTS:**

The following seven (7) individual projects make up the Town's portion of the CIP budget. Combined, the dollars needed to fund these projects has decreased by a net of (\$165,265) from our 2017 CIP allocation.

1. \$300,000 for road improvements is an annual allocation to perform both complete and partial reconstructions of Town roadways. This recommended funding is \$60,000 less than the previous few years. While several roads are being considered for 2018 including portions of Canterbury, Gertrude, Glance, Heritage Hill, Hidden Valley, Londonderry, and Princeton Road, the final determination of which roads will be done will not be made until the spring.

2. \$480,000, representing 80% of the expected cost needed, to replace Bridge #057/071 which carries Castle Hill Road over Beaver Brook. The bridge has been on the State's "red bridge" list for the past few years and was permanently closed in November of 2016 due to its inability to carry any legal load across it. The Town has been approved for a State Bridge Aid Grant which will reimburse the Town for the full \$480,000. The remaining 20% or \$120,000 will come from additional Highway Block Grant funds given to the Town in 2017 as part of a special legislation, known as SB38, resulting in the Town having to raise no additional funds to complete the project.
3. \$180,000 to replace all of the Fire Department's mobile and portable radios. The radios to be replaced are fifteen (15) years old while the industry standard is to replace same every seven (7) years or so; the ability to find replacement parts is becoming extremely difficult.
4. \$85,715 representing the third of four (4) annual bond payments associated with the Town's 2015 purchase of a new Fire Engine Pumper.
5. \$70,000 to replace the shingles on the Library roof and make any necessary repairs. The roof is close to twenty (20) years old and has been showing significant wear.
6. \$30,000 for improvements to the Greenway Trail from its intersection at North Lowell Road out to its connection with I93. In 2015 the Town entered into an agreement with the State of NH whereby the State would install a box culvert under I-93 to provide pedestrian access across the I-93 right-of-way and the Town would "blaze" a trail approximately 1100 feet in length within the existing Greenway Trail right-of-way. The "blazing" of the trail is to be completed by October 2018. As part of the project the Town will need to fill in 4,320 square feet of forested seasonal flooded wetland to improve and upgrade the existing rail bed; a wetland permit to do so has already been obtained.
7. \$25,000 to be used to complete detailed engineering plans and bid specifications for the Town Common Beautification project. As noted in the Capital Improvement Plan "*This is a multi-phase planned project to upgrade the areas in the Town Municipal Center consisting of the Town Hall, Community Development Building, Armstrong Building, Senior Center, and Bartley Building. Improvements will include "beautification" based projects such as improving the landscaping, visual appearance of the area, as well as "functional" projects such as providing additional parking areas in the rear of the Community Development Building, and "safety" projects including sidewalks and a crosswalk on North Lowell Road.*"

**SPECIAL WARRANT ARTICLES:** In addition to the above operating and capital budget items, the following five (5) special warrant articles make up the balance of the Town's overall budget request. They include three (3) appropriations for Trust articles; and two (2) other types of appropriations.

***Trust Articles:***

1. \$30,000 - Earned Time Trust: The balance in our Trust as of December 2017 is \$279,022; while we continue to have an accrued liability of over \$1.2 million for all employees combined. This funding request is the same as was appropriated in 2017.
2. \$50,000 - Property Maintenance Trust: This amount is also the same as appropriated in 2017. The following projects are slated to receive funding priority in 2018: 1) Interior Painting in several buildings, 2) carpet replacements in various buildings, and (3) repairing the rubber roof over the Town Hall vault.

3. \$100,000 - to replace the HVAC systems at the Police and Fire Stations. Both systems, approaching 20 years of use, are the original systems put in when the two buildings were constructed and have been repaired several times over the past few years. The funds needed to cover the expected cost will come from the Facilities and Grounds Improvement Fund. This Fund, established and funded in 2017 by a portion of the proceeds the Town realized from the sale of several surplus Town properties, was envisioned to be used for larger scale items and would require a vote of the Town Meeting to be expended.

***Other Articles:***

1. \$40,000 for the purpose of hiring a consultant(s) to study and prepare preliminary design plans for a water line along Route 111 primarily in the area between Route 93 and Ledge Road. The State of NH is currently planning, through MTbE Settlement Funds, to extend a water line from the Town of Derry along Route 28 to an area near the intersection of Range Road and Route 111. Having the design plans to extend this line further down Route 111 would allow the Town to get the extension onto the State's project list and possibly funded in large part by the state funds.
2. \$1,500 to pay for the administrative fees associated with acquiring approximately 1000' of the Greenway Trail, from its intersection with North Lowell Road to Interstate Route 93. Once acquired the Town would then, with the passage of the warrant article to raise \$30,000, "blaze" a trail over the area to be acquired as explained early in this report.

**IN CONCLUSION:**

I wish to offer my sincere appreciation to my administrative staff for their hard work and dedication over this past year, and for consistently going above and beyond. Similarly, I offer my gratitude to all the Department Heads, staff, and volunteers who work so hard for the betterment of our community. It is, and has always been, my pleasure to be able to work with such a learned and passionate group of individuals who make work both enjoyable and worthwhile.

To the Board of Selectmen, I wish to express my gratitude for both the support and trust they put in me as well as all the employees. Further I extend my thanks to them for the amount of time and commitment they put into being a Selectmen.

Above all else, I want to thank the residents of Windham, as well as the business owners, for their ongoing support and interest in their Town, and for taking time out of your busy lives to get involved in so many different ways. They say it takes a "Village" to make things happen; well, as clearly evidenced during this year's 275<sup>th</sup> anniversary celebration and the myriad of events that were held to celebrate the occasion, the Windham community epitomizes this in a huge way.

Respectfully submitted,



David Sullivan, Town Administrator

# EMPLOYEE WAGES AND BENEFITS - 2017

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2017 TOTAL GROSS PAY	2017 BENEFITS	2017 SALARY & BENEFITS
<b>TOWN OFFICERS</b>												
Breton, Bruce	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Coole, Robert	Treasurer	2,720.00	-	-	-	-	-	-	-	(d)	2,720.00	201.61
Davis, Robert	Deputy Treasurer	500.00	-	-	-	-	-	-	-	500.00	38.25	538.25
Demone, Doreen	Trustee Of Trust Funds	350.00	-	-	-	-	-	-	-	350.00	-	350.00
Desilets, Joel	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Hohenberger, Roger	Selectmen	-	-	-	-	-	-	-	-	-	-	-
McLeod, Ross	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Simmons, Jennifer	Selectmen	-	-	-	-	-	-	-	-	-	-	-
<b>ADMINISTRATION</b>												
Carmichael, Paula	Hr Coordinator	33,847.34	-	200.09	-	-	-	-	18.90	(a)	34,066.33	16,146.21
Cerri, Adel-Marie	Book Keeper	28,670.18	-	-	-	-	-	-	-	28,670.18	3,626.92	32,297.10
Davis, Kathleen *	Hr Coordinator	12,560.24	-	-	-	-	-	-	-	12,560.24	799.82	13,360.06
Devlin, Wendi	Admin Asst to Town Admin	55,617.56	-	421.15	-	-	-	-	33.00	(a)	56,071.71	28,246.32
Popovici-Muller, Daniel	Finance Director	69,820.90	-	-	-	-	-	-	8,073.96	(ab)	77,894.86	15,635.93
Sullivan, David	Town Administrator	110,661.33	-	-	-	-	-	-	8,396.21	(abe)	119,057.54	36,748.96
<b>INFORMATION TECH</b>												
DeLong, Eric	IT Director	90,593.36	-	-	-	-	-	-	11,746.03	(abe)	102,339.39	17,279.92
<b>TOWN CLERK</b>												
Bottai, Nicole	Town Clerk	81,599.95	-	-	-	-	-	-	6,051.60	(ab)	87,651.55	15,422.49
Charland, Nancy	Deputy Town Clerk	48,321.77	-	17.50	-	-	-	-	36.12	(a)	48,375.39	29,574.05
Davis, Hannah	Assistant Town Clerk	26,105.32	-	316.49	-	-	-	-	8,550.80	(b)	34,972.61	4,757.67
Dillon, Maria *	Assistant Town Clerk	332.19	-	-	-	-	-	-	7,613.88	(e)	7,946.07	152.33
Labonte, Karen *	Assistant Town Clerk	945.23	-	-	-	-	-	-	-	-	945.23	243.51
Johnson, Candis	Clerk	15,382.30	-	-	-	-	-	-	-	-	15,382.30	1,924.41
<b>TAX COLLECTOR</b>												
Bergeron, Rita	Deputy Tax Collector	35,406.31	-	-	-	-	-	-	834.97	(e)	36,241.28	4,584.57
Robertson, Ruth	Tax Collector	67,585.47	-	-	-	-	-	-	229.68	(a)	67,815.15	21,332.45
<b>MAINTENANCE</b>												
Lorentzen, Wendy	Maintenance Custodian	42,229.50	-	2,706.97	-	-	-	-	8,404.00	(b)	53,340.47	10,810.46
<b>ELECTIONS</b>												
Albert, Cheryl	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	-	68.00	-
Bates, David	Supervisors Of Checklist	1,475.00	-	-	-	-	-	-	-	-	1,475.00	112.86
Bushey, Emily	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	-	68.00	-
Difruscia, Kathleen	Election Ballot Clerk	85.00	-	-	-	-	-	-	-	-	85.00	-
Dunkley, Brenda	Election Ballot Clerk	93.50	-	-	-	-	-	-	-	-	93.50	-
Farmer, Frank	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	-	68.00	-
Forde, Richard	Election Ballot Clerk	144.50	-	-	-	-	-	-	-	-	144.50	-
Gebo, Russell	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	-	68.00	-
Griffin, Mary	Supervisors Of Checklist	195.00	-	-	-	-	-	-	-	-	195.00	14.94
Griffin, Peter	Town Moderator	150.00	-	-	-	-	-	-	-	-	150.00	11.48

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2017 TOTAL GROSS PAY	2017 BENEFITS	2017 SALARY & BENEFITS
<u>ELECTIONS CONT</u>												
Hart, Leo	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Howard, Douglas	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Hunt, Thomas	Election Ballot Clerk	76.50	-	-	-	-	-	-	-	76.50	-	76.50
Kovacs, Mark	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Maloney, Eileen	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Marsden, Charles	Election Ballot Clerk	93.50	-	-	-	-	-	-	-	93.50	-	93.50
Mashimo, Eileen	Supervisors Of Checklist	1,595.00	-	-	-	-	-	-	-	1,595.00	122.05	1,717.05
Pare, Justin	Election Ballot Clerk	76.50	-	-	-	-	-	-	-	76.50	-	76.50
Parthum, Eric	Election Ballot Clerk	76.50	-	-	-	-	-	-	-	76.50	-	76.50
Prizio, Theodore	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Robertson-Souter, Cath.	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Sansoucie, Jan	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Shea, Carolyn	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Shoemaker, Alan	Election Ballot Clerk	102.00	-	-	-	-	-	-	-	102.00	-	102.00
Therrien, Carolyn	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	68.00	-	68.00
<u>ASSESSING</u>												
Zins, Jennifer	Admin Asst To Assessor	45,336.87	-	-	-	-	-	-	83.28 (ag)	45,420.15	36,424.52	81,844.67
<u>POLICE</u>												
Antista, Jeffrey	Police Officer	59,874.44	844.27	16,988.80	3,683.77	10,877.45	1,503.92	810.86	394.20 (ac)	94,977.71	56,423.60	151,401.31
Bliss, Bryan	Police Sergeant	70,185.33	3,020.75	16,509.71	5,120.61	17,364.78	3,521.75	2,018.58	3,569.88 (aceg)	121,311.39	64,421.86	185,733.25
Caron, Michael	Police Captain	90,593.37	-	-	-	4,449.99	-	-	4,542.36 (aeg)	99,585.72	40,628.21	140,213.93
Clark, Daniel	Police Sergeant	70,103.68	1,099.94	19,223.77	5,120.61	6,471.81	3,521.75	1,596.13	8,863.56 (abcg)	116,001.25	34,447.92	150,449.17
Comeau, David	Special Police Officer	365.24	-	-	-	13,932.08	-	-	-	14,297.32	207.30	14,504.62
Courtois, Matthew	Police Officer	47,317.44	1,738.73	9,402.35	3,113.67	3,683.52	-	436.15	3,250.80 (abc)	68,942.66	19,192.50	88,135.16
Cryts, Laura	Police Secretary	44,928.61	-	80.76	-	-	-	-	15.48 (a)	45,024.85	28,933.35	73,958.20
Dawe, Daniel	Police Officer	59,871.41	1,050.90	27,526.85	4,373.35	6,010.57	3,007.84	2,162.55	769.20 (ac)	104,772.67	57,649.12	162,421.79
Delano, Allison *	Police Officer	22,148.39	282.55	3,194.10	1,361.01	811.51	-	21.70	5,628.57 (e)	33,447.83	16,850.74	50,298.57
Dzierlatka, Jason	Police Officer	59,874.57	1,255.15	21,938.77	3,683.77	26,418.43	1,503.92	1,184.98	449.00 (acg)	116,308.59	62,785.60	179,094.19
Eddy, Nicholas	Police Officer	61,670.66	317.07	14,689.05	4,742.86	12,954.70	3,098.06	1,077.09	771.12 (a)	99,320.61	40,139.36	139,459.97
Fedele, Edward	Police Captain	90,593.36	-	-	-	12,577.50	-	-	8,892.00 (ab)	112,062.86	33,559.15	145,622.01
Flynn, Jessica	Police Sergeant	70,095.46	977.04	15,242.36	4,313.21	11,739.04	3,521.75	1,255.01	3,167.32 (aeg)	110,311.19	43,539.14	153,850.33
Hardy, Jennifer	Police Records Clerk	18,652.71	-	-	-	-	-	-	-	18,652.71	1,427.18	20,079.89
Iworsky, Gregory	Police Officer	60,542.94	267.14	18,750.43	4,656.77	3,998.23	1,526.47	692.87	518.09 (a)	90,952.94	47,897.64	138,850.58
Iworsky, Heather	Police Prosecutor	78,682.16	-	-	-	-	-	-	45.36 (a)	78,727.52	15,198.32	93,925.84
Jenoski, Anna	Community Service Officer	43,740.96	-	-	-	-	-	-	8,415.04 (ab)	52,156.00	8,999.18	61,155.18
Jones, Joshua *	Police Officer	24,697.79	1,109.12	4,708.57	1,512.04	5,863.07	-	140.11	2,745.98 (ce)	40,776.68	14,643.13	55,419.81
Lewis, Gerald	Police Chief	99,896.34	-	-	-	-	-	-	1,008.00 (a)	100,904.34	51,091.79	151,996.13
Mirisola, Shane	Police Officer	60,550.76	159.82	8,844.80	4,656.77	396.29	3,052.95	717.47	8,101.12 (ab)	86,479.98	25,145.92	111,625.90
Moore, Theresa	Police Officer	59,862.68	558.33	5,487.43	4,373.35	1,806.74	3,007.84	587.22	2,397.60 (abc)	78,081.19	43,186.67	121,267.86
O'Loughlin, Philip	Police Officer	59,871.29	922.28	20,920.83	4,600.19	17,228.24	3,007.84	1,674.08	805.20 (ac)	109,029.95	60,602.74	169,632.69
Smith, Bryan	Police Sergeant	70,100.60	778.38	14,386.83	5,386.20	7,527.53	3,521.75	1,214.58	8,785.04 (abc)	111,700.91	32,968.34	144,669.25
Surette, Stephen	Police Officer	55,160.37	1,490.97	18,670.15	4,079.54	15,688.52	1,503.92	1,233.95	4,423.94 (abc)	102,251.36	25,836.41	128,087.77
Tran, Ngoc	Police Officer	11,646.61	375.59	1,856.19	1,358.77	1,346.64	-	112.09	1.08 (ac)	16,696.97	8,981.24	25,678.21
Van Hirtum, Christopher	Police Officer	61,684.84	326.96	16,733.11	4,742.86	12,121.96	-	120.67	773.76 (a)	96,504.16	56,793.22	153,297.38

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2017 TOTAL GROSS PAY	2017 BENEFITS	2017 SALARY & BENEFITS	
<u>DISPATCHING</u>													
Bergeron, Samantha *	Police Dispatcher	29,282.44	459.55	7,493.43	1,719.30	-	-	113.84	200.00	39,268.56	31,019.78	70,288.34	
Bodenrader, Brian	Part-Time Dispatcher	22,000.03	1,079.04	-	735.46	-	-	46.73	250.00	(g)	24,111.26	1,844.57	25,955.83
Gallant, Jason	Police Dispatcher	48,531.29	821.96	16,609.17	3,728.75	-	2,438.02	1,386.96	482.56	(ag)	73,998.71	40,834.25	114,832.96
Gauthier, Jesse	Police Dispatcher	47,830.75	840.81	22,827.37	2,760.69	-	1,201.00	1,132.30	405.82	(a)	76,998.74	24,506.12	101,504.86
Lelievre, Kathleen *	Police Dispatcher	905.73	-	-	-	-	-	-	-	905.73	193.53	1,099.26	
Pelletier, Jamie	Police Dispatcher	723.46	7.23	-	-	-	-	-	-	730.69	10.60	741.29	
Weyers-Leuchtner, Crystal	Police Dispatcher	27,491.49	1,047.16	4,232.27	1,881.02	-	-	170.16	3,335.00	(b)	38,157.10	10,458.21	48,615.31
<u>FIRE DEPARTMENT/EM</u>													
Baker, David	Firefighter	50,344.03	-	6,261.80	2,719.13	-	5,066.20	901.78	10,160.87	(ab)	75,453.81	24,130.32	99,584.13
Brady, Stephen	Deputy Fire Chief	57,869.22	-	-	-	-	-	-	23.76	(a)	57,892.98	40,154.42	98,047.40
Brown, William	Call Firefighter	1,319.84	-	818.51	-	-	-	-	-	2,138.35	31.03	2,169.38	
Campbell, Gordon	Firefighter	56,231.95	-	25,327.12	2,853.14	6,991.37	4,214.49	2,583.49	13,202.29	(abe)	111,403.85	35,312.59	146,716.44
Curran, Joseph	Call Firefighter	2,254.57	-	457.95	-	-	-	-	-	2,712.52	207.58	2,920.10	
Decker, Lisa	Call Firefighter	153.47	-	204.62	-	-	-	-	-	358.09	27.39	385.48	
Delaney, Scott	Fire Lieutenant	56,939.13	-	30,229.90	2,772.06	-	4,131.75	2,370.05	8,522.05	(af)	104,964.94	53,444.69	158,409.63
Demarco, Ralph	Fire Lieutenant	62,310.46	-	43,699.61	3,183.58	-	6,598.91	4,983.93	3,562.90	(ae)	124,339.39	68,384.38	192,723.77
Doherty, Daniel	Firefighter	56,681.05	-	15,425.43	2,757.27	1,551.00	6,150.88	2,131.62	10,167.29	(ab)	94,864.54	29,430.28	124,294.82
Dubowik, Danielle	Firefighter	47,940.08	-	6,102.07	3,374.69	-	5,809.16	968.19	9,399.62	(a)	73,593.81	34,595.72	108,189.53
Dunn, Timothy	Fire Lieutenant	45,501.32	-	13,383.63	3,197.98	-	2,711.46	699.90	28,921.79	(ab)	94,416.08	29,644.91	124,060.99
Fisher, Paul	Firefighter	56,688.53	-	16,971.89	2,597.48	2,214.15	6,720.40	2,567.08	10,238.69	(ab)	97,998.22	29,262.26	127,260.48
Hildebrandt, Eric	Firefighter	56,690.25	-	17,651.58	3,374.69	1,469.46	6,150.88	2,429.79	670.40	(a)	88,437.05	56,860.85	145,297.90
Kurgan, Gary	Firefighter	56,681.09	-	19,158.33	3,374.69	-	3,075.44	1,224.40	10,192.45	(ab)	93,706.40	29,446.27	123,152.67
Lundegan, Charles	Firefighter	56,691.77	-	19,721.86	3,061.76	-	3,531.06	1,425.20	666.83	(a)	85,098.48	38,135.48	123,233.96
Marquis, Angela	Fire Secretary	38,863.38	-	-	-	-	-	-	-	38,863.38	28,661.23	67,524.61	
Martineau, William *	Deputy Fire Chief	7,124.44	-	-	-	-	-	-	15,076.03	(abe)	22,200.47	3,199.59	25,400.06
McPherson, Thomas	Fire Chief	99,896.30	-	-	-	-	-	-	4,100.17	(ae)	103,996.47	61,051.19	165,047.66
Merrill, William	Firefighter	56,673.39	-	23,949.23	2,961.88	-	4,214.49	2,006.99	8,196.95	(ab)	98,002.93	30,728.28	128,731.21
Moltenbrey, Jay	Fire Lieutenant	64,242.14	-	35,596.56	4,357.46	-	6,972.32	4,645.39	1,510.79	(ae)	117,324.66	66,362.74	183,687.40
Morgan, Edward	Assistant Fire Chief	90,593.36	-	-	-	-	-	-	8,766.00	(ab)	99,359.36	32,188.36	131,547.72
Nault, Diana	Firefighter	55,508.08	-	17,484.99	2,853.14	-	4,214.49	1,514.10	1,883.16	(a)	83,457.96	47,681.23	131,139.19
Robertson, Patrick	Firefighter	56,679.15	-	23,380.90	2,688.24	78.23	3,644.96	1,685.84	680.60	(a)	88,837.92	49,353.57	138,191.49
Savard, Scott	Firefighter	56,122.39	-	13,603.86	2,592.37	-	5,239.63	1,895.89	10,181.57	(ab)	89,635.71	28,208.50	117,844.21
Sliver, Jason	Firefighter	56,673.39	-	18,771.56	3,374.69	-	7,062.12	2,759.45	8,170.43	(ab)	96,811.64	30,564.78	127,376.42
Specian, Michael	Firefighter	56,677.78	-	24,015.38	3,061.76	2,459.94	3,531.06	1,830.20	812.72	(ag)	92,388.84	58,005.61	150,394.45
Taylor, Robert	Firefighter	56,713.01	-	9,960.73	2,853.14	-	2,392.00	549.99	680.60	(a)	73,149.47	50,567.47	123,716.94
Zins, Scott	Firefighter/Mechanic	57,677.98	-	23,195.38	3,115.80	2,907.29	6,027.07	1,880.01	12,748.02	(abe)	107,551.55	33,955.70	141,507.25
<u>COMMUNITY DEV</u>													
Bilodeau, Nancy *	ZBA/CEA	17,962.06	-	-	-	-	-	-	-	17,962.06	2,272.19	20,234.25	
Brodeur, Anitra	Minute Taker	1,362.00	-	-	-	-	-	-	-	1,362.00	104.24	1,466.24	
Cairns, Andrea *	Minute Taker	5,300.00	-	-	-	-	-	-	-	5,300.00	405.57	5,705.57	
Gregory, Richard	Planning Director	63,506.31	-	-	-	-	-	-	6,381.00	(ab)	69,887.31	13,787.94	83,675.25
Hamilton, Glenda *	Community Dev. Clerk PT	16,654.23	-	-	-	-	-	-	-	16,654.23	2,106.76	18,760.99	
Kovolyan, Patricia *	Community Dev. Secretary	-	-	-	-	-	-	-	-	-	-	-	
Mallett, Renee	Minute Taker	2,900.00	-	-	-	-	-	-	-	2,900.00	221.85	3,121.85	
McGuire, Michael	Building Inspector	73,760.25	-	323.67	-	-	-	-	9,473.52	(ab)	83,557.44	12,524.51	96,081.95
Norman, Rex	Community Dev. Director	81,420.39	-	-	-	-	-	-	396.00	(a)	81,816.39	43,646.64	125,463.03
Roy, Anita	Community Dev. Secretary	5,233.84	-	-	-	-	-	-	-	5,233.84	400.42	5,634.26	

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2017 TOTAL GROSS PAY	2017 BENEFITS	2017 SALARY & BENEFITS
<u>COMMUNITY DEV CONT</u>												
Soucy, Ron *	Building Inspector PT	1,600.00	-	-	-	-	-	-	-	1,600.00	122.40	1,722.40
Suech, Julie	Community Dev. Clerk	39,813.73	-	-	-	-	-	-	8,004.00	(b)	47,817.73	8,273.96
Suwirjo, Gordon *	Student Intern	855.00	-	-	-	-	-	-	-	855.00	61.38	916.38
Zelonis, J Timothy *	Building Inspector PT	1,600.00	-	-	-	-	-	-	-	1,600.00	122.40	1,722.40
<u>SOLID WASTE</u>												
Dobson, Robert	Solid Waste Operator 2	42,553.63	-	2,078.78	1,443.25	-	-	-	11,825.16	(a)	57,900.82	21,407.92
Holm, Wayne	Solid Waste Operator 2 PT	37,811.11	-	-	792.76	-	-	-	400.00	-	39,003.87	2,515.76
Hussey, Mark	Solid Waste Operator 2 PT	5,964.73	-	-	-	-	-	-	-	5,964.73	456.33	6,421.06
Poulson, David *	Transfer Station Manager	39,595.16	-	-	-	-	-	-	37,204.31	(be)	76,799.47	10,371.22
Senibaldi, Dennis	General Svcs Manager	60,396.51	-	326.49	674.16	-	-	-	440.80	(a)	61,837.96	39,525.63
Williams, Gary	Solid Waste Operator 2 PT	5,650.26	-	-	-	-	-	-	-	5,650.26	432.26	6,082.52
<u>ROADS</u>												
Beauchesne, Ronald	Temporary Laborer	669.56	-	-	-	-	-	-	-	669.56	51.22	720.78
Finch, Aaron	Temporary Laborer	6,906.51	-	926.73	-	-	-	-	-	7,833.24	599.22	8,432.46
Gagne, Brian	Temporary Laborer	7,248.29	-	990.65	-	-	-	-	-	8,238.94	630.28	8,869.22
Hindes, Steven	Highway Laborer	48,338.22	-	13,153.09	-	-	-	-	911.12	(ag)	62,402.43	31,960.05
McCartney, John	General Svcs Director	94,364.14	-	-	-	-	-	-	5,855.22	(aeg)	100,219.36	39,201.94
Spaziano, James *	Highway Laborer PT	28,098.56	-	4,638.39	-	-	-	-	400.00	-	33,136.95	4,191.80
<u>RECREATION</u>												
Boermester, Kristina	Park Ranger	2,571.02	-	-	-	-	-	-	-	2,571.02	196.68	2,767.70
Dibona, Kristyna	Recreation Lifeguards	5,881.41	-	-	-	-	-	-	-	5,881.41	449.93	6,331.34
Grubbs, Samantha	Recreation Lifeguards	4,670.19	-	-	-	-	-	-	-	4,670.19	357.26	5,027.45
Haas, Cheryl	Parks & Recreation Director	58,413.12	-	-	-	-	-	-	32.40	(a)	58,445.52	22,563.22
Hare, Amanda	Recreation Lifeguards	3,261.61	-	-	-	-	-	-	-	3,261.61	249.52	3,511.13
Harris, Shailey	Recreation Lifeguards	1,404.92	-	-	-	-	-	-	-	1,404.92	107.47	1,512.39
Lutz, Paul	Park Ranger	12,145.40	-	-	-	-	-	-	-	12,145.40	929.03	13,074.43
Mader, Brian	Recreation Lifeguards	3,336.35	-	-	-	-	-	-	-	3,336.35	255.23	3,591.58
Merchant, Andrew	Recreation Lifeguards	4,687.98	-	-	-	-	-	-	-	4,687.98	358.63	5,046.61
Richard, Meredith	Recreation Lifeguards	1,945.80	-	-	-	-	-	-	-	1,945.80	148.85	2,094.65
Samsel, Abigail	Recreation Lifeguards	3,071.11	-	-	-	-	-	-	-	3,071.11	234.94	3,306.05
Solomon, Mark	Recreation Lifeguards	3,792.79	-	-	-	-	-	-	-	3,792.79	290.15	4,082.94
Stearns, Gena	Recreation Lifeguards	3,121.78	-	-	-	-	-	-	-	3,121.78	238.79	3,360.57
<u>LIBRARY</u>												
Ashauer, Kari *	Assistant PT	3,752.98	-	-	-	-	-	-	-	3,752.98	287.14	4,040.12
Brikiatis, Sylvie	Co-Assistant Director	64,024.02	-	-	-	-	-	-	8,073.00	(ab)	72,097.02	14,334.79
Bushell, Cynthia	Assistant PT	28,214.24	-	-	-	-	-	-	-	28,214.24	3,569.22	31,783.46
Duve, Cathy	Assistant PT	16,845.81	-	-	-	-	-	-	-	16,845.81	1,288.82	18,134.63
Frey, Karen	Circulation Coordinator	51,576.95	-	-	-	-	-	-	8,037.12	(ab)	59,614.07	12,116.84
Heidenblad, Carl	Director	90,593.36	-	-	-	-	-	-	731.50	(a)	91,324.86	25,786.38
Hemmah, Brianna	Assistant PT	447.65	-	-	-	-	-	-	-	447.65	34.25	481.90
Houde, Jo-Ann	Assistant PT	7,308.49	-	-	-	-	-	-	-	7,308.49	559.10	7,867.59
Kellndorfer, Julie	Assistant PT	284.08	-	-	-	-	-	-	-	284.08	21.73	305.81
Kingsley, Maureen	Assistant PT	14,958.99	-	-	-	-	-	-	-	14,958.99	1,144.47	16,103.46
Mayr, Diane	Co-Assistant Director	56,337.32	-	-	-	-	-	-	243.84	(a)	56,581.16	21,034.14
McCue, Angela	Lead Children's Librarian	63,067.90	-	-	-	-	-	-	113.52	(a)	63,181.42	20,474.27
Miloro, Michael	Assistant PT	12,201.89	-	-	-	-	-	-	-	12,201.89	933.51	13,135.40

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTR PAY	OT/HOLI RECALC	OTHER	2017 TOTAL GROSS PAY	2017 BENEFITS	2017 SALARY & BENEFITS
<u>LIBRARY CONT</u>												
Montgomery, Laura	Assistant PT	26,144.10	-	-	-	-	-	-	-	26,144.10	2,000.16	28,144.26
Nagle, Barbara	Assistant PT	27,943.72	-	-	-	-	-	-	-	27,943.72	2,137.70	30,081.42
Rittenhouse, Elaine	Tech. Svcs Librarian	58,413.13	-	-	-	-	-	-	388.08 (a)	58,801.21	21,436.67	80,237.88
Rodgers, Bailey	Assistant PT	7,814.42	-	-	-	-	-	-	-	7,814.42	597.73	8,412.15
Ryan, Catherine	Assistant PT	258.26	-	-	-	-	-	-	-	258.26	19.76	278.02
Schroeter, Maria	Tech. Svcs Librarian	52,735.98	-	-	-	-	-	-	33.12 (a)	52,769.10	41,428.48	94,197.58
Vigezzi, Nancy	Head Of Technical Svcs	56,746.60	-	-	-	-	-	-	49.50 (a)	56,796.10	31,182.76	87,978.86
Williams, Sarah	Assistant PT	23,093.60	-	-	-	-	-	-	-	23,093.60	1,766.81	24,860.41
<u>SEARLES SCHOOL</u>												
Markham, Donna *	Facility Coordinator	13,937.31	-	-	-	-	-	-	-	13,937.31	1,066.23	15,003.54
<u>VAN DRIVERS</u>												
Coish, Barbara	Van/Car Driver PT	2,089.28	-	-	-	-	-	-	-	2,089.28	159.81	2,249.09
Root, Dennis	Van/Car Driver PT	3,055.25	-	-	-	-	-	-	-	3,055.25	233.67	3,288.92
<u>CABLE</u>												
Case, Thomas	Videographer	570.00	-	-	-	-	-	-	-	570.00	43.64	613.64
McLaughlin, Kelly	Cable Coordinator	58,426.32	-	4,873.28	-	-	-	-	17.28 (a)	63,316.88	34,809.42	98,126.30
Nolan, Thomas	Videographer	100.00	-	-	-	-	-	-	-	100.00	7.66	107.66
Viel, Matthew	Videographer	290.00	-	-	-	-	-	-	-	290.00	22.21	312.21
		5,359,951.19	20,830.74	742,663.27	145,739.69	210,940.04	136,397.55	60,959.37	420,625.98	7,098,107.83	2,734,495.80	9,832,603.63

## FOOTNOTES:

\* - Individual who left employment with Town before the end of 2017

\*\* 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) collected taxable fringe benefits

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

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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	146,890	126,900			Cons - Campbell Farm
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
Seavey Road	8-B-6301	0.88	47,600				
Orchard Blossom Road	8-C-300	77.82	8,900				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			✓	
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 Stn/Highway
Haverhill Road	11-A-298	0.12	12,000			✓	

Property Location	GIS ID	Acres	^Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
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
Pine Hill Road, 10	11-C-3625	3.80	55,300				Conservation
Cole Road	13-K-30	0.07	80,000		✓		
Doiron Road	13-K-34A	0.11	35,200		✓		
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
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		✓		
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
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	480			✓	
Londonbridge Road	20-D-1600	110.74	844,000			✓	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
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

Property Location	GIS ID	Acres	^Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
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	100,500			✓	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	381,600				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	10,700				
Marblehead Road, 39	25-R-300	22.00	239,400				Old Landfill
Marblehead Road	25-R-500	0.23	7,400			✓	
Marblehead Road	25-R-6000	24.94	64,900				Conservation Open Space
Brookdale Road	25-R-6000A	5.00	11,100		✓		
Spear Hill Road	25-R-6250	11.77	26,500				Conservation Open Space
Spear Hill Road	25-R-6260	7.23	31,700		✓		Conservation Open Space
Spear Hill Road	25-R-6500	70.00	358,800				Cons - SE Lands
Spear Hill Road	25-R-7000	25.52	66,000				Conservation Open Space
Bayberry Road	25-R-7010	17.00	384,000		✓		Conservation
Spear Hill Road	25-R-7025	10.00	36,900				Cons - SE Lands
Spear Hill Road	25-R-7050	5.10	27,700				Conservation Open Space
Bayberry Road	25-R-8000	19.90	162,500				Cons - SE Lands
Settlers Ridge Road, 34	25-R-8006	0.26	1,500				Conservation Open Space
Glendenin Road, 26	25-R-8009	0.53	1,800				Conservation Open Space
Glendenin Road, 33	25-R-8016	8.23	35,600				Conservation Open Space
Settlers Ridge Road, 33	25-R-9000	3.63	26,900				Conservation Open Space
Glendenin Road, 20	25-R-9007	0.03	1,400				Conservation Open Space
Acadia Drive, 1	25-R-9012	8.08	35,300				Conservation Open Space
Acadia Drive, 2	25R-9018	0.26	1,700				Conservation Open Space

<sup>^</sup> As established by the Town Assessor

\* As determined by the Town's insurance provider.

▼ Portions are currently being used for recreational purposes (Rogers Memorial Field and Wonderland Playground)

# CAPITAL IMPROVEMENTS PLAN 2018-25

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*(Excerpt)*

## II. Background: CIP 2018 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.

Class	Category	Description
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 2018 Available Capital Improvement Funds**

The CIP Sub-Committee used the official tax valuation less utilities figure for 2017 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 2017 the town valuation figure was set at \$2,318,028,650.

To compute the available CIP funds for year 2018, the sub-committee used the actual 2017 valuation and applied a 1.0% increase to reach \$2,275,361,910 as an estimated tax valuation figure. For FY 2018-2025 planning, the sub-committee estimated available CIP funds using a range of increases each year to determine the valuation figures for the subsequent 2018 – 2025 years.

The CIP Sub-Committee has recognized the enormity of the costs attributable to the new high school and Golden Brook School renovation. The current CIP Appropriations Chart Plan does not include the costs of the new high school or Golden Brook School renovation bonds. 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 and Golden Brook 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. During the last year the Town also funded the purchase a Quint for the Fire Department through a bond which is not included in the CIP budget. The bond payments are also shown in the "Other Appropriations" in order for the community to be aware of its impact on the overall tax rate for the Town of Windham.

To increase the level of funding for the CIP Capital budget this year the Planning Board increased the CIP rate from \$0.70 per thousand to \$0.90 per thousand, to fund the school capital projects. It is desired that the first year of the CIP plan be balanced to zero (2018 in this plan).

### **III. CIP FY 2018 Plan**

#### **FUNDING AMOUNTS**

2017 Actual Town Tax Valuation Less Utilities	\$ 2,318,028,650
2018 Estimated Town Tax Valuation less Utilities with 1.0% estimated growth	\$2,341,208,937
CIP funding at \$0.90 per thousand of 2018 Estimate	\$ 2,107,088
Other CIP Contributions:	
Highway Block Grant – Castle Hill Road Bridge	\$ 285,000
<b>TOTAL AVAILABLE CIP FUNDING FOR 2018</b>	<b>\$ 2,392,088</b>
<b>FIXED CIP OBLIGATIONS FOR 2018</b>	
Engine 2 Replacement, Bond	\$ 85,715
<b>REMAINING CIP FUNDS AVAILABLE FOR REQUESTED PROJECTS</b>	<b>\$ 2,306,373</b>

### **IV. CIP FY 2018 – 2025 Appropriations Chart**

#### **CIP FY 2018 - 2025 APPROPRIATION CHART (SUMMARY)**

Notes	CRF Balances	2018	2019	2020	2021	2022	2023	2024	2025
<b>CIP Projected Availability</b>		<b>2,107,088</b>	<b>2,128,159</b>	<b>2,160,081</b>	<b>2,192,483</b>	<b>2,225,370</b>	<b>2,269,877</b>	<b>2,315,275</b>	<b>2,361,580</b>
Fixed CIP Obligations									
Engine 2 Replacement, Bond	1		85,715	85,323					
Total Fixed Obligations			85,715	85,323	0	0	0	0	0
Effective Availability Other			2,021,373	2,042,836	2,160,081	2,192,483	2,225,370	2,269,877	2,315,275
Other CIP Annual Contributions		-	285,000	0	0	0	0	0	0
Net to Annual Appropriations		-	2,306,373	2,042,836	2,160,081	2,192,483	2,225,370	2,269,877	2,315,275
Annual Appropriations									
FIRE DEPARTMENT	123	180,000	275,000	0	0	0	320,000	150,000	2,000,000
HIGHWAY AGENT	-	440,000	520,000	650,000	480,000	730,000	825,000	700,000	640,000
ADMIN/BOARD OF SELECTMEN	-	490,000	200,000	0	0	0	0	0	0
LIBRARY	20,136	80,000	0	0	0	0	0	0	0
SOLID WASTE MANAGEMENT	-	150,000	0	0	81,000	96,000	0	140,000	0
RECREATION	-	75,000	0	0	0	0	0	0	0
RAIL TRAIL ALLIANCE	-	130,000	0	0	0	0	0	0	0
TRAILS COMMITTEE	-	250,000	250,000	250,000	250,000	100,000	0	0	0
SCHOOL DEPARTMENT	1,428,785	0	450,000	225,000	225,000	225,000	225,000	225,000	225,000
Total Annual Appropriations		1,449,043	1,795,000	1,695,000	1,125,000	1,036,000	1,151,000	1,370,000	1,215,000
Variance			511,373	347,836	1,035,081	1,156,483	1,074,370	899,877	1,100,275
									(503,420)

#### **CIP FY 2018 - 2025 APPROPRIATION CHART (DETAILS)**

Notes	CRF Balances	2018	2019	2020	2021	2022	2023	2024	2025
<b>Effective Availability Other</b>		<b>2,021,373</b>	<b>2,042,836</b>	<b>2,160,081</b>	<b>2,192,483</b>	<b>2,225,370</b>	<b>2,269,877</b>	<b>2,315,275</b>	<b>2,361,580</b>
OTHER CIP ANNUAL CONTRIBUTIONS									
Highway Block Grant	2			285,000					
Total Other contributions			285,000	-	-	-	-	-	-
Net to Annual CIP Appropriations			2,306,373	2,042,836	2,160,081	2,192,483	2,225,370	2,269,877	2,315,275
ANNUAL APPROPRIATIONS									
FIRE DEPARTMENT									
Emgncy Comm Equip (Portable & Vehicle)									
Ambulance Replacement	3								
Ambulance Replacement	123	180,000	275,000						
Forestry Truck Replacement									
Public Safety Substation									
Sub-Total		123	180,000	275,000	0	0	0	320,000	150,000
HIGHWAY AGENT									2,000,000
Road Improvements									
Wood Chipper									
Small Rubber Track Excavator									
5 Ton Dump Truck Replacement									
5 Ton Dump Truck Replacement									
5 Ton Dump Truck Replacement									
Sub-Total		0	440,000	520,000	650,000	480,000	730,000	825,000	700,000
									640,000

Notes	CRF Balances	2018	2019	2020	2021	2022	2023	2024	2025
Effective Availability Other		2,021,373	2,042,836	2,160,081	2,192,483	2,225,370	2,269,877	2,315,275	2,361,580
ADMINISTRATION/BOARD OF SELECTMEN									
Castle Hill Road Bridge Replacement		390,000							
Complex Beautification-Ph 1 Bartley side		100,000							
Complex Beautification-Ph 2 Town Hall side		200,000							
Sub-Total	0	490,000	200,000	0	0	0	0	0	0
LIBRARY									
Carpet/Floors/Exterior Painting	4	20,136	80,000						
Re-roof Library									
Sub-Total	20,136	80,000	0	0	0	0	0	0	0
SOLID WASTE MANAGEMENT									
Truck Replacement		150,000							
Wheel Loader Replacement			81,000						
(1) Trailer Replacement & Rehab (2) Trailers				96,000					
(2) Trailers Replacement					140,000				
Sub-Total	-	150,000	0	0	81,000	96,000	0	140,000	0
RECREATION									
Griffin Park Passive Recreation Area Phase II		75,000							
Sub-Total	-	75,000	0	0	0	0	0	0	0
RAIL TRAIL ALLIANCE									
Rail Trail Rainforest Re-pavement		130,000							
Sub-Total	-	130,000	0	0	0	0	0	0	0
TRAILS COMMITTEE									
Greenway Recreation Trail		250,000	250,000	250,000	250,000	100,000			
Sub-Total	-	250,000	250,000	250,000	250,000	100,000	0	0	0
SCHOOL DEPARTMENT									
Roof work at Middle and Center Schools	5	42,209	450,000						
Replenish Capital Needs & Bldg CRF				225,000	225,000	225,000	225,000	225,000	225,000
Capital Reserve Future Bldg and/or Renovation	6	1,357,740							
Repair/Replace Septic	7	1,647							
Paving/Parking Repair	8	27,188							
Sub-Total	1,428,785	0	450,000	225,000	225,000	225,000	225,000	225,000	225,000
TOTAL ANNUAL APPROPRIATIONS		1,795,000	1,695,000	1,125,000	1,036,000	1,151,000	1,370,000	1,215,000	2,865,000
VARIANCE		511,373	347,836	1,035,081	1,156,483	1,074,370	899,877	1,100,275	(503,420)
OTHER ANNUAL APPROPRIATIONS									
Primary High School Bond	9	1,923,338	2,142,000	2,091,000	2,040,000	1,989,000	1,942,250	1,895,500	1,827,500
Secondary High School Bond		399,138	379,713						
State Building Aid Received (Offset)		(433,500)	(510,000)	(510,000)	(510,000)	(510,000)	(510,000)	(510,000)	(510,000)
High School Bonds Net Total Payments		1,888,975	2,011,713	1,581,000	1,530,000	1,479,000	1,432,250	1,385,500	1,317,500
Golden Brook School Bond	10	881,362	3,160,904	3,071,078	2,979,250	2,892,550	2,805,850	2,719,150	2,632,450
School District Bonds Total Payments		2,770,337	5,172,616	4,652,078	4,509,250	4,371,550	4,238,100	4,104,650	3,949,950
Total cost per 1000 town valuation School Bonds		1.18	2.19	1.94	1.85	1.77	1.68	1.60	1.51
Fire Department Quint Bond	11	96,586	96,586	96,586	96,586	96,586	96,586	96,586	96,586
Total cost per 1000 town valuation Quint Bond		0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04

## CIP FY 2018-2025 Footnotes

### Fixed CIP Obligations:

1 Represents last two years of five year bond for Engine 2 replacement.

### Other CIP Annual Contributions:

2 Highway Block Grant funds to be used toward Castle Hill Road Bridge replacement.

### Capital Reserve Funds:

3 Unexpended CIP funds from prior years for Fire Apparatus (established in 1994).

4 Unexpended CIP funds from prior years for Library (established in 2000, and repurposed in 2014).

5 Unexpended CIP funds from prior years for School District Roof Repairs and Replacement (established in 2011).

6 Unexpended CIP funds from prior years for future School Building, Renovation and Land Acquisition (established in 2016).

7 Unexpended CIP funds from prior years for School District Repair/Replace Septic (established in 2002).

8 Unexpended CIP funds from prior years for School District Paving/Parking Repairs (established in 2006).

### Other Annual Appropriations:

9 Primary High School Bond - 20 year term with last payment in 2026

10 Golden Brook School Bond - 20 year term with last payment in 2038

11 Fire Department Quint Bond - 10 year term with last payment in 2027

### Tax Valuation Projection

PROPERTY VALUATION	% Increase	YEAR	PROJECTED CIP TAX RATE	\$
				AVAILABLE
\$2,318,028,650		2017	\$0.90	\$2,086,226
\$2,341,208,937	1.0	2018	\$0.90	\$2,107,088
\$2,364,621,026	1.0	2019	\$0.90	\$2,128,159
\$2,400,090,341	1.5	2020	\$0.90	\$2,160,081
\$2,436,091,696	1.5	2021	\$0.90	\$2,192,483
\$2,472,633,072	1.5	2022	\$0.90	\$2,225,370
\$2,522,085,733	2.0	2023	\$0.90	\$2,269,877
\$2,572,527,448	2.0	2024	\$0.90	\$2,315,275
\$2,623,977,997	2.0	2025	\$0.90	\$2,361,580

## V: Requested Capital Projects and Action Taken

### **A. Fire Department**

**Project Title:** Emergency Communications Equipment (Replacement of Portable and Vehicle Radios)

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

**Estimated Cost:** \$180,000 requested for 2018

**Proposal:** The current communication equipment used by the fire department is obsolete.

1. When units fail the department runs the risk of placing the apparatus out of service
2. Current radios have had approximately 15 years of operational use.
3. Industry standard recommends public safety radios be moved to a secondary role after 7 years.
4. In 2014 Motorola announced they would be discontinuing all parts and support in 2019.
5. The new radios requested are digital and have noise cancelling algorithms that filter out background noise making the spoken voice clearer.
6. New design features have made the radios easier to operate when wearing thick gloves.
7. Standard enhancements such as Bluetooth and Wi-Fi allow for tracking a fire scene.

**CIP Recommendation:** The CIP Sub-Committee assigned the request a Classification I (Urgent) with funding of \$180,000 in FY2018.

**Project Title:** Ambulance Replacement

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

**Estimated Cost:** \$275,000 requested for 2019

**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 of an ambulance purchased in 2006 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 II (Necessary) based on the timing of this request with funding of \$275,000 in FY 2019.

**Project Title:** Ambulance Replacement

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

**Estimated Cost:** \$320,000 requested for 2023

**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 of an ambulance purchased in 2009 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 of \$320,000 in FY 2023.

**Project Title:** Forestry-1 Replacement

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

**Estimated Cost:** \$150,000 in FY2024

**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 IV (Deferrable) based on the timing of this request with funding of \$150,000 in FY 2024.

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

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

**Estimated Cost:** \$2,000,000.00 requested for 2025

**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 2025.

## **B. Highway Department**

**Project Title:** Road Improvements

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

**Estimated Cost:** \$390,000 Request for 2017, Total of \$4,060,000 for Years 2018-2025

**Proposal:** This proposal requests funds to continue the needed upkeep of our town road infrastructure including, where necessary, repairs to drainage and pavement, reconstruction projects and needed tree removal. While pavement costs have been reasonably stable, costs are based on the cost and availability of liquid asphalt necessary to make the hot top products.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding of \$390,000 in FY2018, \$420,000 in FY2019, \$450,000 in FY2020, \$480,000 in FY2021, \$520,000 in FY2022, \$560,000 in FY2023, \$600,000 in FY2024, and \$640,000 in FY2025.

**Project Title:** Wood Chipper

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

**Estimated Cost:** \$50,000 in FY2018

**Proposal** The chipper would be used primarily to do routine brush work annually along road shoulders and intersections and for debris cleanup after storm events and limb and dead tree removal.

**CIP Recommendation:** The sub-committee assigned a Classification II (Necessary) with funding of \$50,000 in FY2018.

**Project Title:** Small Rubber Track Excavator

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

**Estimated Cost:** \$100,000 in FY2019

**Proposal:** This excavator would be used for maintenance on ditch lines, level spreaders, detention areas and other drainage areas as well as for culvert pipe replacement or installations, underdrain repairs and installations and work on road shoulders including loaming and seeding, shimming and grading.

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

**Project Title:** Five Ton Truck Replacement

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

**Estimated Cost:** \$200,000 in FY2020

**Proposal:** First scheduled replacement due for a newer 5 ton truck. To replace aging equipment due to wear and tear related problems and to add additional services presently done through subcontractors. The request for replacement of this truck in 2020. Purchasing these trucks rather than contracting out is more financially beneficial to the town as the increase in labor and subcontractor costs as well as the difficulty in getting subcontractors to do the work is financially not feasible. Buying good equipment will provide a longer period of use and the ability to use some of the attachments on a new vehicle at a later date.

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

**Project Title:** Five Ton Truck Replacement

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

**Estimated Cost:** \$210,000 in FY2022

**Proposal:** To replace aging equipment due to wear and tear related problems and to add additional services presently done through subcontractors. The request for replacement of this truck in 2020.

**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 FY2023

**Proposal:** To replace aging equipment due to wear and tear related problems and to add additional services presently done through subcontractors. The request for replacement of this truck in 2023.

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

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

**Project Title:** Castle Hill Road Bridge Replacement

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

**Estimated Cost:** \$390,000 FY2018 with offsetting revenues of \$285,000 in additional Highway Block Grant Funds under SB38 – 2017 with the town portion being \$105,000

**Proposal:** Windham has a “red listed” bridge, #057/051, which is one of the two bridge structures that carries Castle Hill Road, over Beaver Brook, into the Town of Pelham. The current structure is a steel multi-plate arch culvert approximately 14’ – 5” x 10’ – 0.” The proposal is to replace the bridge with a precast concrete box culvert approximately 15’ – 0” (wide) x 8’ – 0” (high). The other bridge, located only a few hundred feet away, was replaced in 2009 under the State Bridge Aid Program. Due to the “red bridge” listing, the Town had to close the road down at the bridge in November of 2016, effectively eliminating both access to and from the area as well as effectively devaluing the investment in replacing the other bridge as it too is not able to be used due to closure of the road. The project would correct a significant deficiency in the road/bridge infrastructure. The funding that is being requested may be partially reimbursed through the State Bridge Aid Program, up to 80%, but the reimbursement would not occur until 2022 or beyond based on the current funds available in the program. As a “red listed” bridge, the State can commit the funding for a future year, but the actual reimbursement would be delayed. The intention would be to complete the project with Town funds now and seek reimbursement. Should the reimbursement be supported by State, it would become a general

revenue in the year it was received. Additionally, the Town has received \$285,000 in unanticipated Highway Block Grant Aid in 2017 (through SB38) and may use these funds towards this project thereby reducing the CIP need.

**CIP Recommendation:** The CIP Subcommittee assigned this request a Classification I (Urgent) with funding of \$390,000 in FY2018.

**Project Title:** Town Complex Beautification

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

**Estimated Cost:** \$300,000 Funding in Two Phases, \$100,000 in Year 2018 and \$200,000 in Year 2019

**Proposal:** This is a multi-phase planned project to upgrade the areas in the Town Municipal Center consisting of the Town Hall, Community Development Building, Armstrong Building, Senior Center, and Bartley Building. Improvements will include “beautification” based projects such as improving the landscaping, visual appearance of the area, as well as “functional” projects such as providing additional parking areas in the rear of the Community Development Building, and “safety” projects including sidewalks and a crosswalk on North Lowell Road. The proposed project, supported by the CIP Committee in 2017 for 2018 funding, accomplishes multiple purposes by improving aesthetics, safety, and functional uses of the Town Municipal Center. In addition to the improvements made to the Town Properties, the project will also serve to enhance the ongoing and future improvements to the overall Village Center District, of which the Center is a major presence.

**CIP Recommendation:** The CIP Subcommittee assigned this request a Classification II (Necessary) with funding of \$100,000 in FY2018 and a Classification II (Necessary) for Phase II with funding of \$200,000 in 2019.

#### **D. Library**

**Project Title:** Replace Roof

**Proposed by:** Carl Heidenblad, Library Director

**Estimated Cost:** \$80,000 in FY2018

**Proposal:** The 19 year old, original construction roof at Nesmith has seen considerable wear and tear since it was installed in 1998. In certain spots like just above the furnace room, the damage has been so severe, it can no longer be patch work repaired. The Town maintenance department has been concerned about the roof surviving another New England season of snow and ice and will be monitoring the weak spots during this winter. It is urgent matter and a health and safety issue at one of the most visited and used building in Town.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding of \$80,000 in FY2018.

#### **E. Solid Waste Management**

**Project Title:** Truck Replacement

**Proposed by:** Dennis Senibaldi

**Estimated Cost:** \$150,000 in FY2018

**Proposal:** This will replace the 2005 Sterling Tractor purchased in 2007. This replacement meets the Towns replacement policy Guidelines. The station currently operates with two tractors due to the volume of materials and the need to move materials off site. As we currently operate we transfer approximately 5000 tons of MSW, 1100 tons of recyclables, 1000 tons of demolition and 500 tons of metal. This translates into 8 to 10 trailer loads per week. The Sterling is currently a second line vehicle that acts as a back for the 2007 Mack. When the station is at full staffing levels both tractors often operate simultaneously to meet station needs. While the Sterling is in operation today and road worthy, it is in need of serious repair. This vehicle was involved in a major roll over accident approximately 10 years ago and is constantly plagued with mechanical issues. Partial list of current mechanical issues: severe engine shake, interior dash is fallen apart, air conditioner is inoperable, passenger power window sticks

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding of \$150,000 in FY 2018.

**Project Title:** Wheel Loader Replacement

**Proposed by:** Dennis Senibaldi

**Estimated Cost:** \$81,000 in FY2021

**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. The loader is used as a back-up to move the waste stream into the trailers.

This machine has also experienced electrical issues that could cost significant dollars if it happens again. The requested amount has been reduced from last year's CIP. The reason for this is that as of todays' date the same model Takeuchi loader, brand new from the factory, is \$85,000 and a grapple bucket is approximately \$6,000. It is planned to follow the previous practice by purchasing a used loader with 250 hours or less and a warranty, which would cost approximately \$81,000.

**CIP Recommendation:** The sub-committee assigned a Classification II (Necessary) with funding of \$81,000 in FY 2021.

**Project Title:** 2007 Trailer Replacement

**Proposed by:** Dennis Senibaldi

**Estimated Cost:** \$60,000 in FY2022

**Proposal:** Replacement of this trailer is delayed to 2022 because there have been improvements in specifications since the 2007 trailer was manufactured. This replacement will be three years past the Towns replacement policy. This request will replace a trailer that was purchased in 2007.

**CIP Recommendation:** The sub-committee assigned a Classification III (Desirable) with funding of \$60,000 in FY 2022.

**Project Title:** 2008 Two Trailers Refurbishment

**Proposed by:** Dennis Senibaldi

**Estimated Cost:** \$36,000 in FY2022

**Proposal:** Refurbishment of two recycling trailers, which spend half of their lives inside the building which protects them from the elements. It is recommended that these trailers be refurbished as opposed to being replaced. The main part of refurbishing is replacement of the floors. This would increase the life expectancy for approximately another 10 years.

**CIP Recommendation:** The sub-committee assigned a Classification III (Desirable) with funding of \$36,000 in FY 2022.

**Project Title:** 2010 Trailer Replacements

**Proposed by:** Dennis Senibaldi

**Estimated Cost:** \$140,000 in FY2024

**Proposal:** An additional two years were added on to the vehicle replacement policy life expectancy. It is recommended to change the current policy as long as mid-life maintenance will be funded. This change was based upon current data. This request will replace two trailers that were purchased in 2010.

**CIP Recommendation:** The sub-committee assigned a Classification IV (Deferrable) with funding of \$140,000 in FY 2024.

## **F. Recreation Committee**

**Project Title: Passive Recreation at Griffin Park – Phase II**

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

**Estimated Cost: \$75,000 in FY2018**

**Proposal:** The Passive Recreation Area, at Griffin Park, is a proposal that was the result of many public meetings once the former skate park was removed. The Recreation Committee, Board of Selectmen, and Recreation Coordinator held public meetings to solicit input. There was also a survey question proposed by the Planning Board for the 2015 Master Plan. After receiving feedback from various sources, it was decided to recommend a passive recreation area for that spot. The target audience was two-fold, for seniors as well as families with younger children. The passive recreation area project was divided into two phases. The voters approved the first phase for the amount of \$90,000 on the 2016 Windham Town Meeting Ballot. The majority of Phase I (the left side of the area) has been completed. Pavers, planting beds, granite, sitting wall, chess/checker tables, and a gazebo are in. This request is for the remaining \$75,000, the estimate for the remainder of funds necessary to complete this project Phase II will be on the right side of the area and will consist of hopscotch, 4-square, an area for children to ride their "trikes" and "coupes," plantings and trees, kid friendly benches and tables, as well as finishing the granite curbs throughout. As in Phase I, the intent is to continue to seek donations for Phase II.

**CIP Recommendation:** The CIP Subcommittee assigned this request a Classification II (Necessary) with funding of \$75,000 in FY2018.

## **G. Rail Trail Alliance**

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

**Proposed by:** Mark Samsel

**Estimated Cost:** \$130,000 Requested in 2017, and in CIP 2017 plan with funding in 2018

**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 in 2016 assigned this request a Classification II (Necessary) with funding of \$130,000 in FY2018.

## **H. Trails Committee**

**Project Title:** Greenway Recreation Trail Expansion and Improvement

**Proposed by:** Wayne Morris

**Estimated Cost:** \$1,100,000 in FY2018

**Proposal:** The project involves site work, drainage, improvements and construction of an 8-foot to 10-foot wide paved path with shoulders on either side. The length of this portion of the rail trail is 2.7 miles. The project is intended to be constructed entirely within the boundaries of the trail right-of-way; however, some additional minor right-of-way acquisitions may be necessary to control drainage. Improvements to this section of the corridor provide additional safe routes of travel for pedestrians, bicyclists and other outdoor enthusiasts and would connect to the Granite State Rail Trail. Improving this railroad bed affords users access to the Foster’s Pond Conservation area as well as a number of scenic vistas and wildlife encounters.

**CIP Recommendation:** The sub-committee assigned a Classification III (Desirable) with funding of \$250,000 in FY2018 to start funding a capital reserve fund over five years for this project.

## **J. Windham School District**

**Project Title:** Roof Work at the Center and Middle Schools

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

**Estimated Cost:** \$450,000 in FY 2019

**Proposal:** To use \$450,000 to be used to repair/replace roofs at the Center School and Middle Schools. Both roofs are reaching the end of their estimated lives. Preliminary estimated costs are \$330,762 for the Center School and \$142,410 for the Middle School. The source of funding will be from the Capital Reserve. However, these figures are only preliminary as the exact costs are not specifically known yet. Specific quotes are being sought that will determine the final costs for both projects. Accordingly, a request for \$450,000 is submitted in order to have funds allocated for 2019. This request is deemed to be reasonable as it seeks to replace/repair the roofs of two very important building structures in town. The roofs are not failing currently, but these repairs are planned based on the age of the roofs.

**CIP Recommendation:** The sub-committee assigned a classification II (Necessary) with funding of \$450,000 in FY2019.

**Project Title:** Replenish the Capital Needs and Building Capital Reserve Fund

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

**Estimated Cost:** \$225,000 in FY 2020, and each year through FY2025

**Proposal:** To use \$225,000 to be put into a CRF (Capital Reserve Fund) to offset cost for future building projects. Currently the Windham School District has other repair projects that will be coming due in future years. These projects do not yet have final cost estimates. Actual quotes for the repairs will be forthcoming. It would be prudent to prepare the CRF as this will help smooth out the capital outlays in future years for the repairs.

**CIP Recommendation:** The sub-committee assigned a classification III (Desirable) with funding of \$225,000 in FY2020, and each year through FY2025.

# INDEPENDENT AUDIT - 2016

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## PLODZIK & SANDERSON

*Professional Association/Accountants & Auditors*

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### 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, 2016, 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, 2016, and the respective changes in financial position and, the respective budgetary comparison for the 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-F to the basic financial statements, effective January 1, 2016 the Town adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 72, *Fair Value Measurement, and Application*. As a result of the implementation of GASB Statement No. 72, the Town disclosed its investments in accordance with the fair value hierarchy. Our opinions are not modified with respect to this matter.

## ***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, Schedule of Town's Proportionate Share of Net Pension Liability, and Schedule of 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.

November 17, 2017

*Plodzik & Sanderson  
Professional Association*

## **Town of Windham, New Hampshire Management's Discussion and Analysis**

The following is a narrative overview and analysis of the financial activities of the Town of Windham (the Town) for the fiscal year ended December 31, 2016. We encourage readers to consider the information presented here in conjunction with the Town's financial statements, which follow this section.

### **Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Town of Windham's basic financial statements. The basic financial statements of the Town of Windham are comprised of three components:

1. government-wide financial statements
2. fund financial statements
3. notes to the financial statements

This report also contains other supplementary information in addition to the basic financial statements themselves.

### **Government-wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the finances of the Town of Windham. These statements (Statement of Net Position and Statement of Activities) provide both short-term and long-term information about the Town's overall financial position. They are prepared using the accrual basis of accounting, which recognizes all revenues and expenses connected with the fiscal year even if cash has not been received or paid.

The Statement of Net Position presents information on all of the Town's assets, deferred outflows of resources, liabilities and deferred inflows of resources with the net total reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating. However, other non-financial factors, such as changes in the Town's property tax base, the Town's overall debt level and the condition of the Town's infrastructure and capital assets, will need to be considered to assess the overall financial health of the Town.

The Statement of Activities presents information showing how the government's net position changed during the most recent fiscal year. All of the Town's activities are categorized as Governmental Activities. The Town's basic services are reported here, including police, fire, general government, highway, sanitation, recreation and financial administration. Property taxes, state aid, motor vehicle fees, and charges for services finance these activities.

### **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Windham, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All funds of the Town can be divided into two categories: governmental funds and fiduciary funds.

**Governmental Funds:** *Governmental* funds are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements, and include most of the basic services provided by the Town. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year.

These funds are reported using the *modified accrual basis of accounting*, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Town's general government operations and the basic services it provides. Governmental fund information helps the users of the Town's financial reports to determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs. The relationship (differences) between governmental *activities* (reported in the Statement of Net Position and the Statement of Activities) and governmental *funds* is described in a reconciliation presented with the fund financial statements.

The Town of Windham maintains numerous individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, which is considered to be the Town's only major fund. Data from the other governmental funds are combined into a single, aggregate presentation.

The Town of Windham adopts an annual appropriated budget for the major general fund and one non-major fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with the budget.

**Fiduciary Funds:** *Fiduciary Funds* are used to account for resources held for the benefit of parties outside the Town. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the programs of the Town of Windham. The Town's fiduciary funds consist of private-purpose trust funds and agency funds.

### Notes to the Financial Statements

The notes provide additional information that is essential to gaining a full understanding of the data provided in the government-wide and fund financial statements.

### Required Supplementary Information

The basic financial statements and accompanying notes are followed by a section of required supplementary information. This section includes a schedule of funding progress for the Town's Other Postemployment Benefit Plan, schedule of the Town's proportionate share of net pension liability, and schedule of Town contributions.

### Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The Town's net position totaled \$26.2 million at the end of 2016, which represents a decrease of \$1.4 million, or 4.95%, as compared to the end of the previous year.

### Statement of Net Position

The following is a summary of condensed government-wide financial data showing net position as of December 31, 2016 and December 31, 2015:

		12/31/2016	12/31/2015	% Change
Cash, receivables & other assets		23,522,890	23,971,919	-1.87%
Capital assets, net		37,958,555	38,681,536	-1.87%
	Total Assets	61,481,445	62,653,455	-1.87%
Deferred outflows of resources		4,150,509	943,987	339.68%
Accrued liabilities & payables		19,973,572	19,883,451	0.45%
Bonds, leases & long-term liabilities		19,215,660	15,500,564	23.97%
	Total Liabilities	39,189,232	35,384,015	10.75%
Deferred inflows of resources		243,438	648,590	-62.47%
Net position:				
Net investment in capital assets		37,649,158	37,745,269	-0.25%
Restricted		507,982	478,855	6.08%
Unrestricted		(11,957,856)	(10,659,287)	-12.18%
	Total Net Position	26,199,284	27,564,837	-4.95%

Total net position is presented in three categories: net investment in capital assets, restricted, and unrestricted.

The largest component of net position is the investment in capital assets (e.g. land, buildings, machinery and equipment). The figure presented (\$37.6 million) is net of any related debt incurred to acquire those assets. These assets are utilized by the Town of Windham to provide services to its residents, therefore they are not available for future spending.

A certain portion (\$508 thousand or 1.9%) of the net position is restricted in regard to how it may be used. For the Town of Windham, those restrictions include those related to the use of library funds and the balances of governmental funds that are restricted for other uses (refer to Note 19 for further details). The remaining portion (-\$12.0 million or -45.6%) of the net position is unrestricted.

### ***Statement of Activities***

The following is a summary of condensed government-wide financial data of changes in net position for the years ending December 31, 2016 and December 31, 2015:

		12/31/2016	12/31/2015	% Change
Program revenues:				
Charges for services		1,234,198	1,212,701	1.77%
Operating grants and contributions		329,405	302,491	8.90%
	Total program	1,563,603	1,515,192	3.20%
General revenues:				
Property & other taxes		7,141,183	8,078,413	-11.60%
Licenses & permits		3,906,453	3,668,544	6.49%
Grants & contributions		940,606	751,761	25.12%
Other general revenues		1,093,078	902,920	21.06%
	Total general	13,081,320	13,401,638	-2.39%
	Total revenues	14,644,923	14,916,830	-1.82%
Program expenses:				
General government		3,502,860	3,369,321	3.96%
Public safety		7,553,678	6,907,177	9.36%
Highways and streets		2,097,849	1,924,816	8.99%
Health and welfare		60,063	66,688	-9.93%
Sanitation		994,394	902,920	10.13%
Culture, recreation, conservation		1,788,078	1,681,864	6.32%
Interest		13,554	27,387	-50.51%
	Total expenses	16,010,476	14,880,173	7.60%
Increase(decrease) in net position		(1,365,553)	36,657	
Net position, beginning (restated)		27,564,837	27,528,180	0.13%
Net position, ending		26,199,284	27,564,837	-4.95%

The Town's net position decreased by \$1.4 million, or (4.95%) during 2016, as compared to a increase of \$37 thousand, or (0.1%) in the previous year. The primary funding source for governmental activities are taxes (49% of all revenues) and licenses/permits (27% of all revenues). Total 2016 revenues of \$14.64 million were lower than the 2016 expenses of \$16.01 million, leading to the decrease in net position. Revenue in 2016 was lower than the 2015 revenue by \$272 thousand, or 1.8%. This decrease was mostly driven by a decrease of \$937 thousand in property and other tax revenues, offset by increases of \$238 thousand in licenses and permits and \$216k in operating and non-operating grants.

Total expenses during 2016 of \$16 million were higher than 2015 expenses of \$14.9 million by \$1.1 million, or 7.6%. The largest increase was in the public safety category \$647 thousand which was mainly due to changes in GASB68 balances related to pensions, followed by highway and streets (\$173 thousand) and general government (\$134 thousand).

## Financial Analysis of Town of Windham Funds

**Governmental Funds.** At the end of 2016 and 2015, the combined fund balances for all governmental funds were as follows (details in Exhibit C-3):

	<u>2016</u>	<u>2015</u>
General Fund	\$1,910,547	\$1,981,402
Other Governmental Funds	1,985,152	1,845,568
Total Governmental Fund Balance	<u>\$3,895,699</u>	<u>\$3,826,970</u>

As discussed in Note 1, the Town of Windham has a Fund Balance policy in accordance with the provisions of GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which establishes the classifications used in the Town's governmental fund financial statements. In total, when comparing December 31, 2016 to December 31, 2015, the total fund balance on the Governmental Funds Balance Sheet as of December 31, 2016 of \$3.9 million was slightly higher than the \$3.8 million as of December 31, 2015. The decrease in the general fund portion reflects the negative budgetary variance in the general fund discussed later in this report. The increase in total other governmental fund balances is a result of normal account activity.

Under the modified accrual basis of accounting, the fund balance reflected above for the general fund is adjusted each year for property tax revenue that is not collected within sixty days of the fiscal year-end. This amount is impacted by the timing of the issuance of the December tax bills, as the balance in uncollected taxes at the end of each year flows through this portion of the fund balance, thus causing fluctuation from year to year.

The fund balance in the other governmental funds category includes many of the Town's special revenue funds, and is detailed in Schedule 4. The fund balances in all other governmental funds of \$2.0 million increased by approximately \$140 thousand as compared to the 2015 balance. These other governmental funds are restricted for the purposes originally established at the time of appropriation. The largest single funds are the Land Purchase Conservation Fund with a fund balance of \$618 thousand (increasing by \$22 thousand over the previous year) and the Cable and Health Expendable Trust with a fund balance of \$397 thousand (decreasing by \$30 thousand over the previous year) on December 31, 2016. The most significant activity within the other individual funds was an increase of \$59 thousand in public safety impact fees collected as a result of increased building activity, while most other fund balances remained similar.

In regards to the general fund, the Board of Selectmen have formalized a policy that calls for the unassigned fund balance (budgetary basis) to be maintained at \$300,000. This level represents less than 1% of the combined town, school and county revenues committed in 2016. The remainder of the unassigned fund balance in the General Fund is used to reduce the current year tax rate. The level of unassigned fund balance available to reduce the current year tax rate is summarized in the following table:

	<u>2016</u>	<u>2015</u>
Total fund balance – budgetary basis	\$1,691,354	\$1,791,182
Portion designated as nonspendable	(16,100)	(21,187)
Portion designated as committed	(180,127)	(107,289)
Portion designated as assigned	(238,390)	(104,038)
Available for tax rate setting (Unassigned)	<u>\$1,256,737</u>	<u>\$1,558,668</u>

The amount of the December 31, 2015 fund balance used to reduce the 2016 tax rate was \$935 thousand, as compared to \$890 thousand used for the 2015 tax rate. After this reduction, the net unassigned fund balance as of December 31, 2016 ended up at \$1.3 million due to the variance in budgeted expenditures and revenues, which will be discussed later in this report.

## General Fund Budgetary Highlights

As shown in the chart below, the Town of Windham stayed within its authorized General Fund budget. The actual revenues and other financing sources, totaling \$13.5 million, along with the use of \$935 thousand in fund balance, supported the overall actual expenditures of \$14.1 million. The actual revenues include the amount of unanticipated revenues received and accepted by the Board of Selectmen throughout the year. Also shown below, the final budgeted expenditures and transfers out of \$14.5 million reflect encumbrances from year to year.

In comparing budget to actual amounts (inclusive of amounts encumbered to the subsequent year), the total revenues and transfers in were higher than those budgeted, while total expenditures were lower than those budgeted, resulting in a positive combined budgetary variance of \$636 thousand.

	Final Budget	Actual (Budgetary Basis)	Variance
Revenues	\$13,150,646	13,463,484	312,838
Bond Proceeds	334,816	334,816	-
Transfers In	85,782	121,636	35,854
Expenditures	(14,426,569)	(14,139,430)	287,139
Transfers Out	(80,000)	(80,000)	-
Net	(\$935,325)	(\$299,494)	635,831

Actual revenues and transfers in were higher than the final budgeted amounts by a combined \$349 thousand. This was primarily due to various differences in actual amounts collected by the Town, including taxes and license and permit fees, through the end of fiscal 2016, as compared to budgeted amounts set in the fall of 2015. These budgeted amounts were set based on both previous calendar year trends as well as preliminary collections to date through September, and the Town normally takes a conservative approach to projecting revenues for the remainder of the year. The positive variances were offset by a drop of \$82,735 in intergovernmental revenue.

Actual expenditures and transfers out were less than the final budget by \$287 thousand, resulting in a positive budgetary variance. The majority of the savings was in the highways and streets category (\$155 thousand), primarily due to funds being allocated to other departments, offset by higher than budgeted spending in sanitation (\$57 thousand) due to increased costs of waste disposal and general government (\$21 thousand) due to one-time costs related to the reorganization of the maintenance department which is expected to result in significant savings going forward. Other budgetary savings were in the culture and recreation, and general assistance areas due to both library staff benefit savings as well as less budgetary needs in the general assistance area. This resulted in some departmental budgets showing a negative variance in expenditures for the year, even though the overall budget shows positive variance.

Revenues and other financing sources used to support the General Fund operations for the year ended December 31, 2016 totaled \$13.9 million, as compared to \$13.6 million for the previous year, or an increase of \$277 thousand, or 2%. This was primarily due to an increase in bond proceeds (\$334 thousand) due to the fire truck bond, licenses and permits (\$238 thousand) driven mostly by motor vehicle permits and intergovernmental revenue (\$216 thousand), offset by a \$735 thousand decrease in tax collections. The increase in licenses and permits is due to an overall increase in motor vehicle registration revenue and increased building permit revenue in 2016. Revenues collected from solid waste activities continued decreasing by \$10 thousand due to changes in marketability of metals and recyclables.

The following comparison shows the breakdown of general fund revenues (from exhibit D), from a budgetary basis, by category and percentage change over the previous year:

Revenues:	2016	2015	% Change
Taxes	\$7,041,752	\$7,776,612	-9.4%
Licenses and Permits	3,906,203	3,668,294	6.5%
Intergovernmental	1,270,011	1,054,252	20.5%
Charges for Services	803,224	782,707	2.6%
Miscellaneous	442,294	274,551	61.1%
	13,463,484	13,556,416	-0.7%
Bond Proceeds	334,816	0	N/A
Operating transfers in	121,636	86,171	41.2%
<b>Total</b>	<b>\$13,919,936</b>	<b>\$13,642,587</b>	<b>2.0%</b>

Expenditures (including principal and interest payments on debt) and other uses totaled \$14.2 million for the year ended December 31, 2016, as compared to \$13.3 million for the previous year, or an increase of 6.9%. Public safety represented the highest category of spending at 47% of the total spending for General Fund activities in 2016, compared to 49% in 2015. The following comparison shows the breakdown of expenditures by category and percentage change over the previous year (inclusive of amounts encumbered to the subsequent year):

Expenditures:	2016	2015	% Change
General Government	2,820,335	2,799,828	0.7%
Public Safety	6,684,133	6,563,871	1.8%
Highways and Streets	1,064,068	836,613	27.2%
Health and welfare	60,063	66,688	-9.9%
Sanitation	876,125	800,474	9.5%
Culture, Recreation, Conservation	1,364,370	1,401,704	-2.7%
Capital outlay	1,098,842	662,363	65.9%
Debt Service	171,494	85,779	99.9%
<b>Total</b>	<b>14,139,430</b>	<b>13,217,320</b>	<b>7.0%</b>
Operating transfers out	80,000	80,000	0.0%
<b>Total</b>	<b>14,219,430</b>	<b>13,297,320</b>	<b>6.9%</b>

The most significant increase in expenditures over the previous year was in Capital Outlay due to the \$357 thousand spent during 2016 to purchase and equip a new fire truck.

## Capital and Debt Administration

The Town of Windham considers a capital asset to be land, buildings, equipment or infrastructure (roadways and bridges) whose cost exceeds \$5,000 and has a useful life of greater than one (1) year. Capital assets are depreciated using the straight-line method over the course of their useful lives. The Town's investment in capital assets as of December 31, 2016 amounted to \$38.0 million, net of accumulated depreciation, representing a decrease of \$723 thousand over the previous year balance of \$38.7 million. The net decrease in value is driven by the excess of the depreciation expense of the town assets over the capital investments during 2016. The following summary shows a yearly comparison of net capital assets by category (see Note 9 in the Notes to the Basic Financial Statements for more detailed information):

Capital Assets	2016	2015	Change
Infrastructure	16,607,627	17,338,060	(730,433)
Land and land improvements	13,936,790	14,093,678	(156,888)
Buildings and improvements	4,583,742	4,813,708	(229,966)
Vehicles and equipment	2,830,396	2,436,090	394,306
<b>Total capital assets, net</b>	<b>37,958,555</b>	<b>38,681,536</b>	<b>(722,981)</b>

Infrastructure relates to the Town's roadways and bridges, and additions are recorded each year based on the cost of road improvements, as well as the value of completed subdivision roads accepted by the Town each year, offset by regular depreciation of existing infrastructure.

Highlights of the other major capitalized assets recorded in 2016 include:

- The Town acquired public safety equipment in the form of a fire truck for the fire department and also acquired a pickup truck and a dump truck for the Highway Department.
- The Town paved a parking lot at Searles and portions of Nashua Rd, Hardwood Rd/Heritage Hill, and Woodvue Rd.
- The Town also added stained glass windows at Searles and an HVAC system for the Community Development building.

**Long-term Debt.** During 2016, the Town borrowed \$334,816 towards the purchase of a new fire engine – the first of four annual payments was made in 2016 and the full balance will be paid by 2019. The 2014 Campbell Farm bond was fully paid in 2016 by the Conservation Commission, saving the town over \$100 thousand in future expected interest.

No leases were entered into during 2016, and \$60 thousand remains due on all capital leases as of December 31, 2016. See Note 14 in the Notes to the Basic Financial Statements for a summary of all outstanding long-term obligations.

### **Economic Factors**

- The total assessed value on which the tax rate was computed for the 2016 fiscal year increased 1.2% over the previous year (to \$2,279,643,640 in 2016 from \$2,252,954,574 in 2015) as the Town is continuing to experience new building development.
- The total property taxes that were uncollected as of year-end, including liens and tax deeded property, amounted to \$2.3 million as of December 31, 2016, essentially unchanged from the \$2.3 million as of December 31, 2015. Current year uncollected as a percentage of the total tax levy was 4.7% as of December 31, 2016, which is a decrease from prior year's 4.8%.

Several factors were taken into consideration as Town officials developed the budget for the 2016 fiscal year. Those factors include overall property tax burden from both a town and school district perspective, continuously increasing demands on municipal services and service levels, and compliance with statutory and other legal requirements. The most significant factors affecting local budgets continue to be the rising cost of employee healthcare and retirement benefits, as well as the need to maintain our existing infrastructure and equipment.

### **Requests for Information**

This financial report is designed to provide a general overview of the finances of the Town of Windham for all those interested in its finances. Questions concerning any of the information provided in this report, or requests for additional information, should be addressed to Daniel Popovici-Muller, Finance Director, at 4 North Lowell Rd, Windham, New Hampshire 03087.

**EXHIBIT C-1**  
**TOWN OF WINDHAM, NEW HAMPSHIRE**  
**Governmental Funds**  
**Balance Sheet**  
**December 31, 2016**

	General	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>			
Cash and cash equivalents	\$ 19,174,462	\$ 1,351,584	\$20,526,046
Investments	-	112,626	112,626
Accounts receivable (net)	247,274	63,867	311,141
Taxes receivable	2,266,850	69,410	2,336,260
Intergovernmental receivable	3,537	-	3,537
Interfund receivable	121,636	-	121,636
Prepaid items	-	582,381	582,381
Tax deeded property, subject to resale	16,100	-	16,100
Restricted assets:			
Cash and cash equivalents	292,180	-	292,180
<b>Total assets</b>	<b><u>\$ 22,122,039</u></b>	<b><u>\$ 2,179,868</u></b>	<b><u>\$24,301,907</u></b>
<b>LIABILITIES</b>			
Accounts payable	\$ 148,481	\$ 3,670	\$ 152,151
Accrued salaries and benefits	4,313	-	4,313
Intergovernmental payable	19,517,903	-	19,517,903
Interfund payable	-	121,636	121,636
Escrow and performance deposits	297,014	-	297,014
<b>Total liabilities</b>	<b><u>19,967,711</u></b>	<b><u>125,306</u></b>	<b><u>20,093,017</u></b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Unavailable revenue - Property taxes	243,781	-	243,781
Unavailable revenue - Land use change taxes	-	69,410	69,410
<b>Total deferred inflows of resources</b>	<b><u>243,781</u></b>	<b><u>69,410</u></b>	<b><u>313,191</u></b>
<b>FUND BALANCES</b>			
Nonspendable	16,100	902,991	919,091
Restricted	89,112	98,260	187,372
Committed	466,604	666,119	1,132,723
Assigned	250,775	317,782	568,557
Unassigned	1,087,956	-	1,087,956
<b>Total fund balances</b>	<b><u>1,910,547</u></b>	<b><u>1,985,152</u></b>	<b><u>3,895,699</u></b>
<b>Total liabilities, deferred inflows of resources, and fund balances</b>	<b><u>\$ 22,122,039</u></b>	<b><u>\$ 2,179,868</u></b>	<b><u>\$24,301,907</u></b>

**EXHIBIT C-3**  
**TOWN OF WINDHAM, NEW HAMPSHIRE**  
**Governmental Funds**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**For the Fiscal Year Ended December 31, 2016**

	General	Other Governmental Funds	Total Governmental Funds
<b>REVENUES</b>			
Taxes	\$ 7,055,092	\$ 126,023	\$7,181,115
Licenses and permits	3,906,203	250	3,906,453
Intergovernmental	1,270,011	-	1,270,011
Charges for services	803,224	430,973	1,234,197
Miscellaneous	492,363	600,716	1,093,079
Total revenues	<u>13,526,893</u>	<u>1,157,962</u>	<u>14,684,855</u>
<b>EXPENDITURES</b>			
Current:			
General government	2,896,472	433,841	3,330,313
Public safety	6,651,503	335,078	6,986,581
Highways and streets	935,468	-	935,468
Sanitation	876,125	-	876,125
Health	35,014	-	35,014
Welfare	25,049	-	25,049
Culture and recreation	1,422,021	108,549	1,530,570
Conservation	-	19,274	19,274
Debt service:			
Principal	146,425	-	146,425
Interest	25,069	-	25,069
Capital outlay	1,041,054	-	1,041,054
Total expenditures	<u>14,054,200</u>	<u>896,742</u>	<u>14,950,942</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(527,307)</u>	<u>261,220</u>	<u>(266,087)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	121,636	-	121,636
Transfers out	-	(121,636)	(121,636)
Bond proceeds	334,816	-	334,816
Total other financing sources (uses)	<u>456,452</u>	<u>(121,636)</u>	<u>334,816</u>
Net change in fund balances	(70,855)	139,584	68,729
Fund balances, beginning	1,981,402	1,845,568	3,826,970
Fund balances, ending	<u>\$ 1,910,547</u>	<u>\$ 1,985,152</u>	<u>\$3,895,699</u>

### **NOTE 9 – CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2016 is as follows:

	<u>Balance, beginning</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance, ending</u>
<b>At cost:</b>				
Not being depreciated:				
Land	\$ 13,663,933	\$ -	\$ -	\$ 13,663,933
Construction in progress	133,196	-	(133,196)	-
Total capital assets not being depreciated	<u>13,797,129</u>	<u>-</u>	<u>(133,196)</u>	<u>13,663,933</u>
Being depreciated:				
Land improvements	1,679,848	20,075	-	1,699,923
Buildings and building improvements	9,096,028	-	-	9,096,028
Vehicles and equipment	5,655,251	851,445	-	6,506,696
Infrastructure	45,574,266	617,861	-	46,192,127
Total capital assets being depreciated	<u>62,005,393</u>	<u>1,489,381</u>	<u>-</u>	<u>63,494,774</u>
Total all capital assets	<u>75,802,522</u>	<u>1,489,381</u>	<u>(133,196)</u>	<u>77,158,707</u>
Less accumulated depreciation:				
Land improvements	(1,383,299)	(43,767)	-	(1,427,066)
Buildings and building improvements	(4,282,320)	(229,966)	-	(4,512,286)
Vehicles and equipment	(3,219,161)	(457,139)	-	(3,676,300)
Infrastructure	(28,236,206)	(1,348,294)	-	(29,584,500)
Total accumulated depreciation	<u>(37,120,986)</u>	<u>(2,079,166)</u>	<u>-</u>	<u>(39,200,152)</u>
Net book value, capital assets being depreciated	<u>24,884,407</u>	<u>(589,785)</u>	<u>-</u>	<u>24,294,622</u>
Net book value, all capital assets	<u>\$ 38,681,536</u>	<u>\$ (589,785)</u>	<u>\$ (133,196)</u>	<u>\$ 37,958,555</u>

# STATEMENT OF APPROPRIATIONS

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## General Government:

Town Officer's Salaries	\$3,330
Administration	539,010
Town Clerk's Expenses	287,430
Tax Collector's Expenses	145,070
Election and Registration Expenses	23,370
Cemeteries	41,450
General Government Buildings	423,740
Appraisal of Property	187,270
Information Technology	212,200
Town Museum	5,000
Searles Building	23,730
Legal Expenses	50,400
Retirement Service Charges	4,000
Insurance	360,260

## Public Safety:

Contracted Police Services	5
Police Department	3,092,670
Dispatching	483,010
Fire Department	3,288,745
Emergency Management	30,170
Community Development	528,140

## Highways, Streets and Bridges:

Town Maintenance	1,189,710
Street Lighting	16,390

## Sanitation:

Solid Waste Disposal	839,510
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## Health/Welfare:

Health and Human Services	41,330
General Assistance	45,540

## Culture and Recreation:

Library	1,118,900
Recreation	231,200
Historic Commission	6,000
Conservation Commission	5,640
Senior Center	5,040
Cable TV Expenses	118,945

## Debt Service:

Long Term Notes (Principal and Interest)	85,715
Interest Expense - Tax Anticipation Notes	500

## Capital Outlay/Special Articles:

Searles Revenue Fund	32,500
Fire Quint Engine (via Bond Article)	850,000
275th Anniversary Celebration	20,000
Marston-Finn Dam Grant	300,000

Capital Outlay/Special Articles, continued:	
Town Forest Improvements	6,000
Road Improvements	360,000
Phone System Replacement	50,000
Library Carpeting/Floors/Repainting	85,000
Dispatch Command Center	280,000
Operating Transfers Out:	
Property Maintenance Trust	50,000
Earned Time Trust	30,000
Town Facilities and Grounds Improvement Trust	100,000
<b>Total Appropriations:</b>	<b>\$15,596,920</b>

### 2017 TAX RATE COMPUTATION

<b>Total Town Appropriations</b>	<b>\$15,596,920</b>	
LESS: Revenues	8,478,521	
LESS: Shared Revenues	0	
ADD: Overlay	88,030	
ADD: War Service Credits	253,750	
Net Town Appropriations	7,460,179	
Approved Town Tax Effort		7,460,179
<b>Town Rate:</b>		<b>3.24</b>
Approved School Tax Effort	31,219,130	
<b>Local School Rate:</b>		<b>13.54</b>
State Education Taxes	5,377,756	
<b>State School Rate:</b>		<b>2.35</b>
Approved County Tax Effort	2,462,299	
<b>County Rate:</b>		<b>1.07</b>
Total of Town, School, State and County	46,519,364	
LESS: War Service Credits	(253,750)	
PLUS: Village District Commitments	70,509	
PROPERTY TAXES TO BE RAISED:	46,336,123	
<b>TOTAL TAX RATE</b>		<b>\$20.20</b>

# SUMMARY INVENTORY OF VALUATION

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## DESCRIPTION OF PROPERTY

## 2017 VALUATION

### VALUE OF LAND ONLY:

Current Use	\$ 86,840
Residential	872,641,200
Commercial/Industrial	<u>76,805,100</u>
Total of Taxable Land	\$ 949,533,140

### VALUE OF BUILDINGS ONLY:

Residential	\$ 1,257,962,150
Manufactured Housing	48,800
Commercial/Industrial	<u>90,838,640</u>
Total of Taxable Buildings	\$ 1,348,849,590

### PUBLIC UTILITIES

\$ 18,439,800

VALUATION BEFORE EXEMPTIONS \$ 2,316,822,530

IMPROVEMENTS TO ASSIST PERSONS W/DISABILITIES (489,430)

MODIFIED ASSESSED VALUATION OF ALL PROPERTIES \$ 2,316,333,100

Deaf Exemptions - 1 @ \$15K	\$ 15,000
Blind Exemptions - 5 @ \$15K	\$ 75,000
Elderly Exemptions -	
20 @ \$160K	\$ 3,174,800
13 @ \$190K	2,440,900
19 @ Full Exemption	5,024,000
Disabled Exemption - 3 @\$160K	<u>\$ 461,400</u>

TOTAL AMOUNT OF EXEMPTIONS (11,191,100)

NET VALUATION ON WHICH TAX RATE IS COMPUTED \$ 2,305,142,000

LESS: Public Utilities: (18,439,800)

NET VALUATION ON WHICH STATE EDUCATION TAX RATE IS COMPUTED \$ 2,296,702,200

# COMPARATIVE STATEMENT

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Unaudited	2017 APPROP INCLD 2016 CARRYFWDS	RECEIPTS, REIMBS & GRANTS	TOTAL AMT AVAILABLE	EXPENDED 2017	CARRYFWDS FROM '17 TO 2018	BALANCES UNEXPENDED (OVERDRAFTS)
<b>GENERAL GOVERNMENT</b>						
Town Officer's Salaries	3,330		3,330	3,310.38		20
Administration	543,010		543,010	520,074.55		22,935
Town Clerk's Expenses	288,540		288,540	270,831.19		17,709
Tax Collector's Expenses	145,070		145,070	142,468.82		2,601
Election and Registration	23,370		23,370	18,865.03		4,505
Cemetery	52,650		52,650	34,587.07	6,200	11,863
General Gov't Bldgs	423,740		423,740	456,477.51		(32,738)
Appraisal of Property	187,270		187,270	185,026.71		2,243
Information Technology	212,200		212,200	228,976.54		(16,777)
Town Museum	5,000		5,000	3,981.92		1,018
Searles Building	23,730	7,500	31,230	13,414.03		17,816
Legal Expenses	50,400		50,400	43,125.15		7,275
<b>PUBLIC SAFETY</b>						
Police Department	3,116,300	29,261	3,145,561	3,098,109.97		47,451
Contracted Details	5		5	-		5
Dispatching	483,010		483,010	471,124.17		11,886
Fire Department	3,297,745	39,463	3,337,208	3,396,106.62		(58,899)
Emergency Management	30,170	23,457	53,627	48,884.71		4,742
Community Development	528,140		528,140	457,064.55		71,075
<b>HWYS/STREETS/BRIDGES</b>						
Town Maintenance	1,328,310		1,328,310	1,042,078.48	145,800	140,432
Street Lights	16,390		16,390	18,138.05		(1,748)
<b>SANITATION</b>						
Solid Waste Disposal	839,510		839,510	858,923.49		(19,413)
<b>HEALTH</b>						
Health and Human Services	41,330		41,330	40,161.40		1,169
<b>WELFARE</b>						
General Assistance	45,540		45,540	41,231.07		4,309
<b>CULTURE &amp; RECREATION</b>						
Library	1,118,900		1,118,900	1,071,586.36		47,314
Recreation	231,200	4,122	235,322	202,514.19	26,325	6,483
Historic Comm.	6,850		6,850	2,691.60		4,158
Conservation Comm.	5,640		5,640	3,801.08		1,839
Senior Center	5,040		5,040	4,078.52		961
Cable TV Expenses	118,945		118,945	120,974.13		(2,029)
<b>DEBT SERVICE</b>						
Long Term Notes - P + I	85,715		85,715	85,715.22		-
Interest - TANS	500		500	-		500
<b>CAPITAL OUTLAY</b>						
Road Improvements	360,000		360,000	334,686.00		25,314
Highway 5 Ton Truck 2016	180,000		180,000	-	180,000	-
Griffin Park Passive Area - Phase One	90,000		90,000	90,000.00		-
Town Vault Project	47,503		47,503	24,533.37	22,969	1
Phone System Replacement	50,000		50,000	46,832.10	3,167	1
Library Carpeting/Floors/Repainting	85,000		85,000	63,744.79	21,255	0
Dispatch Command Center	280,000		280,000	-	280,000	-
Rail Trail	6,624		6,624	231.37	6,392	1
<b>OPERATING TRANSFERS OUT</b>						
Fire Apparatus	-		-	-	-	-

<i>Unaudited</i>	2017 APPROP INCLD 2016 CARRYFWDS	RECEIPTS, REIMBS & GRANTS	TOTAL AMT AVAILABLE	EXPENDED 2017	CARRYFWDS FROM '17 TO 2018	BALANCES UNEXPENDED (OVERDRAFTS)
<b><u>MISCELLANEOUS</u></b>						
Retirement Svc Charges	4,000	4,000	2,652.50			1,348
Insurance	360,260	360,260	361,573.50			(1,314)
Fire Quint Engine	850,000	850,000	834,285.00	15,715		-
Use of Searles Revenue Fund	32,500	32,500	23,326.85			9,173
Marston-Finn Dam Grant	300,000	300,000	-	300,000		-
Town Forest Improvements	6,000	6,000	-	6,000		-
275th Anniversary Celebration	20,000	550	7,879.24	719		11,952
Facilities & Grounds Imprvmt Fund	100,000	100,000	100,000.00			-
Property Maintenance Trust	50,000	50,000	50,000			-
Earned Time Trust	30,000	30,000	30,000.00			-
Refunds and abatements			36,460.01			(36,460)
<b><u>OTHER GOVT'L DIVISIONS</u></b>						
School District	38,241,031	38,241,031	38,241,031.00			-
County	2,462,299	2,462,299	2,462,299.00			-
Village Districts	70,526	70,526	70,526.00			-
<b>TOTALS</b>	<b>56,883,293</b>	<b>104,352</b>	<b>56,987,645</b>	<b>55,664,383.24</b>	<b>1,014,542</b>	<b>308,720</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	1,087.14	11.03	9.93	1,088.24	62,978.24
Neglected Lots	500.00			500.00	0.06	0.06	0.06	0.06	500.06
Garaphelia Park	1,000.00			1,000.00	0.12	0.12	0.12	0.12	1,000.12
Martha Clark Fund	2,000.00			2,000.00	0.24	0.24	0.24	0.24	2,000.24
Dora Haseltine Fund	500.00			500.00	0.06	0.06	0.06	0.06	500.06
Cemetery-on-the-Plains	17,574.89			17,574.89	9,041.82	244.37	-	9,286.19	26,861.08
Cemetery Trustees	-			-	25,743.13	34.70		25,777.83	25,777.83
Maintenance Fund	61,800.00	2,900.00	200.00	64,500.00	160.62	6.32	6.05	160.89	64,660.89
Louise Anderson Hall Fund	1,300.00			1,300.00	0.12	0.12	0.12	0.12	1,300.12
<b>LIBRARY</b>									
Public Library Fund	3,000.00			3,000.00	0.36	0.36	0.36	0.36	3,000.36
Library Books	1,000.00			1,000.00	0.12	0.12	0.12	0.12	1,000.12
ARMSTRONG MEM. BLD.	337.78			337.78	662.22	5.22	4.82	662.62	1,000.40
<b>SCHOOLS</b>									
Searles School Repairs	-			-	409.03	0.06		409.09	409.09
Eliz. Wilson Fund	1,000.00			1,000.00	0.12	0.12	0.12	0.12	1,000.12
School Dist. 2,3,4,6	4,022.00			4,022.00	0.36	0.36	0.36	0.36	4,022.36
MINISTERIAL FUNDS	1,989.63			1,989.63	0.24	0.24	0.24	0.24	1,989.87
NEEDY PERSONS	1,400.00			1,400.00	4,439.64	0.59		4,440.23	5,840.23
REPAIR TOWN BLDGS	1,979.65			1,979.65	0.24	0.24	0.24	0.24	1,979.89
IRENE HERBERT SCHSHIP	14,075.00			14,075.00	680.15	1.50		681.65	14,756.65
COBBETTS PD VILL. DIST.	12,719.56			12,719.56	1,079.09	1.39		1,080.48	13,800.04
<b>CAPITAL RES. FUNDS</b>									
Fire Apparatus	122.45		-	122.45	0.06	0.02		0.08	122.53
Fire Station	-		-	-	1,476.09	0.09	1,476.18	-	-
Rte 111/Town Complex	-		-	-	6,084.87	0.47	6,085.34	-	-
Fire Station Renovation	1,384.00		1,384.00	-	3,351.45	0.38	3,351.83	-	-
Nesmith Library	20,481.67		20,481.67	-	4,404.48	2.35	4,406.68	0.15	0.15
S.D. Repr/Replace Septic	-		-	-	1,646.07	0.12		1,646.19	1,646.19
Salt Shed	-		-	-	169.07	0.02	169.09	-	-
S.D. Paving/Prkg Repair	25,957.68		-	25,957.68	1,228.00	2.70		1,230.70	27,188.38
School Roof Rpr&Replace	42,100.00		-	42,100.00	105.82	4.24		110.06	42,210.06
School Roof Rpr&Replace	1,357,562.50	742,562.50	1,290,000.00	810,125.00	79.24	130.18		209.42	810,334.42
S.D. Special Ed	100,000.00		-	100,000.00	-	2.19		2.19	100,002.19
EXPENDABLE TRUST FD									
Property Maintenance	21,079.35	100,000.00	119,999.52	1,079.83	3.98	4.06		8.04	1,087.87
Earned Time	214,646.22	60,000.00	-	274,646.22	4,398.09	24.91		4,423.00	279,069.22
Town Museum	4,453.36		-	4,453.36	108.20	0.47		108.67	4,562.03
Town Facilities	-	100,000.00	-	100,000.00	-	4.38		4.38	100,004.38
Campbell Farm	-	50,000.00	-	50,000.00	-	0.19		0.19	50,000.19
School Bldg/Grounds Maint	17,673.45	-	-	17,673.45	920.35	1.86		922.21	18,595.66
GRAND TOTALS:	1,894,738.22	1,155,462.50	1,432,065.19	1,618,135.53	67,280.65	485.97	15,512.08	52,254.54	1,670,390.07

Respectfully submitted for the Trustees,

*Doreen Demone*

Doreen Demone, Trustee

# EXPENDABLE HEALTH TRUST

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Month	Income	Premiums	Claims	Fees	Interest	End Balance
						\$ 79,833.88
Jan	\$ 26,167.29	\$ -	\$ 3,888.25	\$ -	\$ 24.78	\$ 102,137.70
Feb	\$ 26,991.85	\$ -	\$ 3,315.57	\$ -	\$ 20.81	\$ 125,834.79
Mar	\$ 27,234.76	\$ -	\$ 6,567.18	\$ 1,083.00	\$ 26.13	\$ 145,445.50
Apr	\$ 27,931.32	\$ -	\$ 3,472.55	\$ -	\$ 33.50	\$ 169,937.77
May	\$ -	\$ -	\$ 2,726.09	\$ -	\$ 42.97	\$ 167,254.65
Jun	\$ 63,615.15	\$ -	\$ 6,072.86	\$ 399.00	\$ 49.62	\$ 224,447.56
Jul	\$ 28,707.23	\$ -	\$ 2,100.14	\$ -	\$ 58.92	\$ 251,113.57
Aug	\$ 35,783.00	\$ -	\$ -	\$ -	\$ 63.98	\$ 286,960.55
Sep	\$ 28,309.27	\$ 105,753.05	\$ 7,334.23	\$ -	\$ 56.10	\$ 202,238.64
Oct	\$ 36,536.21	\$ (535.07)	\$ 4,461.84	\$ -	\$ 52.43	\$ 234,900.51
Nov	\$ 29,000.16	\$ 106,511.34	\$ 6,750.00	\$ 500.00	\$ 36.01	\$ 150,175.34
Dec	\$ 36,801.42	\$ 106,187.98	\$ 10,602.06	\$ -	\$ 15.58	\$ 70,202.30
<b>Totals</b>	<b>\$ 367,077.66</b>	<b>\$ 317,917.30</b>	<b>\$ 57,290.77</b>	<b>\$ 1,982.00</b>	<b>\$ 480.83</b>	

The Expendable Health Trust fund was used in 2017 to pay a portion of the health insurance premiums for employees. The income deposited into this fund consists of the employees' co-pay amounts from weekly payroll deductions. Beginning in January 2017, the Trust no longer paid the "out of pocket" expenses, as the self-insured program was phased out.

The Town's general operating budget funds about 75% of the cost of the employees' health insurance plans. The remaining portion is funded from the Health Expendable Trust, with a breakdown as follows for 2017:

Funded from Town operating budget	\$ 929,076
Funded from trust (employee co-pays)	<u>\$ 317,917</u>
<b>Total</b>	<b>\$1,246,993</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 2017, no payments for retiree insurance premiums were funded from the trust.

Please note that the previous town report listed the ending 2016 balance of this fund as \$83,503.74 at the time the town report was printed. The final balance after the books were closed for the year was \$79,833.88 due to additional claims for 2016 in the amount of \$3,669.86.

# FINANCE DEPARTMENT

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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 2017, the Finance office worked with multiple lending institutions to coordinate the required documentation in order to re-issue the Town's \$2,000,000 tax anticipation note, leases for town vehicles and issue an \$850,000.00 bond for the purchase of a new quint fire engine.

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.

My thanks go to all administrative staff for working together and going above and beyond during 2017.

## 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.

Town Only Tax Rate Breakdown	2017	2016	2015
Gross Appropriations (Approved Budget)	\$15,596,920	\$14,070,909	\$13,870,484
Less: General Fund Revenues (see Chart A)	(\$8,478,521)	(\$7,367,124)	(\$6,643,510)
Plus: Overlay (abatements)	88,030	98,700	\$97,400
Plus: War Service Credits	<u>253,750</u>	<u>239,750</u>	<u>\$238,500</u>
Net to Raise via taxation	7,460,179	7,042,235	\$7,562,874
Town Tax Rate	\$3.24	\$3.08	\$3.35

Chart A – General Fund Revenue (for tax rate)	2017	2016	Difference
Licenses, Permits & Fees	4,156,510	\$3,801,860	354,650
State Revenues	1,111,262	\$1,068,902	\$42,360
Income from Departments, Other Taxes and Interest, Grants and Intergovernmental	916,505	\$777,110	\$139,395
Capital Reserve Funds	4,735	\$0	\$4,735
Sale of Municipal Property	129,265	\$336,470	(\$207,205)
Cable Franchise Fees	305,000	\$280,000	\$25,000
Interest on Investments	16,000	\$10,500	\$5,500
Transfers In from other funds (Searles, Trust Funds)	32,507	\$32,503	\$4
Funds from Other Sources (Highway Truck Grant)	0	\$144,000	(\$144,000)
Funds Other Sources (Bond/Conserv, Rev funds)	850,000	\$85,779	\$764,221
Use of prior year fund balance as voted by ballot	100,000	\$0	\$100,000
Use of prior year fund balance to reduce the tax rate	<u>856,737</u>	<u>\$830,000</u>	<u>\$26,737</u>
Total GF Revenue for tax rate (see chart above)	\$8,478,521	\$7,367,124	\$1,111,397
Impact of Funds directly offsetting appropriations	0	(\$85,779)	\$85,779
Net GF Revenue on which the tax rate is set	\$8,478,521	\$7,281,345	\$1,197,176

### **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 voted on 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 \$1,197,176. This is primarily due to a \$354,650 increase in Licenses, Permits & Fees revenue, an \$850,000 bond issue and \$139,395 in additional Income from Departments above the previous year. These increases were offset by a decrease in revenues from Other Sources of \$144,000 due to a 2016 highway truck grant not being repeated and a \$207,205 decrease in revenues generated from the Sale of Town Properties. Due to a significant increase in net appropriations that was offset by the increase in revenues, the amount needed to be raised through taxation increased by \$417,944 (still under 2015 levels). 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. Please note that \$285,146 of the Highway Block Grant funds received this year consists of a one-time payment required by S. B. 38 which has already been allocated for infrastructure improvements and will not be available to reduce tax rates.

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 \$8.48 million general fund revenue collected in 2017, 13.1% came from State funding (Meals & Rooms Distribution and State Highway Block Grant) and 10.1% was from use of fund balance, with the remaining 76.8% coming from local revenue sources.
- Chart A reflects the change in *budgeted/estimated* revenues from one year to the next, however, a full revenue report containing *actual* results for 2017 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 2017 was additional funds and services received towards renovations at the Searles building.

REVENUE REPORT - COMPARATIVE ANALYSIS AS OF DECEMBER 31, 2017

Unaudited	Estimated	Actual	Actual	Increase	2017% of
	Revenue	Revenue	Revenue	(Decrease)	Estimate
SOURCES OF REVENUE:	For 2017	12/31/17	12/31/16	17 vs. 16	Received
<u>TAXES</u>					
Yield/Excavation Tax	3,500	3,738.77	13,106	-9,367	106.82%
Interest & Penalties on Taxes	175,000	179,040.39	236,740	-57,700	102.31%
Misc. Taxes - PILOT	10,045	10,045.71	12,035	-1,989	100.01%
Boat Taxes	16,020	17,048.38	15,982	1,066	106.42%
<u>INTERGOVERNMENTAL REVENUES</u>					
Highway Block Grant	333,146	618,286.81	329,405	288,882	185.59%
Rooms and Meals	740,116	740,115.90	739,497	619	100.00%
<u>LICENSES AND PERMITS</u>					
M V Permit Fees	3,725,000	3,828,326.43	3,620,423	207,903	102.77%
Building Permits	170,000	177,204.61	154,144	23,061	104.24%
Other Licenses and Permits:					
Dog Licenses	20,500	21,153.50	20,477		
Animal Officer Fees	1,650	1,750.00	1,975		
Planning Board Fees	45,000	44,620.10	81,152		
Board of Adjustment Fees	8,000	9,181.00	13,931		
Town Clerk Miscellaneous	35,000	39,661.88	10,924		
Gun Permits	1,360	1,160.00	3,160		
Subtotal Other Licenses/Permits	111,510	117,526.48	131,619	-14,093	105.40%
<u>CHARGES FOR SERVICES</u>					
Cable TV Fees	305,000	314,860.19	286,950	27,910	103.23%
Income from Departments:					
Special Duty-Contracted Police	29,000	29,978.13	35,190		
Welfare Reimbursements	21,135	21,136.21	10,530		
Community Dev Miscellaneous	11,000	11,156.66	9,868		
Police Dept Miscellaneous	7,000	7,362.05	7,775		
Ambulance Fees	375,000	429,849.96	434,527		
Fire Dept Miscellaneous	15,000	17,511.57	20,934		
Transfer Station Fees	16,000	17,422.71	13,439		
Police - Accident Reports	1,560	1,582.00	3,263		
Recreation - Beach Income	3,695	3,694.65	3,534		
Subtotal Income from Dept's	479,390	539,693.94	539,060	634	112.58%
<u>MISCELLANEOUS REVENUES</u>					
Interest on Deposits	16,000	15,984.53	11,695	4,290	99.90%
Sale of Town Property	129,265	129,263.00	338,470	-209,207	100.00%
Other Miscellaneous Revenues:					
Other State/Fed Grants/FEMA	188,000	85,680.09	27,763		
Insurance/Other Reimb/Refunds	55,000	57,730.96	44,554		
Parking Fines	1,350	2,150.00	1,115		
Town Building Rent	2,850	3,250.00	3,125		
Selectmen Miscellaneous	9,500	12,199.11	14,402		
Donations	157,000	7,000.00	0		
Treasurer's Miscellaneous	500	714.56	748		
Town Clerk - Copy Fees	350	346.02	206		
Subtotal Other Miscellaneous	414,550	169,070.74	91,913	77,158	40.78%
<u>OTHER FINANCING SOURCES</u>					
Income from Trust Funds	7	5.06	3	2	72.29%
Proceeds from Bond Issuance	850,000	850,000.00	0	850,000	100.00%
Income from Capital Reserve Funds	4,735	4,735.00	0	4,735	100.00%
Income from Revenue Funds	32,500	32,500.00	32,500	0	100.00%
Income from Other Sources:					
Forestry Fund	6,000	6,000	0	6,000	100.00%
Conservation Funds	-	-	85,779	-85,779	N/A
Highway Truck Grant Funds	-	-	133,344	-133,344	N/A
Fund Balance	100,000	100,000.00	830,000	-730,000	100.00%
Grants/Donations Accepted/Expended	0	19,172.06	24,952	-5,780	N/A
<b>TOTAL REVENUES</b>	<b>7,621,784</b>	<b>7,872,618.00</b>	<b>7,627,617</b>	<b>245,001</b>	<b>103.29%</b>

### **Balance Sheet**

The following represents the General Fund balance sheet as of December 31, 2017 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, 2017

ASSETS:	
Cash	\$18,463,187
Taxes receivable, net	585,492
Accounts receivable	151,765
Restricted cash - performance bonds	292,180
Other assets	29,222
<b>Total Assets</b>	<b>\$19,521,846</b>
LIABILITIES & FUND BALANCES:	
Liabilities	
Accounts payable and accruals	\$20,850
Tax abatements payable	48,643
Deposits	292,180
Deferred revenue	(111,625)
<u>Due to other governments, funds</u>	<u>17,612,065</u>
<b>Total Liabilities</b>	<b>17,862,113</b>
Fund Balances	
Nonspendable fund balance	\$0
Committed fund balance	836,217
Assigned fund balance	178,325
Unassigned fund balance	645,191
<b>Total Fund Balances</b>	<b>1,659,733</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$19,521,846</b>

### **Town Debt**

The full Statement of Bonded Indebtedness for 2017 is as follows: the only town debt consists of the fire engine loan taken in May 2016 and the Fire Quint Aerial Truck loan taken in May 2017. The Town budget funds will be required to pay the debt service throughout the term of the bonds.

#### **Fire Engine Loan:**

The second of four annual payments for the fire engine loan taken in May 2016 was made in July 2017, and two more payments will be made as detailed below.

Original Issue: \$334,291.18 / May 2016 / Northway Bank / Interest Rate of 1.50%, 4 year term

Purpose: Purchase of fire engine for the Windham Fire Department

	Year	Principal	Interest	Payment	Balance
					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
		\$167,267.99	\$3,850.95	\$171,037.94	

**Fire Quint Aerial Truck Loan:**

The first of ten annual payments for the Fire Quint Aerial Truck loan taken in May 2017 will be made in March 2018. The payment schedule is detailed below:

Original Issue: \$850,000.00 / May 2017 / Northway Bank / Interest Rate of 2.45%, 10 year term

Purpose: Purchase of Fire Quint Aerial Truck for the Windham Fire Department

	Beginning Principal	Principal Paid	Interest Paid	Remaining Principal	Total Payment
2017				850,000.00	
2018	850,000.00	78,306.42	18,279.72	71,693.58	96,586.14
2019	771,693.58	77,679.65	18,906.49	694,013.93	96,586.14
2020	694,013.93	79,582.80	17,003.34	614,431.13	96,586.14
2021	614,431.13	81,532.58	15,053.56	532,898.55	96,586.14
2022	532,898.55	83,530.13	13,056.01	449,368.42	96,586.14
2023	449,368.42	85,576.61	11,009.53	363,791.81	96,586.14
2024	363,791.81	87,673.24	8,912.90	276,118.57	96,586.14
2025	276,118.57	89,821.23	6,764.91	186,297.34	96,586.14
2026	186,297.34	92,021.86	4,564.28	94,275.48	96,586.14
2027	94,275.48	94,275.48	2,309.75	-	96,585.23
Total:		850,000.00	115,860.49		965,860.49

The Town continues to make payments on leases for Highway, Police 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 2017. 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 2017. The Town already renewed the line of credit for 2018 - interest on any balances drawn will be paid at an annualized rate of 3.7% (subject to adjustment).

### **School District Payments**

Payments to the Windham School District for 2017 are summarized as follows:

Due to School District as of December 31, 2016	\$19,241,031
Total School District Funds Raised through 2017 Tax Rate	\$36,596,886
Total Transferred Out to School District during 2017	(\$38,241,031)
Balance due to School District as of December 31, 2017	\$17,596,886

### **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 (per MS-434 form):	2016	2015	2014	2013
Available for tax rate setting	1,156,737	\$1,235,325	\$1,194,131	\$734,024
Amount used to reduce next year's tax rate	856,737	\$830,000	\$890,000	\$434,024
Remainder	300,000	\$405,325	\$304,131	\$300,000

*Note – Of the \$405,325 Fund Balance retained from 2016, \$100,000 was expended as part of a 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.

Please note that the disbursement from the Police and Fire Impact fees funds reflect a partial refund of impact fees from the Fire Department and 4 refunds of impact fees from the Police Department upon the request of the affected property owners based on the funds not being expended within 6 years after being collected.

	Balance 12/31/2016	Income	Disbursements	Interest	Balance 12/31/17
Cable TV Trust Fund	317,782.03	22,000.00	4,094.99	976.16	336,663.20
Searles Special Revenue	20,579.77	31,949.40	37,869.71	50.40	14,709.86
Searles Donation Fund	732.43		140.00	1.90	594.33
Friends of Searles	0.00	1,630.23	1,265.10	0.21	365.34
Expendable Health Trust	79,833.88	367,077.66	377,190.07	480.83	70,202.30
Cemetery Operation Fund	115,510.05	2,300.00	600.00	332.20	117,542.25
Conservation Land Trust	119,102.89	98,833.38	129,405.20	265.99	88,797.06
Road Bond Fund	9,285.77			26.54	9,312.31
Law Enforcement Fund	974.33			2.80	977.13
Recreation-Lacrosse	3,112.45		3,112.71	0.26	(0.00)
Recreation-Programs	7,633.11	66,829.33	65,756.30	18.69	8,724.83
Griffin Park Passive Recreation	28,284.21	4,055.98	23,216.25	65.50	9,189.44
Conservation Special	2,167.36			6.20	2,173.56
Police Public Safety Revolve Fd	45,595.83	299,781.25	267,916.77	233.24	77,693.55
Fire Public Safety Revolve Fd	35,617.84	23,094.72	25,187.32	100.32	33,625.56
Police Fed Asset Forfeiture	0.00				0.00
Subdivision Fees	77,703.67	74,922.16	87,118.70	165.45	65,672.58
Rte 28 Emergency Fund	11,309.68			32.33	11,342.01
Rail to Trail Fund	100.75			0.29	101.04
Fire Cistern Special Rev Fund	500.68			1.44	502.12
Forest Maintenance Fund	56,127.74		482.62	160.18	55,805.30
Police Impact Fee	107,696.73	19,230.26	6,798.03	273.74	120,402.70
Fire Impact Fee	181,779.74	32,765.64	54.49	491.05	214,981.94
School Impact Fees (Separate)	372,930.75	225,930.23	144,628.00	946.22	455,179.20
Total	1,594,361.69	1,270,400.24	1,174,836.26	4,631.94	1,694,557.61

The collective cash balances for the special funds were invested as follows as of December 31, 2017 (represents bank statement balances exclusive of deposits in transit and outstanding checks):

Citizens Bank Operating Accounts – earning 0.30%	\$1,449,681.57
Enterprise Bank Investment Account – earning 0.30%	\$251,648.89
TD Bank Merchant Account – earning 0.00%	\$1,292.80

**Performance Bonds** As of 12/31/2017, 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.

Project	Type	Current Balance
Castle Reach III	Letter of Credit	17,670.00
Comcast/Adelphia (Cable TV)	Insurance Co Bond	75,000.00
Cricket Ridge	Cash	43,669.70
Cyr Lumber	Cash	7,106.00
Gateway Park	Cash	133,100.00
Granite Woods	Letter of Credit	192,268.50
Highclere	Letter of Credit	1,278,848.95
Jenny's Hill Rd	Insurance Co Bond	21,000.00
Johnny Hill Estates	Cash	101,136.00
Klemm's	Insurance Co Bond	5,000.00
Letizio	Insurance Co Bond	26,566.00
London Bridge North	Letter of Credit	1,867,065.25
London Bridge South II	Letter of Credit	598,192.70
McIntosh Hollow	Letter of Credit	20,472.00
Medicus	Cash	6,000.00
Medicus Phase 4	Cash	10,000.00
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
SBA Cell Towers	Insurance Co Bond	30,000.00
Spruce Pond, all phases	Letter of Credit	131,500.00
Stone Arch Atlantic Telecom (Cell Tower Removal Bond)	Letter of Credit	174,426.25
Village Center	Cash	14,840.00
Walkers Woods	Letter of Credit	159,462.78
Wall St/International	Cash	27,113.00
Weston Estates	Cash	53,253.82
White Mountain Cable Construction (Cable TV)	Insurance Co Bond	20,000.00
Winslow Homes	Letter of Credit	115,941.60
Wood Meadow	Letter of Credit	206,196.40
Woodside South II - L/C 27029, Enterprise	Cash	73,390.20
Total Performance Bonds		\$6,216,452.95

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 with any questions or for more Town financial information.

Respectfully submitted,



Daniel Popovici-Muller, Finance Director

# IMPACT FEES - ASSESSED & COLLECTED

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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	--- ASSESSMENT DATE (PERMIT ISSUED) ---			--- COLLECTION DATE (C.O. ISSUED) ---		
			DATE	SCHOOL	PUBLIC SAFETY	DATE	SCHOOL	PUBLIC SAFETY
<i>Assessments for 2017 building permit issuances:</i>								
DC Development	21-H-13C	14 Lakeshore Rd (SC)	1/4/2017	6,357.87	-	10/31/2017	6,357.87	
Village Center Prop	11-A-530	15 Indian Rock Road	1/5/2017	-	1,225.26	8/8/2017		1,225.26
Kevin and Day Chauvette	24-F-176	20 Timberlane Rd	1/12/2017	6,357.87	1,460.00	11/16/2017	6,357.87	1,460.00
DHB Homes	24-F-1108	35 Wilson Rd	2/22/2017	4,288.00	1,621.00			
DHB Homes	24-F-1111	43 Wilson Rd	3/2/2017	4,288.00	1,621.00	8/29/2017	4,288.00	1,621.00
DMH Dev	13-D-501	11 Doiron Rd	3/6/2017	6,357.87	1,460.00			
DHB Homes	24-F-1115	26 Wilson Rd	3/23/2017	4,288.00	1,621.00			
DHB Homes	24-F-1114	28 Wilson Rd	3/25/2017	4,288.00	1,621.00			
Delbar Construction	7-B-39	16 Orchard Blossom Rd	04/11/17	6,357.87	1,460.00	11/16/2017	6,357.87	1,460.00
DHB Homes	24-F-1106	5 Marden Rd	04/18/17	4,288.00	1,621.00	11/7/2017	4,288.00	1,621.00
DHB Homes	24-F-1112	32 Wilson Rd	04/19/17	4,288.00	1,621.00	10/23/2017	4,288.00	1,621.00
DiPietro Homes	24-F-1117	20 Wilson Rd	04/24/17	4,288.00	1,621.00	12/12/2017	4,288.00	1,621.00
Morgan St LLC	13-C-123	1 Morgan St (COMM)	04/26/17		1,267.20			
16 London Bridge Rd LLC	16-P-510	4 Fourth St	04/28/17	6,357.87	1,460.00	11/29/2017	6,357.87	1,460.00
Scott O'Brien	16-B-8	9 Ash St	04/28/17	6,357.87	-			
Brian Harvey	17-L-57	13 Farmer Rd	05/10/17	6,357.87				
David Robitaille	16-O-211	18 Vtiau Rd	05/22/17	6,357.87	-			
Meadow Creek*	25-R-8001	24 Settler Ridge Rd	06/01/17	4,288.00	1,621.00			
Judy Denardo	17-M-38	8 York Rd	06/05/17	6,357.87	-			
Robert Peterson	19-B-701	1 Glance Rd	06/20/17	6,357.87	1,460.00			
Sara Gagnon	25-C-8	22 Jordon Rd (SC)	06/20/17	6,357.87	-			
Indian Rock Rd	11-A-531	13 Indian Road Rd - COMM	06/22/17		2,762.64	12/11/2017		2,762.64
DHB Homes	24-F-1110	39 Wilson Rd	06/26/17	4,288.00	1,621.00			
DHB Homes	24-F-1113	30 Wilson Rd	06/26/17	4,288.00	1,621.00			
Currier Homes LLC	20-E-325	47 Bear Hill Rd	06/28/17	6,357.87	1,460.00	11/28/2017	6,357.87	1,460.00
DiPietro Homes	20-D-2305	26 London Bridge Rd	06/28/17	4,288.00	1,621.00			
Salem Manufactured Homes	21-V-238	7 Fish Rd	06/28/17(1)	6,357.87		12/22/2017	6,357.87	
Stone Hedge Builders	17-I-300	9 Chadwick Circle	07/07/17+55		1,460.00			
Morgan St Dev.	13-C-123	4 Chadwick Circle	07/07/17+55		1,460.00			
Morgan St Dev.	13-C-123	3 Morgan St	07/07/17+55		1,460.00			
Morgan St Dev.	13-C-123	5 Morgan St	07/11/17+55		1,460.00			
Morgan St Dev.	13-C-123	7 Morgan St	07/11/17+55		1,460.00			
Morgan St Dev.	13-C-123	9 Morgan St	07/11/17+55		1,460.00			
Morgan St Dev.	13-C-123	11 Morgan St	07/11/17+55		1,460.00			
Morgan St Dev.	13-C-123	13 Morgan St	07/11/17+55		1,460.00			
Morgan St Dev.	13-C-123	15 Morgan St	07/11/17+55		1,460.00	12/21/2017		1,460.00
Morgan St Dev.	13-C-123	17 Morgan St	07/11/17+55		1,460.00			
Morgan St Dev.	13-C-123	19 Morgan St	07/11/17+55		1,460.00			
Morgan St Dev.	13-C-123	31 Morgan St	07/11/17+55		1,460.00			
DiPietro Homes	20-D-3030	4 Bennington Rd	07/12/17	6,357.87	1,460.00			
Jamison	21-V-204B	12 Ministerial Rd	07/13/17	6,357.87	1,460.00			
Alan Carpenter	25-G-145	35 Emerson Rd	07/14/17	6,357.87				
ADC	11-A-?	1 Pilgrim Rd	07/19/17	6,357.87	1,460.00			
Morgan St Dev.	13-C-123	29 Morgan St	07/21/17+55		1,460.00			
Morgan St Dev.	13-C-123	35 Morgan St	07/21/17+55		1,460.00			
Morgan St Dev.	13-C-123	33 Morgan St	07/21/17+55		1,460.00			
Brian Harvey	16-P-505	59A Ministerial Rd	07/26/17	6,357.87	1,460.00			
DHB Homes	24-F-1107	4 Marden Rd	07/31/17	4,288.00	1,621.00			
Currier Homes LLC	20-E-281	45 Bear Hill Rd	08/09/17	6,357.87	1,460.00			
Bergeron Homes	11-A-1657	2 Floral St	08/15/17	4,288.00	1,460.00			
DHB Homes	24-F-1105	3 Marden Rd	08/15/17	4,288.00	1,621.00			
Stone Hedge Builders	17-I-300	5 Chadwick Cir	08/17/17+55		1,460.00			
Stone Hedge Builders	17-I-300	13 Chadwick Cir	08/17/17+55		1,460.00			
Morgan St Dev.	13-C-123	23 Morgan St	08/21/17+55		1,460.00			
Morgan St Dev.	13-C-123	25 Morgan St	09/11/17+55		1,460.00			
Morgan St Dev.	13-C-123	27 Morgan St	09/11/17+55		1,460.00			
Morgan St Dev.	13-C-123	12 Morgan St	09/11/17+55		1,460.00			
Morgan St Dev.	13-C-123	21 Morgan St	09/11/17+55		1,460.00			

NAME	LOT #	STREET	--- ASSESSMENT DATE (PERMIT ISSUED) ---			--- COLLECTION DATE (C.O. ISSUED) ---		
			DATE	SCHOOL	PUBLIC SAFETY	DATE	SCHOOL	PUBLIC SAFETY
Rob and Kim Doe	22-L-73	35 West Shore Rd	09/19/17	6,357.87	1,460.00			
Joel Santos	20-D-2600	16 London Bridge Rd	09/22/17	6,357.87	1,460.00			
Delbar Construction	20-E-331	61 Bear Hill Rd	10/6/2017	6,357.87	1,460.00			
Phil Lantagne	20-D-2500	18 London Bridge Rd	10/13/2017	6,357.87	1,460.00			
GBS Walker Woods	6-C-1109	58 Sheffield St	10/31/2017	4,288.00	1,621.00			
Stone Hedge Builders	17-I-300	2 Chadwick Circle	11/3/2017	6,357.87	1,460.00			
Morgan St Dev.	13-C-123	37 Morgan Str	11/14/2017	6,357.87	1,460.00			
JKR Properties	21-H-14A	22 Lakeshore Rd	11/15/2017	6,357.87	1,460.00			
DiPietro Homes	20-D-2313	44 Burnham Rd	12/14/2017	4,288.00	1,621.00			
Bergeron Homes	25-R-9005	31 Settlers Ridge Rd	12/19/2017	4,288.00	1,621.00			
<i>Assessments in prior years (collected in 2017 at issuance of Certificate of Occupancy):</i>								
H&B Homes	3-B-876	19 Nathan Rd	8/20/2014	3,400.00	-	11/30/2017	3,400.00	
Maplevale Bldrs LLC	6-C-113	37 Sheffield Rd	1/13/2015	3,848.00	1,621.00	6/30/2017	3,848.00	1,621.00
Hebert	11-A-1656	1 Greenway Rd	7/20/2015	6,357.87	1,460.00	5/2/2017	6,357.87	1,460.00
Anshewitz	20-D-4001	8 Burnham Rd	7/23/2015	6,357.87	1,460.00	4/14/2017	6,357.87	1,460.00
MacThompson	17-C-26	23 Sawtelle Rd(SC)	9/9/2015	6,357.87		2/1/2017	6,357.87	
Blaise Coco	18-I-475	43 A Woodvue Rd	11/2/2015	4,288.00	1,460.00	1/23/2017	4,288.00	1,460.00
Stephen Doherty	17-C-94	39 Sawtelle Rd (SC)	03/17/16	6,357.87		9/8/2017	6,357.87	
DMH Dev - Mark Harvey	24-F-192	65 Heritage Hill Rd	04/12/16	6,357.87	1,460.00	11/28/2017	6,357.87	1,460.00
KP Bergeron	20-D-2302	30 London Bridge Rd	04/19/16	6,357.87	1,460.00	5/30/2017	6,357.87	1,460.00
Newell/Iworsky	7-A-792	19 Ludlow Rd	05/23/16	6,357.87	1,460.00	2/17/2017	6,357.87	1,460.00
Doniggian	20-E-199	2 Pawtucket Rd	06/14/16	6,357.87	1,460.00	2/6/2017	6,357.87	1,460.00
Dennis Rogers	17-J-3	28 Armstrong Rd	06/24/16	6,357.87	1,460.00	4/10/2017	6,357.87	1,460.00
Currier Homes of Winslow LLC	14-B-2600	39 London Bridge Rd	07/05/16	6,357.87	1,460.00	3/20/2017	6,357.87	1,460.00
Peter Stephens	24-F-184	6 Ryan Farm Rd	08/01/16	6,357.87	1,460.00	7/10/2017	6,357.87	1,460.00
Okeefe Electric LLC	20-D-3003	3 Bennington Rd	08/08/16	6,357.87	1,460.00	4/27/2017	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	4/5/2017	6,357.87	1,460.00
Shawn & Ashley Trasher	14-J-142	19 Gardner Rd	08/19/16	6,357.87		8/18/2017	6,357.87	
Ridgeview Construction	17-L-83	5 Grove St	08/24/16	6,357.87		7/19/2017	6,357.87	
Joseph Barbagallo	1-C-1501	137 Londonderry Rd	09/29/16	6,357.87	1,460.00	4/27/2017	6,357.87	1,460.00
Sonya Treadwell	1-A-601	13 Fordway Ext	10/4/2016	6,357.87	1,460.00	8/18/2017	6,357.87	1,460.00
Dipietro Homes	20-D-3019	28 Burnham Rd	10/6/2016	6,357.87	1,460.00	8/8/2017	6,357.87	1,460.00
DHB Homes LLC	24-F-1103	31 Wilson Rd	10/17/2016	4,288.00	1,621.00	4/27/2017	4,288.00	1,621.00
KP Bergeron	24-F-308	10 Ryan Farm Rd	10/24/2016	6,357.87	1,460.00	8/8/2017	6,357.87	1,460.00
DHB Homes LLC	24-F-1102	29 Wilson Rd	10/26/2016	4,288.00	1,621.00	5/17/2017	4,288.00	1,621.00
Delbar Builders	7-B-42	11 Orchard Blossom Rd	11/28/2016	6,357.87	1,460.00	6/14/2017	6,357.87	1,460.00
DHB Homes LLC	24-F-1104	1 Marden Rd	11/30/2016	4,288.00	1,621.00	11/7/2017	4,288.00	1,621.00
Dave Tokenal	24-F-5209	9 Meadow Rd	12/1/2016	6,357.87	1,460.00	6/1/2017	6,357.87	1,460.00
KP Bergeron	20-D-2300	34 London Bridge Rd	12/8/2016	6,357.87	1,460.00	11/16/2017	6,357.87	1,460.00

#### IMPACT FEES - AMOUNT DISBURSED 2017

Disbursed To:	Date:	Purpose:	Type	Amount	Originally Assessed
Windham School District	4/25/2017	Annual bond payments	School	\$ 144,608.00	
32 IRR Realty LLC	1/17/2017	Refund: not spent within 6 yrs	Public Safety	\$ 2,951.48	2010
Gillis and Basso	1/17/2017	Refund: not spent within 6 yrs	Public Safety	\$ 516.95	2010
Simsbury Partners LLC	1/17/2017	Refund: not spent within 6 yrs	Public Safety	\$ 2,867.06	2010
Jeffrey Gerstein	1/17/2017	Refund: not spent within 6 yrs	Public Safety	\$ 517.03	2010

# TOWN TREASURER

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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.

General Fund Cash Balance on January 1, 2017	\$18,342,793.85
Cash Receipts:	
Tax Collector – Property Taxes, Interest, Etc.	48,091,897.17
Town Clerk	3,908,286.21
Community Development	242,162.37
Transfer Station	17,422.71
Police Department	42,232.18
Fire Department	447,361.53
Cable Franchise Fees	314,860.19
State of NH – Meals & Rooms Distribution	740,115.90
State of NH – Highway Block Grant	618,286.81
Other Intergovernmental –EM, State Grants, Etc.	85,680.09
Sale of Town Property	129,263.00
Insurance & Other Miscellaneous Reimbursements	87,205.98
Donations/Gifts/Grants	19,172.06
Administration & Miscellaneous Revenues	874,593.32
Interest on Investments	15,984.53
Transfers In from Special Revenue, Property Trust Funds	157,359.37
Timing of Transfers Impact	(3,811.53)
Subtotal Cash Receipts	\$55,788,071.89
Cash Disbursements:	
Selectmen's Warrants	(17,300,870.10)
School District Transfers	(38,241,031.00)
Transfer Out to Property/Earned Time Trust Funds	(80,000.00)
Transfer Out to Village Districts	(70,526.00)
Subtotal Cash Disbursements	\$(55,692,427.10)
General Fund Cash Balance on December 31, 2017	18,438,438.64

The Tax Collector also received \$183,433.38 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, 2017 (represents bank statement balances exclusive of deposits in transit and outstanding checks):

Citizens Bank Operating Account – earning 0.01%	\$5,258,742.89
Citizens Bank Investment Account – earning 0.20%	\$10,883,371.54
TD Bank Ambulance Account – earning 0.0%	\$79,284.70

# TAX COLLECTOR

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## DEBIT REPORT

UNCOLLECTED TAXES BEGINNING OF YEAR:	2017	Prior Year
Property Taxes	0.00	1,570,334.64
Land Use Change Taxes	0.00	69,410.00
Yield Taxes	0.00	0.00
Excavation Tax	0.00	0.00
TAXES COMMITTED THIS YEAR:		
Property Taxes	46,350,198.15	0.00
Land Use Change Taxes	180,600.00	0.00
Yield Tax	4,861.72	0.00
Excavation Tax		0.00
OVERPAYMENTS		
Overpayments/Refunds	122,298.15	4,536.30
Miscellaneous	51.00	25.00
INTEREST COLLECTED ON DELINQUENT TAXES:	23,726.93	77,174.90
COLLECTED PENALTIES/FEES:	132.00	4,498.00
TOTAL DEBITS	\$46,681,867.95	\$1,725,978.84

## CREDIT REPORT

REMITTED TO TREASURER:	2017	Prior Year
Property Taxes	45,091,293.52	1,563,677.64
Land Use Change Taxes	104,600.00	69,410.00
Yield Taxes	3,738.77	0.00
Interest	23,726.93	77,174.90
Penalties/Fees	132.00	4,498.00
Overpayments/Refunds	122,298.15	4,536.30
Miscellaneous	51.00	25.00
Excavation Tax		0.00
ABATEMENTS MADE:		
Property Taxes	0.00	6,657.00
Yield Taxes	0.00	0.00
Land Use Change Taxes	0.00	0.00
UNCOLLECTED TAXES END OF YEAR:		
Property Taxes	1,258,904.63	0.00
Land Use Change Taxes	76,000.00	0.00
Yield Taxes	1,122.95	0.00
Excavation Tax	0.00	0.00
TOTAL CREDITS	\$46,681,867.95	\$1,725,978.84

## SUMMARY OF TAX SALE/LIEN ACCOUNTS

### DEBIT REPORT

	2016 LEVY	2015 LEVY	2014 - 2007 Prior Levies
UNREDEEMED LIENS:			
Beginning of Year	0.00	327,098.20	367,725.25
LIENS EXECUTED:			
During Fiscal Year	645,255.48	0.00	0.00
INTEREST & COSTS:			
Collected After Execution	10,023.25	16,887.72	98,927.23
	<b>TOTAL DEBITS</b>	<b>\$655,278.73</b>	<b>\$343,985.92</b>
			<b>\$466,652.48</b>

### CREDIT REPORT

REMITTANCE TO TREASURER:			
Redemptions	290,582.35	80,950.46	263,809.16
Interest & Costs	10,023.25	16,887.72	98,927.23
ABATEMENTS:	1,095.71	0.00	0.00
UNREDEEMED LIENS:			
Balance End of Year	353,577.42	246,147.74	103,916.09
	<b>TOTAL CREDITS</b>	<b>\$655,278.73</b>	<b>\$343,985.92</b>
			<b>\$466,652.48</b>

Respectfully submitted,

  
Ruth Robertson, Tax Collector

# TOWN CLERK

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I am pleased to present the narrative portion of the Town Clerk's Department for 2017. The Town Clerk's office is responsible for a number of areas. Some of the 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 statuary 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, mail or online on behalf of the Town.
- Boat Registrations - Certified Boat Agent on behalf of the State.
- Hunting and Fishing Agent for the State.
- OHVR (four wheelers, snow mobiles, trailbikes) Agent for the State.
- Notary Public - four Notaries in office, free services to all.

We also issue an array of permits and licenses, as well as administer oaths and appointments to officials, among many other important responsibilities that are either statutory, or have been adopted by the Town.

Hours of Operation: Mondays 8:00am-7:00pm, Tuesday-Friday 8:00am-4:00pm, last Saturday of each month 9am-12noon (In the event of a holiday weekend, Saturday hours will be scheduled for previous Saturday. Specific Saturday hours are posted on the Town website)

## STAFF:

Nicole L. Bottai, Town Clerk

Hannah Davis, Assistant Town Clerk

Nancy Charland, Deputy Town Clerk

Candis Johnson, part time Assistant Town Clerk

Hannah Davis started with us in January 2017. She has had years of Election official experience in Windham. She is also a Windham native, a quick learner, and adaptable.

Candis Johnson has also joined our team in May 2017. She also is a longtime resident, has had dozens of years of experience with Election experience performing various roles. She is very reliable, and dedicated.

Overall, both are perfect additions and offer very strong skills and are a pleasure to have in the office. Now that we have two new people in our staff, all of us are going through transitions and we all are strengthening ourselves collectively.

Deputy Nancy Charland has been with the Department for close to 9 years and we run like a "well-oiled machine" as we say. She has a lot to bring to the Department, and she has always has been great to work with.

I have been with the Town since January 2004, and am honored to have served the Windham residents as your Town Clerk since 2009. I will happily continue to do so as long as the residents want me to stay in this position and serve them. Now with having a full functioning staff, I haven't been at the counter as much as I used to be, but I now have a chance to do Administrative work in a back office. I am very active in my Association. I've also been attending many conferences, meetings, seminars, and in

addition, I am furthering my education so that I remain fully aware of what the latest projects and updates that may be occurring throughout all of the State Divisions. I've always felt it's very important for Windham to remain in good relations with all of the State Agencies, and especially for my staff and I to attend as many trainings and sessions necessary so that the residents can benefit ultimately.

The staff and I continue to look at our in office procedures and have been changing some processes to better accommodate our residents. I continue to talk with our vendors and identify needs, so we are always progressing. We are always trying to keep the quality of service at the top, while adhering to State laws, and securing efficiencies in all areas.

### **ELECTION OVERVIEW:**

This was a slow Election year, with only our annual Town Meeting in March. In the days leading up to the Election, we received word that there was going to be a blizzard on Election Day. After multiple meetings, and phone conferences with the Governor, local and Election officials, emergency personnel and our Town Attorney, Bernard Campbell. We decided to postpone the local Election for the safety of the voters and Election officials. This was a decision that wasn't taken lightly, and hasn't happened since the early 1800's, so it was new territory for all of us. We did everything possible to notify the public; broadcasted on cable (local and news), mailed postcards, used Nixle (phone messaging/texts), social media, and postings throughout Town and in all local newspapers.

Per the recommendation of the Governor I, along with Peter Griffin Town Moderator and Betty Dunn School Moderator, were stationed at the High School with absentee ballots available in case people showed up to the polls and couldn't make the newly scheduled date. We ended up getting about 28 voters that showed up early in the morning. Ultimately, it was the right decision and of course, there was some controversy throughout the State regarding the validity of the Election. Many Towns and districts ended up postponing (over 70 in total), that ultimately resulted in new legislation. I believe there is always a silver lining. There now is better direction and clarity of the laws and processes that resulted out of it.

I can't tell you how many times we have received compliments from many people on how well our operation is run, and how organized everything is in Windham. The Town Moderator, Peter Griffin and I have worked very well together for the past 13 years and have fine-tuned the Election process so that it's nearly seamless. However, there is always something that could be better. 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, testing, and any last minute details are being taken care of for the voters, volunteers, and Election officials.

For the setup of all of the Elections, we have the privilege of having Scoutmaster Kevin Rochford and Troop 263 helping. The whole troop, scouts, and committee have dedicated themselves to the Town and we are so grateful. We constantly say that it's such a fantastic way for the community to come together.

I would also like to take this opportunity 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 of the Town of Windham, a heartfelt thanks to each and every one involved for 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, and we are enthusiastic to teach others about the process.

For the minutes and the results for the Town Election that took place in 2017, please refer to the appropriate section of the report.

## **RECORDS PROJECT:**

Along with the Record Retention Committee, I have been working meticulously 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, we hired King Information to perform an analysis of all of the records housed in the vault. King supplied us with an inventory of the records, along with recommendations. Since then, we also chose King Information Systems to perform a full organization of the vault, re-section and add a segment of shelves and establish a boxing method. We also established a software application that pairs up with the physical records and act as a records management application. At this point, I am working closely with Inception Technologies to identify record types and indexing fields that we will be using in the records vault. Once that is completed, we are able to go forward to the digitization piece of the project. We have identified priority records to start with to digitize which are Annual Town Reports, Meeting Minutes, Election Records, and Vital/Archival records. After the priority records are complete, we will use the rest of the funding and do what we can to digitize as many records as possible. We will then have an ongoing plan 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 develop a plan for Windham going forward to make sure we continue to properly protect, backup, and house all the records for Windham with emphasis on security and accessibility.

I would also like to take this opportunity to thank the Records Retention Committee for their hard work, and due diligence to make sure this project remains on track and ultimately successful.

## **DOG FAIR:**

In conjunction with the Windham Police Department, the Town Clerk's Office hosted the annual Rabies Clinic in May, at the Police Station parking lot. A huge thank you to Canobie Lake Veterinary Hospital that participated in administering the rabies vaccine, at an affordable price to dogs, cats, and ferrets. I also want to take a moment to acknowledge and thank the 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.

## **IN CLOSING:**

We are always 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, we are also looking into notification by text, so stand by for that exciting feature!

Please make sure you subscribe to us on Facebook, and on our town website so you know what's going on, and don't miss out on important information. If you would like to receive an email for motor vehicle or dog 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, my staff, 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.

**GENERAL FUND REVENUES COLLECTED:**

	<b>2017</b>	<b>2016</b>
Motor Vehicle Permits	\$3,824,320.93	\$3,620,347.48
State Agent Motor Vehicles	46,565.00	45,812.50
 Titles	 6,438.00	 6,470.00
 Dog Licenses	 20,930.60	 20,476.50
Income from Dog Officer	1,775.00	1,975.00
 Sale of Town Information (copy fees)	 493.97	 126.50
Boats	17,048.38	16,022.30
UCC Filings / Other Misc	4,331.95	1,959.00
Vital Records	9,006.00	7,939.00
OHRV / Hunting & Fishing	507.00	551.00
<b>Total</b>	<b>\$3,931,416.83</b>	<b>\$3,721,679.28</b>
 Funds due to State of NH	 \$15,178.52	 \$7,952.00
 <b>REMITTED TO TREASURER:</b>	 <b>\$3,931,416.83</b>	 <b>\$3,721,679.28</b>
 Motor Vehicle Permits Issued:	 19,664	 18,382
Dog Licenses Issued	2742	2545

Respectfully submitted,



Nicole L. Bottai, Town Clerk

# POLICE DEPARTMENT

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It is my pleasure to provide you with the 2017 Annual Report for the Windham Police Department. As with every year that I sit and prepare this report, I reflect on our community and how the department made a difference in the safety, security and overall quality of life the community and its residents have come to expect from their Police Department. To that end, I offer the following.

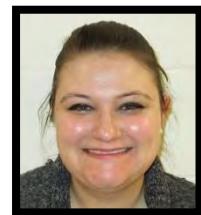
## PERSONNEL / ORGANIZATION

The year saw two (2) Police Officers and one (1) Dispatcher leave employment with the town, while one (1) new Officer and one (1) Dispatcher joined the ranks. Officers Allison Delano and Joshua Jones left in May and June, respectively, while Dispatcher Samantha Bergeron left the department in September. All decided to pursue careers outside of law enforcement.



In response to these departures, in October the department hired Ngoc Tran, a certified Police Officer from the City of Concord, NH. Ngoc (pronounced similar to 'knock') is a graduate of UMass Boston; brings with him 2-years of experience with Concord; and is currently serving as a Staff Sergeant with the Army National Guard. At the end of the year there remained a single police officer vacancy for which the department is actively conducting a background process on a promising candidate.

In December, we hired Jamie Pelletier to fill the dispatch vacancy. Jamie comes to us with seven (7) years' experience with an alarm monitoring and dispatch center and has a Bachelor's Degree from Franklin Pierce University.



## COMMUNICATIONS

The year brought with it the passage of a warrant article, in the amount of \$280,000, to update and enhance our radios and the Dispatch Center. Throughout the year we met with our radio vendor to discuss and design that upgrade. During the year, the Windham Fire Department was able to secure additional grant funding to allow both the Police Department and Fire Department to collaborate and simultaneously perform radio improvements and enhancements into a single project, at a total cost in excess of \$500,000. All work is anticipated to be completed in mid-2018.

## 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 while also ensuring that personnel are aware of liability issues and concerns. This year department personnel acquired over 1,300 hours of training, an average of nearly 55-hours per person.

## MISCELLANEOUS

*Emergency Community Alerts* – In March we contracted with CivicReady and their partner, Regroup, to provide public safety advisories, messages and mass emergency notifications through an electronic messaging program. Through this program both police and fire will be able to immediately distribute public safety information to residents who are registered with the system. To register, go to the following link on your computer, tablet or smartphone: <https://nh-windham.regroup.com/signup>

Once there, navigate to the sign-up section and complete the necessary information. Once completed and submitted, you will receive an email from Regroup with a link to activate your account. Once the account is activated you will have the opportunity to add additional information to your profile, including the ability to include your mobile number to receive text and voice messages. New members will automatically be registered with the *Windham-Community* Group and will receive all Windham Public Safety messages, alerts and notifications.

## ACTIVITY

With the ongoing growth of southern New Hampshire we continue to see a corresponding impact in our calls for service and the amount of time that officers invest in resolving those calls and completing the necessary documentation. The following is an overview of some of our activity over the course of the year.

Calls for Svc	M/V Stops	MV Arrests	Verbal Warning	Written Warning	Summons Issued	DWI	Drug Arrests	All Arrests
18,026	3,082	140	1,880	457	355	41	41	396

## STAFFING

According to the Office of Strategic Initiatives (State of NH), of 238 towns that comprise New Hampshire, Windham is ranked #9 in population growth from the year 2000 to 2016 and is ranked #1 in population growth for towns that exceed a population of 5,000 people. In the 3 counties (91 towns) that comprise the southern tier of the state, Windham ranks #4 in growth since the year 2000.

Over that same period of time (now 17-years) the Police Department has not seen an increase in patrol personnel. Essentially, we are providing the same level of patrol coverage for the community as we did in the year 2000.

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		
TOTAL	20	TOTAL	9

In comparison to nine (9) other communities in our general area we operate with the second-lowest officers per population (1,000) ratio (1.33).

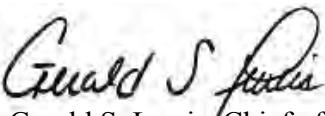
None of this information takes into consideration the existing traffic volumes on our local roadways; the now completed I-93 and RT 111 construction projects; as well as the large scale developments occurring in bordering communities that will have an impact on our town.

All this being said, it has come time that we recognize the impact of this growth and respond in kind with measured and thoughtful progression within the ranks of the Police Department. Therefore, you can expect in future years (beginning with 2018) that requests for additional staffing will come before the voters for discussion.

## CLOSING

In today's challenging economic and social environment 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

# FIRE DEPARTMENT

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Once again, 2017 recorded its highest call volume to date with a record high of 1,937 calls for service; nearly a 10% increase over the previous year. This, coupled with an increase of almost 32% 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 social media as another way to reach out to residents. We encourage you to follow us on Twitter, “@WindhamFD” for updates during emergency events; or visit “Windham Fire Department and Emergency Management” on Facebook where residents can find on-going Department incident and training events, storm related information, bulletins and fire prevention information.

The Department continues its highly successful “Adopt-a-Cistern/Hydrant” program, begun in 2011, which seeks the assistance of 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 or walkways, you would take a few minutes more to remove the snow from the closest cistern or hydrant to your home. Once the storm has passed, Fire Department personnel do work to clear these areas of snow, however, emergency personnel may be busy handling other emergency calls during this period which ultimately delays the opening of these cisterns/ hydrants. Since its inception, several residents and businesses have stepped up and begun assisting us, resulting in a very positive and successful program. If you are interested in participating, you are asked to call Deputy Chief Stephen Brady at 434-4907. Your assistance is greatly appreciated.

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. The Department also thanks its members for their participation.

## PERSONNEL

On January 28, 2017 Deputy Fire Chief Bill Martineau retired after having served the Town for six years as Fire Prevention Officer. Prior to Windham, he proudly served the Town of North Andover, MA for over 30 years; with the last three years being as Chief of their Department. We thank Bill for a job well done and wish him and his family all the best of health and enjoyment in their next chapter. In March, the Department welcomed Stephen Brady as our new Deputy Fire Chief of Fire Prevention.

Deputy Brady previously worked for the Bedford Fire Department, where he served as a Firefighter/Paramedic, before accepting the Deputy Chief/Fire Prevention Officer position for the Town of Amherst, NH. Like many others, Deputy Brady began his firefighting career as a Call Firefighter; first in Dracut, MA, then in the Towns of Hollis and Pelham. We welcome Deputy Brady aboard.

In June, Firefighter Danielle Dubowik received her Paramedic Certification through the NH Technical Institute of Concord, NH. Danielle began the program in September 2015, logging in over 200 hours of hospital clinical hours and over 320 hours of field training. Upon completion, she received her Associates Degree. We congratulate Danielle on her hard work and wish her all the best.

In December, the Department received notices of retirement from two, long-serving employees; Lieutenants Scott Delaney and Jay Moltenbrey who, combined, have served for over 65 years!

- After 34 years of proudly serving the Department and the community, Lt. Delaney's retirement was effective at the end of the year. During his tenure, Lt. Delaney was instrumental in coordinating efforts to secure funding for the Department's Marine Units and Ice Rescue equipment and, over the years, was an integral part of many successful vehicle and equipment acquisitions. He also served as our Training Officer, wherein he helped advance the Department in areas such as Rapid Intervention Training, Large Area Search and Rescue, and Water/Ice

Rescue through both classroom lectures and practical applications. We extend our heartfelt thanks for his dedicated service and wish Lt. Delaney, his wife Denise and children Matt and Lauren, along with their grandchildren, all the very best of health and much happiness in their next chapter. Firefighter Scott Savard was promoted to the rank of Lieutenant to fill the vacancy. Firefighter/ Paramedic Savard has served the Town since 1994, and we wish Lt. Savard all the best in his new position.

- Lt. Moltenbrey will retire at the end of January in the new year, having served over 30 years. He was the first Paramedic for the Town, served as the Department's lead EMS Coordinator, and was instrumental in EMS Training and bringing our Paramedic Program to where it is today. Lt. Moltenbrey also participated in many purchases of new ambulances, striving to bring in new technology to the betterment of all. We wish Lt. Moltenbrey, his wife Karen, and their son Kellen all the very best of health and success in their next chapter. Firefighter/Paramedic Jason Sliver was promoted to the rank of Lieutenant to fill the vacancy, and will officially assume his new role in February 2018.

As these reports go to print, the Department is actively in the hiring process to fill the vacancies created by these promotions.

## **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 2017, the Department responded to 1,937 Emergency Incidents, representing nearly a 10% increase from the previous year. Statistically, nearly 56% of the call volume was related to Emergency Medical Services (EMS), while the remaining calls were primarily Fire and Haz-Mat related. Of the total incidents, approximately 32% were simultaneous calls for service.

The average duration for an EMS call remains approximately two hours or less 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; 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 often noted in the past, overtime costs cover pay for all full-time personnel for hours worked in excess of their normal 40-hour work week. This may include coverage of personnel utilizing earned time, which is time personnel accumulate on a weekly basis for use toward bereavement leave, vacation, sick and personal time. Other areas which may create overtime include paying for staff meetings, and any other events that personnel are required to work beyond their normal 40-hour work week.

Overtime also includes "callbacks", which occur when off-duty personnel are called in to either provide on scene support to the duty crew, or to staff the Station while those on duty are actively engaged in an emergency. "Callback" represents the Operational Demand portion of the overtime budget.

All hours for overtime, with exception for the 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 statistically proven 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 also 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. Each of the four (4) shifts works a rotating 24-hour schedule; providing constant, round the clock protection for the community.

2017 being no different than past years, management and staff worked collectively to meet both the Department operational demands and Town budgetary constraints related to increased overtime, while endeavoring not to reduce the number of on-duty personnel. In previous 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, we have changed the way we do business in that, when our on-duty crew is fully staffed, there is no immediate callback of off-duty personnel during incidents; however, due to continued level funding of overtime by direction of the Board of Selectmen, administration has had to make further, difficult decisions regarding daily staffing to address 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 impacts services 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 the community due to the lack of, or the 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 shifts to five (5).

Moving to 2018, Management and Staff will continue to work collectively to closely monitor this issue and make appropriate operational changes throughout the year to achieve our fiscal obligation, all the 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 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). During the months of April and May, our Department received valuable training when Mr. Mark Harvey and Mr. John O'Neill of Morgan St. LLC purchased the property at #15 Roulston Road, which was being developed as a 55+ community. This property had two (2) large buildings that the developers donated to the Fire Department for training. Our Firefighters, along with several surrounding communities, benefited greatly in various training evolutions before conducting a live training burn of both structures. We would like to thank our Fire Officers for coordinating this training event.

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 Suppression, EMS, and Hazardous Materials Response.

## EQUIPMENT

In 2017, with voter approval, the Department placed the order for a 2018 Peirce Ascendant 107' Aerial Truck; a Quint vehicle. This truck replaces Ladder 1, a 1981 Spartan with a 100' aerial ladder, which 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 piece of fire service apparatus that serves dual purposes as an engine and aerial device. "Quint", Latin for "five", refers to its myriad of functions that include 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 will allow first arriving Firefighters the flexibility 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 wishes to thank all of our residents for your support in the purchase of this apparatus so that we may better protect your family. We anticipate the delivery of this apparatus in the spring of 2018.

In closing, I want to thank Assistant Chief Edward Morgan, Deputy Chief Stephen Brady 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 continued support of your Fire Department. 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.

## 2017 INCOME STATEMENT

<b>Receipts</b>	<b>2016</b>	<b>2017</b>
Ambulance	\$403,659.08	\$461,547.88
Permit Fees	\$17,962.00	\$13,760.00
Copy Fees	\$74.00	\$142.10
Haz-Mat District Reimb.	\$21,646.33	\$36,681.00
Contracted Services*	\$2,309.47	\$1,850.00
<b>Sub-Total</b>	<b>\$445,656.88</b>	<b>\$513,980.98</b>

*\*Represents 10% of funds collected and placed in the Public Safety Revolving Fund for Haz-Mat contracted services.*

## 2017 FIRE PERMITS AND INSPECTIONS

TYPE	PERMITS	INSPECTIONS
Brush, Camp Cooking	732	0
Day Care	2	2
Heating Systems	301	301
Fuel Tank Installed	93	93
Fuel Tank Removal	2	2
In-Service	0	315
Place of Assembly	3	9
Water Supply	1	2
Wood Stoves	19	19
Smoke Detector Inspection	35	35
Fire Prevention Programs	0	98
Fire Alarm System	16	16
Sprinkler System	6	6
Fire Drills	0	18
Fire Watch	0	6
Construction Inspections/CO	0	30
Plan Reviews	0	3
Underground Piping	53	53
Blasting Permits	11	11
Blasting Complaints	21	21
<b>TOTALS</b>	<b>1,295</b>	<b>1,035</b>

## 2017 INCIDENT RESPONSE SUMMARY

### *100 Fire*

111 Building fire	23
113 Cooking fire, confined to container	1
114 Chimney Fires	3
131 Passenger vehicle fire	4
140 Natural vegetation fires, other	1
141 Forest, woods or wildland fire	4
142 Brush or brush-and-grass mixture fire	9
160 Outside rubbish, trash or waste fires	2
162 Outside equipment fire	2
	<u>49</u>

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

251 Excessive heat, scorch burns with no ignition	1
	<u>1</u>

### *300 Rescue & Emergency Medical Service Incident*

300 Rescue, EMS incident, other	3
311 Medical assist, assist crews	2
320 Emergency medical service incident, other	9
321 EMS call, excluding vehicle accident with injury	864
322 Motor vehicle accident with injuries	94
324 Motor vehicle accident with no injuries.	80
353 Removal of victims from elevator	1
381 Rescue or EMS standby	4
	<u>1,057</u>

### *400 Hazardous Conditions (No Fire)*

400 Hazardous conditions, other	6
410 Combustible/Flammable gas/Liquid conditions	3
411 Gasoline or other flammable liquid spill(s)	3
412 Gas leak (natural gas or LPG)	10
413 Oil or other combustible liquid spill	2
421 Chemical hazard (No spill or leak)	1
422 Chemical spill/leak	1
424 Carbon monoxide incident	23
440 Electrical wiring/Equipment problem	6
441 Heat from short circuit (wiring), defective equip.	1
443 Breakdown of light ballast	1
444 Power line down	42
445 Arcing, shorted electrical equipment	<u>16</u>

### *500 Service Call*

500 Service call, other	182
510 Person in distress, other	5
511 Lock-out	8
512 Ring, jewelry removal	3
520 Water problem, other	8
521 Water evacuation	4
522 Water or steam leak	4
531 Smoke or odor removal	12

<i>500 Service Call, continued</i>			
540 Animal problem/rescue	4		
542 Animal rescue	2		
550 Public service assistance, other	10		
551 Assist police or other governmental agency	2		
552 Police matter	4		
553 Public service	8		
554 Assist invalid	46		
561 Unauthorized burning	23		
571 Cover assignment, standby, move-up	<u>23</u>		
	<u>346</u>		
<i>600 Good Intent Call</i>			
600 Good intent call, other	20		
611 Dispatched and canceled en route	94		
621 Wrong location	2		
622 No incident found on arrival at dispatch address	26		
631 Authorized controlled burning	4		
641 Vicinity alarm (incident in other location)	1		
650 Steam, other gas mistaken for smoke, other	3		
651 Smoke scare, odor of smoke	3		
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	<u>13</u>		
	<u>169</u>		
<i>700 False Alarm &amp; False Call</i>			
700 False alarm or false call, other	16		
730 System malfunction	19		
731 Sprinkler activation due to malfunction	1		
733 Smoke detector activation due to malfunction	22		
735 Alarm system sounded due to malfunction	17		
736 CO detector activation due to malfunction	19		
740 Unintentional transmission of alarm, other	27		
741 Sprinkler activation, no fire	1		
742 Extinguishing system activation	1		
743 Smoke detector activation, no fire – unintent <sup>1</sup>	32		
744 Detector activation, no fire - unintentional	8		
745 Alarm system activation, no fire - unintentional	27		
746 Carbon monoxide detector activation, no CO	<u>5</u>		
	<u>195</u>		
<i>800 Severe Weather &amp; Natural Disaster</i>			
813 Wind storm, tornado/hurricane assessment	1		
814 Lightning strike, no fire	<u>1</u>		
	<u>1</u>		
<i>900 Special Incident Type</i>			
900 Special incident	1		
911 Citizen complaint	<u>1</u>		
	<u>2</u>		
			<b>TOTAL CALLS = 1,937</b>

Respectfully submitted,

Thomas L. McPherson Jr., Fire Chief

# COMMUNITY DEVELOPMENT DEPARTMENT

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## 2017 Highlights - Activity & Growth

Calling it “an absolute home run,” Gov. Chris Sununu led the groundbreaking ceremony in June 2017 for the new 32-acre Gateway Park; a mixed-use development in Windham. We feel it is the most significant private construction undertaking since Edward F. Searles built the *Searles Castle*.

The Gateway project, located off Route 111 on Range Road, is a “Live, Work, Stay and Play” development concept and will feature residential units, Class A office space, medical offices and other health services, restaurants, various consumer services and green space. The first building is expected to open Fall 2018. We are excited to see this development unfold.

The completion of Exit 3 and the relocated Route 111 has drawn considerable attention to Windham as a viable setting for commercial development. This, coupled with neighboring Towns of Salem and Londonderry starting major commercial projects at their Interstate 93 exits, has brought Windham into the focus of national retail and investment site selectors.

We now see the vision of the “Village Center District” become a reality. Enterprise Bank opened a new branch this year leading the charge and transitioning the existing residential character to a planned community development with local services. MVC Eye Care also opened its fourth location here. Preliminary plans are being drawn to add additional commercial space, interconnectivity, and create a “walkable” residential component.

Citing the desirability of Windham, Medicus Healthcare Solutions has committed to expand their corporate headquarters and received approval this year for a third building at their Roulston Road site. The additional space will accommodate their anticipated growth to 600+ employees! With this demonstration of commitment, other local businesses are encouraged and benefit as well.

Water has become an important topic of conversation and study this year in Windham. Last year’s drought, the discovery of new contaminants in area wells, and the formation of the New Hampshire Drinking Water and Groundwater Advisory Commission has focused the need for establishing a sustainable long term solution for Windham’s water needs. The Commission was established to address MtBE in water supplies and distribute the ExxonMobil settlement trust fund money to municipalities in need. Our Staff and Committee members have been working with lawmakers to extend a municipal water line to the affected areas. We feel this long-term solution will improve the quality of life, help replenish our aquifers, and have additional economic benefits.

Understandably, people in small towns don’t like change. But change is inevitable. Technology, the economy, demographics, population growth, market trends and consumer attitudes are always changing and they will affect a community whether people like it or not. There are really only two kinds of change in the world today: planned change and unplanned change. Communities can grow by choice or chance. Abraham Lincoln used to say that “the best way to predict the future is to create it yourself.” Communities with a vision for the future will always be more successful than communities that just accept whatever comes along.

## 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 in links off the Community Development website [www.WindhamNH.gov](http://www.WindhamNH.gov), or by contacting the Department.

Some of the continuing efforts facilitated by the Department in 2017 included:

**Business Partnerships:**

- Welcomed new businesses into Windham;
- Represented the Town of Windham on the Greater Salem Chamber of Commerce Economic Development 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;
- Continued the Business Visitation Program which entailed one-on-one meetings with local businesses to gather information and feedback to help the Town be more responsive to the business community's needs.
- Facilitated a Regional Water Study Meeting and Becoming Age Friendly Seminar, both were co-sponsored with Southern NH Planning Commission;
- Supported the Windham Economic Development Committee efforts to identify commercial development possibilities through zoning changes, infrastructure needs, and marketing opportunities.
- Participated in the selection of a new web service that will allow the creation of a community development focused website and social media to meet the needs of the residents and businesses.

**Department Staff**

In 2017, the Department had a number of personnel changes. Pat Kovolyan, a long time familiar face of our front office retired. We wish Pat well and thank her for 17 years of service. Nancy Bilodeau accepted the position of Code Enforcement/ZBA Administrator in January, but left in July to pursue other ventures. Glenda Hamilton, ZBA Staff Support resigned at the end of October.

Staff in the Department in 2017 included Mike McGuire, Building Inspector/Deputy Health Officer and Julie Suech, our Department Administrative and Planning Assistant. We also welcomed Anita Roy, as our new Department Secretary this year.

We are very appreciative of Anita Brodeur as Minute Taker for the Conservation Commission & ZBA and Renee Mallett, Minute Taker for the Planning Board. We couldn't do it without their dedicated help.

After a challenging first year in their new roles, Planning Director Dick Gregory and Community Development Director Rex Norman have demonstrated competence and teamwork to meet the various tasks, timeline and legal requirements of their positions. Dick is working proactively with developers reviewing plans and proposals to make sure they comply with Town ordinances, including subdivision and site plan regulations. Rex is exploring various electronic filing solutions, including using the existing Munis Software "Tyler Forms" module for building permits, miscellaneous application forms and automated tracking. With the vacant Code Enforcement/ZBA Administrator position, staff and Department Heads have filled the void.

Progressing into 2018, Rex Norman will focus more on promoting Economic Development and the local business visitation program. The vacated position of ZBA/Code Enforcement was advertised and will hopefully deliver a qualified candidate with a start date in early 2018. We all look forward to a fully staffed office to better serve the needs of the Community in 2018.

### **Building/Construction Activities**

The Department had an extremely busy year with an increased level of construction applications, building inspections, variance requests and code enforcement actions. With noticeable improvement in the 2017 economy, the Department again saw a steady increase in our building and construction permitting and inspection activity. The Department issued the following permits in 2017:

- 70 Certificates of Occupancy (Commercial and Residential)
- New Residential Development
  - 63 Single-family dwellings
  - 13 Single-family homes razed; 6 Razed & reconstructed
  - 150 Additions/Alterations to existing dwellings
- Commercial Development
  - 2 New Commercial Building
  - 5 Redeveloped commercial buildings
  - 2 Tower additions
  - 1 School building
- 332 Building permits
- 373 Electrical permits
  - 17 Solar system installations
- 196 Plumbing permits
- 87 Septic system permits
- 63 Well permits
- 2 Chimney permits
- 23 Fence permits
- 31 Residential sheds
- 40 Residential pools
- 42 Temporary sign permits
- 17 Permanent sign permits
- 6 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 2017, 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 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:

- Inspections of foster homes;
- Investigation of public health complaints;
- Education and outreach on relevant topics;
- Reviews and provides suggested updates on local regulations and ordinances;
- Collects and sends drinking water samples out for analysis on all Town buildings; and
- Inspections of licensed day care and child care facilities, as well as local school buildings for State licensing;
- Reviews requests for waivers from the Water Supply Regulations;
- Reviews 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, the Historic District/Heritage Commission, Conservation Commission, and Windham Economic Development Committee and worked with 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 the 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 2017.

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 2018. 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,



Rex Norman, CAE, Community Development Director

# GENERAL SERVICES DIVISION

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In 2017, following the retirement of David Poulson, Transfer Station Manager, the Board completed a reorganization plan begun in 2016 by finalizing a restructuring of three (3) of the Town's departments, Highway, Maintenance, and Solid Waste, creating the General Services Division. The positions of General Services Director and General Services Manager were created while the positions of Transfer Station Manager, Supervisor, and Highway Agent were eliminated. Jack McCartney, Highway Agent, was promoted to the position of Director while Dennis Senibaldi, Transfer Station Supervisor, was promoted to the Manager position. Further, two (2) new part-time Operator II positions were created. This new organizational structure not only provides cost savings, but also sets us up to be able to open the Transfer Station for an additional day, a goal planned for 2018.

**HIGHWAY:** 2017 was a busy year for the Highway Department; with a wind storm that required lots of clean up due to brush and fallen trees, as well as several road closures due to power outages throughout town. We also had fifteen (15) plowable snowstorms, along with eight (8) additional freezing rain or ice events that required road treatments. 2018 has also started off with a bang, with the biggest storm thus far for the 2017-18 season, and more predicted on the near horizon.

The Town has seen three of its larger contracted trucks retire over the last couple of years, and they are missed when it comes to these larger events. Although they have been replaced, it has been with smaller trucks lacking the wing blades or sander capabilities of the larger trucks. The Town, through Highway Block Grants, has been able to replace some, but not enough to be where we were, previously, with the hired trucks. So far, no major problems have come up because of this as far as being able to plow the roads, but it does mean the remaining larger trucks have more to do when it comes to pushing back the snowbanks and the treatment of the roads after the storm.

For large scale projects over the year, the following were completed: reconstruction work on East Nashua Road between Bedros Street and Londonderry Road, and; reclaiming and repaving of Fordway Extension, Governor Dinsmore Road, Tulley Street, Balmorra Road and a portion of Blossom Road. A portion of Sharon Road was also on the list to be redone, however, due to some inclement weather and timing constraints it will instead be done in 2018.

The Department also did the usual sign replacement/installations, cold patching as needed, shoulder shimming, mowing around guardrails and detention ponds, tree/brush removal, operating the landfill for brush and compost disposal, roadway sweeping, roadside mowing, basin cleaning/repairs, small pavement repairs, culvert cleaning/repairs, and normal equipment maintenance. Staff also assisted the Maintenance, Transfer and Recreation departments through previous agreements to help as needed for event setups, additional staff when needed until part-time positions were filled, or otherwise when additional help was necessary to complete ongoing work. This included projects around the Town Hall involving tree and brush removal, digging and mulching for the new town complex signs, and helping out at the new passive recreation area at Griffin Park during delivery and installation of the new gazebo and assembly of the new tables. All of these were deserving projects and there is a noticeable difference in these areas because of them.

The Department purchased one new, one-ton dump truck and the Administrative fleet received two upgrades; with one older Impala being replaced and one additional vehicle being added to the Community Development Department. These latter vehicles are late model, 4-wheel drive Ford Explorers previously belonging to the Police Department.

In another area, we saw the resignation of our part-time employee, Jim Spaziano. We wish him well in his new endeavors, and are hoping to replace him soon and continue providing services as in the past.

The Highway Department will endeavor to maintain the Town's growing road network to the best of our abilities working with the staff, funding, vendors and subcontractors available to us. While it can sometimes be difficult to please everyone, particularly during the winter months, we feel the majority - if not all - major tasks get done while we stay within, if not under, budget year in and year out. This is, in part, thanks to our many vendors, subcontractors, and staff, be they full or part-time, and the many residents who constantly lend a hand to help when we are in their neighborhoods working. We would especially like to thank the many plow operators who work tirelessly over many nights, weekends and holidays to make the roads passable as quickly as possible. It may not seem like a difficult job to do, but I assure it is not as easy as it appears and can be daunting when it's dark and the snow is wind driven and you can't see 25 feet in front of you; or when there is black ice on the roads and you're praying you're going to make it either up or down that 8% grade without spinning out or going off the road. So, our thanks again, to those who do this work

**SOLID WASTE:** 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 the Transfer Station brochure available at Town Hall or at the Transfer Station.

This year several significant changes have occurred at the Transfer Station. We said goodbye to long time manager Dave Poulson as he entered retirement life in May of 2017. We thank him for his service and wish him the best of what the future has to offer. We welcomed to the department two new part-time employees, Gary Williams of Hudson NH and Mark Hussey of Windham NH. Both have unique skill sets to help broaden the facilities capabilities.

The Transfer Station, in conjunction with the Windham PTA, held its annual spring electronics collection event at Windham High. This year we collected over 20,500 lbs of electronics with all proceeds going to the PTA. Thank you to all who participated in this event.

The Station continues to transport municipal solid waste (general trash) to Covanta Waste in Haverhill MA, single stream recyclables to Integrated Paper of N. Andover MA, construction and demolition to LL&S in Salem NH, and metal to Gateway Resource Recovery, also in Salem. In addition, specific vendors remove our tires, propane tanks, clothing, refrigerated appliances, waste oil, books, and car batteries. We provide an on-site mercury diversion program, as well, which is 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.

#### **2017 WASTE STREAM STATISTICS**

Municipal solid waste	5606 tons
Construction & demolition	1109 tons
Single stream recycling	878 tons
Metal recycling	309 tons

**MAINTENANCE:** Staff, reduced to one after restructuring, was kept busy throughout the year with the usual tasks of obtaining and distributing supplies, election, town event and meeting setups, Searles Chapel cleaning and setups; along with regular bathroom maintenance at our Parks and other small tasks not done through subcontractors. As part of the move to the General Services Division, help is provided by staff from Highway or Transfer as needed.

Several property maintenance projects were handled in 2017, including a new HVAC system at Town Hall, and vinyl siding of the Community Development which is nearing completion. Several smaller projects were also completed including aluminum window treatment at the Bartley House (Administrative Offices), interior painting work at several buildings, window wells at the Cable Studio, window repairs or replacements in a few buildings, upgraded lighting and electrical work in several areas, plumbing work and upgrades, and several other tasks done by staff and/or contractors, as appropriate. We are looking to complete similar upgrade/replacement projects in 2018.

In closing, we would like to thank our staff, the many vendors and subcontractors, other town staff, the Board of Selectmen and the residents for their continued support and we wish you all a happy and prosperous new year.

Respectfully submitted,



Jack McCartney, General Services Director

Respectfully submitted,



Dennis Senibaldi, General Services Manager

# NESMITH LIBRARY DIRECTOR

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In 2017, Nesmith Library customers borrowed more than **183,000** items! Other items of note include:

- There were 6923 registered borrowers.
- 4870 eBooks and 4646 audio books were borrowed by residents through the Library's participation in the NH Downloadable books consortium.
- 9018 eBooks and 5071 audio books were borrowed by residents through Nesmith Library's participation in GMILCS and the 3M Cloud Library.
- 3,019 new books were added to the collection.
- 16,028 materials were borrowed from GMILCS consortium members for Nesmith customers.
- Strawberry Festival was fabulous – again - thanks to the Friends of the Library!

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

In June 2017 we welcomed Jo-Ann Houde to our team. Jo-Ann is helping us on Sunday afternoons and a few week days as well. We are very happy to have her working with us!

This year our large facility project was the **carpet and vinyl flooring replacement throughout the Library**. The Library was closed to the public for only four days, one day more than originally planned, and the staff was able to minimize the inconvenience to the public for the open days. I am extremely pleased with the way this project turned out, and we have received many compliments on the outcome.

Simultaneously with that project was a re-design of the adult area of the library resulting in a **new display area** and some revamped seating arrangements. We have received many compliments from customers regarding this arrangement.

Each year as I write this report I am reminded of how fortunate we are. Town Governance and Administration have been supportive of our efforts. Windham residents have been a pleasure to work with and for, and they continue to make active use of their library. And, the Nesmith Library staff is a 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.

As we close 2017 it is important to remember those who have worked to make Nesmith Library the vibrant, successful library that it is. One member of that vitally important group, Wendy Denneen, passed away this fall. Wendy shared countless hours as both a volunteer and Library Trustee; serving several terms on the latter in the 80's and 90's. The Nesmith staff thought of her as very dear friend.

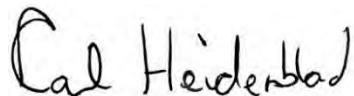
I also want to send a thank you to Patricia Barstow, a long time Library Board member and library friend. Patricia left the Board late in 2017 due to a family move. All of us hope that change brings Patricia and her husband, Tom, much happiness. We can't thank her enough for all she's done for Nesmith Library.

### **2017 LIBRARY STATISTICS**

Registered Patrons	6,923
Books Added	3,019
Total Number of Titles in Collection	84,988
Items Circulated	183,168
Library Visits	74,786
Program Attendance	6,390
Multi Purpose Room Bookings	522
Internet Uses	5,525
Volunteer Hours	676

It has been our pleasure to serve you, your friends, families and neighbors in 2017. We look forward to seeing you in 2018!

Respectfully submitted,



Carl Heidenblad, Director

# RECREATION DEPARTMENT

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## Community Events

2017 was a busy and exciting year with Windham celebrating its 275th anniversary. The summer was full of events that celebrated Windham. This was in addition to the other major community events of the year: Easter Egg Hunt, Daddy Daughter Dances, Town Day, Fireworks, Senior Picnic, Harvest Fest, Tree Lighting, Senior Christmas Party, and of course, the 275th Celebration.

The Town fireworks show in late June started the summer off with a bang. The weather was perfect as the fireworks lit up the sky. The many ooh's and ahh's proved the success of the show. This event could not happen without the Windham Police Department, Windham Fire Department, and the Windham High School Facilities and Custodial Staff. Thank you to these Departments for all of their hard work.

The Tree Lighting in December had an incredible turn out due to the added festivities. In addition to the very popular Windham Community Band, there was a DJ on hand with festive music to keep those entertained who were anxiously waiting for Santa Claus to arrive. We teamed up with Dance Connection and had donated raffle baskets at the event. We asked for food and/or toy donations in return for raffle tickets. The response was overwhelming – 18 incredible donated raffle baskets and boxes and boxes of toys and food. Thank you to the following who donated a basket:

*Nancy Chippendales; Dance Connection; Happy Feet; YMCA of Londonderry; Shannon DiPietro/Coco Early; Tuscan Kitchen; Merrimack Valley Montessori; Canobie Lake Vet; Siri Wilbur/Verani; Windham Actors Guild; Karate International; Nanny Poppins Agency; Women's Service Club of Windham; Let's Play Music and Art LLC; Enterprise Bank; Jessica O'Neill/State Farm; and The Lions Club. We look forward to making this a tradition every year. Also thank you to YESS Enrichment/Lynn Craig and Windham Crossing for providing activities in the upstairs of the Town Hall during the event.*

## Passive Recreation Area at Griffin Park

Construction on the first phase of the Griffin Park Passive Recreation Area was completed in 2017. There are pavers, a gazebo, chess/checker tables, and picnic tables. We will be working on the landscaping in 2018. The area looks great and was used during the fall by many to enjoy a picnic lunch, play a game of checkers, or to relax in the gazebo and look at the view of Griffin Park.

Thank you to all who donated towards the project, as well as the generous donation of the gazebo by the DiFruscia family. We are looking forward to working on funding for Phase II of the project this year.

A special thank you to Fred Connarn, former Chairman of the Recreation Committee who spent many hours working on this project. Thank you Fred!



*Thank you to Kathleen and Anthony DiFruscia for their generous donation of this beautiful gazebo for the Griffin Park Passive Area. The photo on the left is the gazebo being delivered by crane. Pictured on the right are two frequent users of the Park who couldn't wait to sit in the gazebo once it was delivered.*

## **First Annual Scarecrow Contest**



In October, we had our first Scarecrow Contest on the Town Common. There were over 15 scarecrows, all of which were amazing! The scarecrows were all unique in their own way and we appreciate everyone who participated: Mom's Club of Windham, the Wells, Evie Saad, DJ Rogers Collision, Windham Terrace, Windham Seniors, Windham Police, WHS Class of 2017, WHS Cross Country Team, the Morgans, Jackman Ridge neighborhood, Cub Scout Packs 266 and 263, Build-U, the Petersons, Windham PTA, Tara-Emily-Jessica, and the Allen Family. Thank you to Jessica Gabriel for helping with the event. The votes were by Facebook likes, and the **Windham Seniors** (entry shown here) won! Congrats to them! We are looking forward to holding this event in the years to come and to receive more entries!

### **Many thanks...**

If it were not for the dedication of volunteers, civic groups, and local businesses, 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 Scouts, The Girl Scouts, Windham Baseball Softball League, Windham Garden Club, Windham High School Volunteer Program, Windham Lacrosse, Windham Basketball Club, Windham MOM's Club, Windham Soccer Association, Windham Wolverines, Windham Community Band, Crossing Life Church, Windham Presbyterian Church, Granite United Church, and the Woman's Service Club of Windham.

Thank you to: Bruce Breton, Al Letizio, Margaret and Tom Case, Barbara Coish, Kristi St. Laurent, Bob Coole, Jennifer Simmons, Roger Hohenberger, Ross McLeod, Joel Desilets, Donna Markham, Belinda and Ralph Sinclair, Jay Yennaco, Earl Bartlett, Kristine Giarrusso, J'aime Slocum, Delahuntys, Enterprise Bank, Coco Early, Dance Connection, Windham Crossing Learning Center, and Stateline Waste Management. Also our thanks to: Dave Sullivan, Jack McCartney, Police Chief Gerry Lewis, Police Captain Mike Caron, Police Captain Ed Fedele, Fire Chief Tom McPherson, Assistant Fire Chief Ed Morgan, Deputy Fire Chief Steve Brady, Community Service Officer Anna Jenoski, Kathy Davis, Eric Delong, Daniel Popovici-Muller, Wendi Devlin, Paula Carmichael, Dick Gregory, Julie Suech, Jen Zins, Rex Norman, Adel Cerri, Steve Hindes, Wendy Lorentzen, Dennis Senibaldi, Frank Farmer, Kelly McLaughlin, Paul Lutz, Tina Boermeester, Town Beach Lifeguards, WCTV, Windham Fire and Police Departments, and Windham General Services Department.

In closing, we would like to thank the members of the Windham Recreation Committee who volunteered in 2017: Alberto Chang, Fred Connarn, Dave Curto, Khadija Lodhi, and Mark Lucas.

Respectfully submitted,

*Cheryl S. Haas*

Cheryl Haas, Park & Recreation Director

*Jason Gill*

Jason Gill, Recreation Committee Chair

# INFORMATION TECHNOLOGY

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Information Technology (IT), a critical asset, essential for the day-to-day operations of nearly every department. Almost every essential public service is either entirely or nearly completely dependent upon information technology. Our residents have come to expect a level of quality of service from all departments that cannot be achieved without exceptionally reliable, quick, efficient and up to date technology that virtually all town employees rely on to perform their jobs. The Information Technology function encompasses the operation, maintenance and security of the town's Network, servers, workstations, software applications, and telephone system including supportive administrative functions such as licensure and system maintenance contracts. Furthermore, it serves as a critical link to hosted applications that rely upon the connectivity of our internal network to seamlessly deliver applications to our employees.

**Website:** In November, IT was responsible for the replacement and upgrading of the town's legacy website ([www.WindhamNH.gov](http://www.WindhamNH.gov)). An organized effort supervised by IT of all the town's departments who, working together, contributed content and other elements that ultimately led to the new site being powered by Civic Plus. Expanded features include online forms, optional notifications for alerts and content changes, and a sharper, cleaner interface. We encourage residents to sign-up for news from Town Departments that you select delivered directly to your chosen device be it computer, tablet or smart phone. Residents and visitors should know that special information will be prominently displayed in an "Alert" banner across the top of the website when special news becomes available.

We encourage our residents, visitors, and business alike to explore and become familiar with our traditional and mobile website applications as the portal for information, services and business in the Town of Windham.

**Systems Support:** Throughout the year, IT responded to, mitigated or resolved a myriad of systems support issues or employee related problems. From continual staging and deployment of new machines for employee use to specific department upgrades or enhancements, whether the problem, issue or planned system evolution was employee or department specific or town-wide, IT coordinated, reviewed and assured timely resolution.

**Network Operations:** To deliver technology and services, the network is the backbone and as such, significant resources and effort are expended assuring network uptime, reliability and performance. IT will continue to ensure our employees and residents enjoy the benefits of efficiency and effectiveness derived from the assiduous utilization of superior technology that allows our employees to deliver the very best in total quality service to our residents.

**Phone Systems:** In 2017, we replaced our aging and failing telephone system with a Voice Over IP system; this was an expansive effort involving every department and building, requiring new cabling in some cases and corrective measures in others. The design and performance of the new phone system continues to be tested, but has clearly reduced monthly costs for service, and fewer missed calls to individual departments.

Respectfully submitted,



Eric DeLong, Director IT/GIS

# ASSESSING DEPARTMENT

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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 Paul McKenney, Scott Marsh, Jerry Quintal and Shawn Main. Additional staff members may 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. She is a great resource should any information be desired.

Currently there are roughly 550 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 \$25,665,790 in 2017, or roughly 1.1%, as a result of continuing construction and property reviews. The overall total assessed value of the Town is around \$2,442,000,000.

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 2017 tax year will be approximately 88%.

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

\$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 or not less than 90 days of active service per RSA 72:28-b 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 DD-214 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

# 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 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 20 households in 2017, which is 3 more than last year. The total cost of this assistance was \$20,687.31; which reflects an increase of \$7,178.78. 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.

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 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.

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 2017:

Food Vouchers	\$ 3,202.40
Shelter Voucher	15,289.72
Electricity Vouchers	235.19
Oil/Propane	2,003.72
Gasoline	1,355.00
Miscellaneous	105.00
Shepherd's Pantry	500.00
<hr/> Total	\$20,687.31
Reimbursements	\$ 21,136.21

Respectfully submitted,



Paula Carmichael, Coordinator

# 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. 2017 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. Some of the highlights as we reflect back on in 2017 were:

- Continued work on Local Emergency Planning Materials.
- Received an Emergency Management Grant of nearly \$26,000 to purchase and install a dynamic message board on Fellows Road, as well as a reader board on Church Road. These signs will assist us with disseminating important information to the public regarding weather-related emergencies including hurricanes, floods and severe winter storms, as well as important safety messages.
- The EM web page continues to be improved and updated. It can be found at: <http://windhamnh.gov/depts/em.htm>. 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 covering "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.

As we enter 2018, we will continue to seek out additional Emergency Management grants whenever available, which would assist us in the purchase of equipment and 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 shelter and communications sub-committees. If you are interested in joining, visit the Town website:

[www.WindhamNH.gov](http://www.WindhamNH.gov) and click on Departments → Emergency Management where you can contact Fire Chief McPherson; or contact us at 434-4907.

In closing, I would like to extend my sincere thanks and gratitude to Mary Ann Horaj for her continued commitment and devoted dedication to Emergency Management through assistance with secretarial and technical support. I also would like to thank our spirited team of volunteers who have continued to work as a team 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,



Thomas L. McPherson Jr., Fire Chief/Emergency Management Director

# COMMUNITY TELEVISION

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In 2017, 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 Channel Line Up (Windham Comcast Subscribers):

Channel 20: Government

Channel 21: Public Access

Channel 22: Education

Channel 30: Community Bulletin Board

WCTV provides coverage of all Board of Selectmen, School Board, Zoning Board of Adjustment, Planning Board, and Conservation Commission meetings. Coverage is also provided to many subcommittee meetings. WCTV also provides coverage for the Town Deliberative and School Deliberative Sessions.

WCTV Original Programming includes shows such as: Anna Marie's Euro Kitchen, Time to Cook with A.J., Time for Animals, Master Visionary, Windham Watch with Mary Griffin, Spotlight on Schools, and Town Talk.

These programs are produced by volunteers, non-profit organizations and WCTV staff. Most programs are aired monthly and are approximately 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.

WCTV covered numerous Town events such as the Memorial Day Parade, Town Day, Strawberry Festival, Senior Picnic, Harvest Fest, Windham Community Bands Concerts, Easter Egg Hunt, Golden Brook School Spring Concerts, Windham Middle School Graduation, Windham High School Graduation, 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 or programs, 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 WCTV programs and events. Videos on Demand are available at [www.wctv.viebit.com](http://www.wctv.viebit.com).

In 2017, WCTV welcomed videographers Tom Case, Barbara Coish, Bob Coole, Matt Veil, and Tom Nolan to the team. Videographers are responsible for coverage of government meetings.

WCTV would like to thank the Cable Advisory Board for all their help and support throughout 2017 and I look forward to the future. WCTV would also like to thank all of our volunteers for all of their hard work and dedication to the studio.

Respectfully submitted,

*Kelly McLaughlin*

Kelly McLaughlin, WCTV Coordinator

# FOREST FIRE WARDEN & STATE FOREST RANGER

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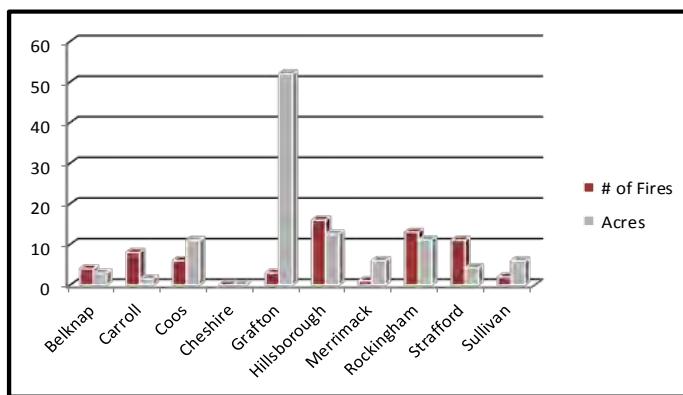
This past year we were fortunate enough to have favorable weather conditions in the spring and summer which limited the amount of wildland fire activity throughout the state. September and October saw fire conditions change and the state was faced with some difficult fires. The Dilly Cliff fire in North Woodstock was one of the most challenging fires we have seen in New Hampshire. Steep terrain and extreme fire behavior made this fire difficult to fight. It lasted for over 3 weeks and the final hotspots in inaccessible terrain were extinguished by heavy rains. Your local fire departments and the Division of Forests & Lands worked 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 2017 season threatened structures, 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 2018 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.nhdfi.org](http://www.nhdfi.org).

## 2017 WILDLAND FIRE STATISTICS

(All fires reported as of December 2017)



HISTORICAL DATA		
YEAR	NUMBER of FIRES	ACRES BURNED
2017	64	107
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.*
0	7	11	1	4	0	4	0	37

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

# VITAL STATISTICS RECORDED

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AS OF DECEMBER 31, 2017

## RESIDENT BIRTHS

CHILD'S NAME	PARENT(S') NAME
Brianna Judith	Brian and Lisa Currie
Caroline Nathalie	John and Erin Stewart
Madison Elizabeth	Brandon Brown and Natasha Zis
Kelsey Marie	Adam and Caroline Henson
James Alexander	Ross and Lorena McGovern
Isla Anne	Nathan and Lisa Wallace
Lillian Mae	Russell and Emily Shuman
Katana Marie	Christopher and Melissa Doucette
Oliver Parker	Scott and Katie Stapleton
Wesley Thomas	Bradley and Amanda Katz
Liam Joseph	Christopher and Megan Ouellette
Harper Lee	Derek Curtis and Miquela O'Brien
Sylvie Elizabeth	Gale and Adora Graves
Justin Paul	Joseph and Jennifer Plonski
Anthony Paul	Joseph and Laura Calvo
Ryan Francis	Paul Chenard and Jaymi Haegle
Kaia Elizabeth	Daniel and Maren Nolan
Samir Cash	Barry and Rehnuma Newcombe
Fiona Elizabeth	Ryan Powers and Meghan Sullivan-Powers
Chelsea Nia	Shadane and Hannah Davis
Dylan Robert	Brian and Karen Cooper
Ava Reagan	Kevin and Kary Callahan
Evalyn Ann	Gregory and Jessica Hurley
Steven Charles	Steven Wang and Phannga Sylasak
Charlotte Victoria	William and Amanda O'Connell
Lucy Jane	Erica and Larissa Hubbard
Madison Elizabeth	Nathan and Kelly Brown
Lillian Deborah	Brian and Kelly Heffron
Louis David	Adam and Nicole Loranger
Ryker Roderick	Roderick III and Erin Laferriere
Mileva Marie	Andrew and Meaghan Ralich
Noelle Pierretta	Nicholas and Brittney Bergeron
Wyatt Fox	Michael Misiewicz and Renee Mallett
Lincoln Joseph	Brandon Gilbert and Kaylee Solano
Elin Peterson	Timothy and Bethany Ryan
Julia Dawn	Matthew and Samantha Broadhead
Grace Isabella	Todd and Valery Fercho

## RESIDENT DEATHS

DATE	PLACE	DECEDENT'S NAME
01/05	Manchester	John MacDonnell
01/06	Windham	Zhaoli Chen
01/07	Salem	Sandra Raymond
01/13	Windham	Harvey Bingham
01/17	Derry	Julie Manson
01/18	Derry	William Gebo
01/21	Londonderry	Ellen Dovenspike
01/28	Windham	Alice Amato
02/09	Windham	Marjory White
02/14	Windham	Francis Baggett Sr.
02/16	Dover	Edward Morris
02/17	Windham	Lorraine Donaghey
02/18	Windham	Millard Freeman
02/26	Derry	Elizabeth Theroux
03/04	Windham	Beverly Sweeney
03/06	Windham	Mable Wells
03/06	Windham	Florence Critchlow
03/18	Windham	Thomas Corvi
03/27	Nashua	Edward Doyle
04/09	Windham	Margie Harger
04/14	Windham	Doris Pennell
04/17	Windham	Fred Coscia
04/20	Manchester	Carl Conley
04/26	Windham	Raymond Rolland
05/02	Derry	Christian Dyer
05/03	Derry	Debra Bourdelais
05/03	Windham	Mary Griffin
06/11	Derry	Alice Abbott
06/20	Windham	Fathia Matar
06/23	Windham	Maurice Zabarsky
06/23	Windham	Marion Carrigan
07/01	Windham	Ardis Lavoie
07/05	Fremont	Wendell Grant
07/06	Windham	Gloria Ciccolo
07/06	Windham	Louis Fichtner III
07/10	Nashua	Joseph Lemieux
07/11	Salem	Donald Dorton
07/18	Windham	Charles Marcin
07/25	Windham	William Boutin
08/04	Windham	Carol Porter

## RESIDENT DEATHS, CONTINUED

DATE	PLACE	DECEDENT'S NAME
08/05	Derry	William Jaye
08/12	Windham	Mary Gambale
08/13	Salem	Justine Bennett
08/15	Nashua	Elizabeth Williams
08/23	Windham	Leo Dubuc
09/15	Derry	Bertha Klemm Rushton
09/16	Manchester	Elmer Stuart Jr
09/17	Derry	Charles Samardelis
09/24	Derry	Bashir Ahmed
09/28	Derry	Marjorie Mccullough
10/07	Manchester	Wallace Ramsden
10/20	Derry	Joseph Lanouette
10/20	Nashua	Corey Pincince
10/21	Derry	Francis Galvin
11/01	Windham	Joan O'Brien
11/02	Fremont	Wendy Denneen
11/15	Windham	Marylou Colangelo
11/15	Windham	Dympna Smith
11/18	Windham	Donna Moore
11/18	Windham	Eleanor Finn
11/26	Derry	Rose Marshman
11/27	Manchester	Elizabeth Moran
12/04	Windham	Thomas McDonough Jr
12/05	Derry	Rocco Scionti
12/18	Portsmouth	Roland Constantineau

## MARRIAGES LICENSES ISSUED

DATE	PARTIES WED	PLACE
01/07	Jason Hebert and Amy Oliverio	Windham
01/07	Nicholas Bergeron and Brittney McMahon	Jackson
01/14	Marc-Anthony Gaudreau and Erin Marley	Windham
04/21	Marshall Daniels Jr and Kaileigh Bobola	Windham
05/13	Robert Dobson & Sheila Pistorio	Salem
06/03	Robert Molino and Deanna Bruce	Candia
06/09	Jeffrey Dinopoulos and Sharon Cardinale	Sandown
06/11	Anthony Rivela and Jordan Alper	Sandown
06/15	Aleksandr Kivenson and Diana Dreyer	Derry
06/27	Russell Perkins and Deborah Contrada	Windham
07/01	Brian Romanowski and Jennifer Quinn	Rindge

## MARRIAGES LICENSES, CONTINUED

DATE	PARTIES WED	PLACE
07/08	Nicolas Dupuis and Jocelyne Stephen	Hudson
07/15	Anthony Russ III and Kyleigh Keating	Waterville Valley
07/27	Brian Schneller and Eileen Adorno	Windham
07/29	Richard Lambert and Katelyn Helfrich	Rye
08/05	Brent Madigan and Bethany Bigelow	Whitefield
08/20	Nicholas Putnam and Sarah Graham	Sandown
08/25	Jeffrey Diprimio and Nicole Savoia	Windham
09/02	Satish Maripuri and Brenda Boelens	New Castle
09/03	Patrick Abrami and Susan Denopoulos	New Castle
09/16	Michael Fetzner and Susan Jones	Windham
10/07	Kevin Brennan and Janet Sperberg	Litchfield
10/08	Michael Szyska and Meaghan Finn	Bedford
10/09	Justin West and Sara Gagnon	Seabrook
10/10	Samuel Saunders Jr and Katharine Felson	Windham
10/14	John Moynihan and Heather Steinfield	Windham
10/20	Harold Schroth Jr and Monica Robbins	Windham
10/27	Bradford Reed and Geri Coates	Windham
11/04	David Cushion and Dian Blake	Nashua
12/30	Henry Nonack and Mary Foggo	Windham

Respectfully submitted,

*Nicole Bottai*

Nicole Bottai, Town Clerk

# CEMETERY TRUSTEES

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Windham is a community rich in history, and the Trustees spent many hours digging into our burials in preparation for the Town's 275th Anniversary Celebration; compiling a tour guide of 23 primary and 13 secondary sites of interest. Within, we endeavored to tell the stories of just some of the people who helped shape our community over the centuries. Although the weather was not particularly cooperative, a small band of visitors braved the rain on the tour day, and learned about women like Agnes Hemphill, mother of 18 who bravely persevered after her husband's death. They heard of the loss of Wilbur Tarbell on the USS Scorpion, and of the Zins, Brown, Dinsmore, and other prominent families. They learned Windham has had its fair share of heroes, entrepreneurs, artisans and eccentrics; and we hope an entertaining and informative time was had by all. The Trustees would like to thank Historic District Commission Chairman Frank Farmer for his assistance (and insistence!) in creating the book, not to mention acting as impromptu guide, as well as Carol Pynn, Mary and Frank Johnson, Brad Dinsmore, and Elaine Keefe.



**Beyond the Wall**  
stories of triumph, tragedy and tenderness  
Cemeteries on the Windham Plain

The highlight of the tour was our final stop in the Old Cemetery on the Plain. Here, over the spring and summer, much work was done to clear and straighten the stones in preparation for the celebration in August. That work – although spectacular – ultimately paled in comparison to the attention that was paid to the small grave of 8-year old David Gregg; our first formal burial. Through the skill and hard work of our Custodian Scott Polumbo and his crew, and the remarkable generosity of Mike Colizzi, owner of Colizzi Memorials, David's grave has been restored, protected, and formally recognized for future generations. One can see a photo of the final result of their efforts in the beginning pages of these Annual Reports.

In other news, we continue to monitor the health of the old, great oak on the Hill; which was nearly decimated by caterpillars in 2016. This oak has likely stood vigil on the Hill longer than any of us have been here, and it is our goal to do everything possible to ensure she remains long after we are gone. Along with continuing attention to her in 2017/2018, we are still treating the cedar and large, old ash tree to ensure their survival, as well.

Our continued gratitude goes out to Scott Polumbo. He remains ever a consummate professional, and his knowledge and experience go far toward the safe, successful operation of our cemeteries. To Jim Thornton, our interment contractor, as well; for his professionalism and compassion. Their respective crews are a reflection of the values and work ethic each possesses, and we are fortunate to have them all on our team.

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 Devlin, Chair

# DEPOT ADVISORY COMMITTEE

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Starting in 2004, the Committee was charted 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 and development of the Windham Rail Trail.

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.

2017 focused primarily on 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. The Town Maintenance Department replaced several sections of the Depot platform decking because of premature rot.

The Committee met and attended a Selectmen meeting which focused on proposed changes to a town-wide ordinance that may have affected ATV use at the Depot parking lot. As ATV's are not allowed year-round on the Windham Trail (and in entirety West of Route 28) it was imperative that the Selectmen did not affect the ordinance contrary to State and Federal regulations.

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

# ECONOMIC DEVELOPMENT COMMITTEE

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2017 was a busy year for the Windham Economic Development Committee (WEDC) and its three subcommittees: Communications, Infrastructure, and Land Use. In all, the WEDC and our subcommittees are comprised of twelve (12) volunteers who meet on a monthly basis.

The primary focus of 2017 was on developing a Sustainable Water Supply for the Town. The drought of 2016, environmental impacts to groundwater and drinking water, and the commercial growth along Route 111 that necessitates the need for a fire hydrant system prompted the WEDC to take the lead role for the Town in developing a plan for Sustainable Water Supply.

The WEDC worked closely with the New Hampshire Department of Environmental Services (DES) to address their concerns regarding water supply, and with the Southern New Hampshire Regional Planning Commission to organize a second regional groundwater and drinking water meeting to discuss options for a regional approach to Sustainable Water Supply. In addition, the WEDC attended a number of meetings with our State Senators and Governor.

In the Fall of 2017, the Town of Windham was included in the Route 28 water supply plan that is being funded by the Exxon/Mobile MtBE settlement fund. Representatives of the WEDC attended the Drinking Water and Groundwater Commission (Commission) meetings in Concord and advocated for a Sustainable Water Supply in Windham. A preliminary plan was presented to the NHDES and the Commission with a proposed alignment starting in Derry heading south to Route 111, then turning west along Route 111 and extending to Ledge Road.

Throughout 2017, the Communications subcommittee provided a series of newspaper articles and public information to the residents to keep them informed of the progress being made in the development of a Sustainable Water Supply along Routes 28 and 111.

Respectfully submitted for the Committee,

*Gary M. Garfield*  
Gary M. Garfield, PE, Chair

# 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 meet regularly to discuss management and administration of the McIlvaine Town Forest. An initial 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 the Windham Special Forestry Fund. This special fund will be utilized for ongoing town forest maintenance including recreational trail improvements, wildlife habitat management and historical artifact protection.

2017 McIlvaine Town Forest highlights include:

- Committee members and volunteers continued work on a 1.5 mile loop trail that connects neighborhoods in the areas of Settlers Ridge, Bayberry Road, Weston Road, Osgood Street and the new Wood Meadow Estates residential subdivision. This trail loop was completed utilizing a section of trail on land donated to the Town for conservation by the Wood Meadow Estates developers.
- The Committee has been monitoring wildlife through the use of a game camera placed at various locations in the Forest.
- Monitoring continues with our NH Cooperative Extension Service pollinator habitat project. 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.
- We are still looking for solutions to curtail prohibited OHV (Off Highway Recreational Vehicle) damage in the McIlvaine Town Forest.
- A 2017 warrant article was passed to withdraw \$6,000 from the Windham Special Forestry Fund to be used for ongoing forest management activities.
- A 2017 warrant article for McIlvaine Town Forest By-Laws was passed by town voters.

In 2018, 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

# 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 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 topics such as:

- Town Master Plan Review
- 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:

- Griffin Park
- Searles School and Chapel
- Windham Transfer Station
- Rail Trail
- Request for Stop Sign – Coventry Road
- Request for Reduction in Speed Limit – Rockingham Road
- Request for Line of Sight Review- Range Rd @ Griffin Park
- Request for Line of Sight Review- range Rd @ Gateway Blvd
- Request for Child with Autism – Magnolia Road

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 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, we 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.

We also wish to thank the Board of Selectmen for the support they have shown the Committee in endorsing many of our recommendations. Finally, we offer our 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,

*Thomas Sharpe, Sr.*

Thomas Sharpe, Sr., Chair

# LOCAL ENERGY COMMITTEE

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The Windham Local Energy Committee (LEC) carried out and supported 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. HVAC upgrade for Town Hall;
- b. Adoption by the Board of Selectman of Local Energy Committee-recommended lighting upgrades for the Police and Fire Stations;
- c. Approval by NH Public Utilities Commission of Liberty Utilities' franchise petition for bringing natural gas service to Windham; and
- d. Initiation of energy usage monitoring for municipal buildings; and
- e. Re-assessment of solar photovoltaic systems for the Fellow Road Complex.

Messrs. Nick Shea and Kevin Wolff joined the LEC in 2017; however, Mr. Wolff resigned his position before year's end because of new professional responsibilities. Mr. Peter Tousignant and Drs. Patrick Manzo and Mark Kovacs continued their LEC participation through 2017.

## **HVAC Upgrade for Town Hall – P. Manzo**

The HVAC system for Town Hall was on the order of 25 years old. The system was functioning marginally, required significant maintenance, and had reached its design lifetime. For these reasons, the Town decided to seek a high quality, low maintenance and high efficiency replacement system in order to save Town funds and to enhance the Town's Green Footprint. To these ends the Town published a Request for Quotation for a new HVAC system employing an evaluation approach developed by the LEC, originally for the HVAC system at the Community Development Center. The primary criteria were cost, energy efficiency, warranty, and annual maintenance costs.

The Town requested assistance from the LEC in the evaluation of the two proposals received. One of the systems was a Lennox Corporation Unit while the other was a Carrier Corporation unit. The two units appeared to be comparable and either one would be more than capable of performing as required as a replacement for the Town Hall HVAC. However, the Carrier system was almost twice the cost. If we consider the savings from the slightly higher performance of the Carrier system, it would have taken almost 45 years to recoup the additional cost of the Carrier system. Therefore, the LEC recommended that the town purchase the Lennox HVAC System. To date this system is performing very well.

## **Lighting Upgrades for Police and Fire Stations – P. Serian and P. Manzo**

In 2017, the LEC completed its assessment of lighting efficiency upgrades for the Police and Fire Stations. The LEC received proposals in July and March from LRS Inc., an Eversource upgrade contractor; the July proposal replaced the complete lighting fixtures while the March proposal replaced only the lamps and ballasts. The LEC concluded, with the concurrence of the Police and Fire Department Chiefs, that the complete fixture replacement represented an overall better solution by yielding: slightly higher projected yearly savings e.g. \$6,888 vs. \$6,125, respectively; a slightly shorter payback period, e.g. 3.3 vs. 3.4 years; and reduced potential for maintenance costs over the lifetime of the LED lamps. The LEC recommended complete fixture replacement to the Board of Selectman in October; the Board approved the recommendation and agreed to move forward in early 2018 following budget adoption.

### **Energy Tracking for Town Buildings – P. Manzo**

Since its founding, the LEC has been involved in assisting the Town in improving the energy efficiency of its buildings. However, there remains the question of how can we monitor the building performance as improvements are made. This cannot be done solely on the basis of the heating/cooling bills since the weather varies considerably year to year.

There should be an approximately linear relationship between the energy used and the number of degree days experienced. [a Degree day is the number of degrees a given day is above or below a reference temperature.] Additionally, the slope of the energy used versus the number of degree days is directly related to the energy efficiency of the building. During the past year the LEC has collected data on the energy used and compared the results to the number of degree days over the last several years. The initial results were not promising due primarily to the irregularity of the propane deliveries. It is our intent to continue this approach with some modifications during the coming year.

The LEC has also investigated the use of the Department of Energy program, Portfolio Manager, as means to evaluate the energy efficiency of our Town buildings. However, there were similar problems – again due to the irregularity of Propane usage data – and this approach has been abandoned.

### **PUC Approval of Liberty Utilities' Franchise for Natural Gas Service for Windham - M. Kovacs**

Since 2013, the Local Energy Committee (LEC) has been encouraging and supporting Liberty Utilities request to the NH Public Utilities Commission for a franchise to bring natural gas service to Windham. In February, the NH PUC granted a franchise to Liberty Utilities following a late 2016 public hearing at which the LEC highlighted the benefits that would accrue to Windham with the availability of natural gas. The LEC is continuing to follow-up with Liberty Utilities to monitor progress on natural gas service.

### **Re-Assessment of Solar Energy for Fellows Road Buildings – M. Kovacs**

In 2016, the LEC considered a solar photovoltaic power system for the Library, Police and Fire department buildings in the Fellows Road complex. At that time, we tabled the analysis because the Town had just begun a 3-year electricity supply contract whose early termination would have resulted in cancellation penalties obviating any financial benefits of a solar installation.

The LEC is re-opening this assessment because of recent changes in system installation costs, state and federal incentives and the Renewable Energy Credit (REC) market with the goal to be ready for a decision in advance of the electricity supply contract expiration in late 2019.

Respectfully submitted for the Committee,

*Dr. Mark Kovacs*

Dr. Mark Kovacs, Chair

# MUSEUM TRUSTEES

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The Trustees of the Windham Museum devoted 2017 to the cataloging and organizing of the collection, which increased significantly with the donation of many artifacts related to Reverend Samuel Harris and his family during 2016 and 2017. A high point of the year was the exhibit, “*A View of 19th Century Life in Windham Through the Lives of the Harris Family*” on May 7th.

The Scavenger Hunt for the celebration of Windham’s 275th Anniversary brought many people to the Museum, a number of them for the first time. The Museum was open to provide access to people participating in the Scavenger Hunt, and also for townspeople interested in learning more about Windham’s history.

The third grade’s “*Field Trip Around Windham*” brought many children to the Museum and was a great chance to show them pictures and artifacts showing life in earlier times. They loved seeing pictures of Johnson’s Highland View Farm with a horse and buggy in front of their favorite ice cream stand. The Museum is a regular spot for the Cub Scouts to visit as well. The Museum is also a destination for out-of-towners doing genealogical research.

Improvements included the replacement of the leaking basement windows and a new display case that compliments the existing décor and enhanced the ability to make fuller use of the collection.

Volunteers from the Museum Trustees are working with some of the Sisters of Mercy at the Warde Center on oral histories, recording their experiences as young nuns when Searles Castle served as a convent.

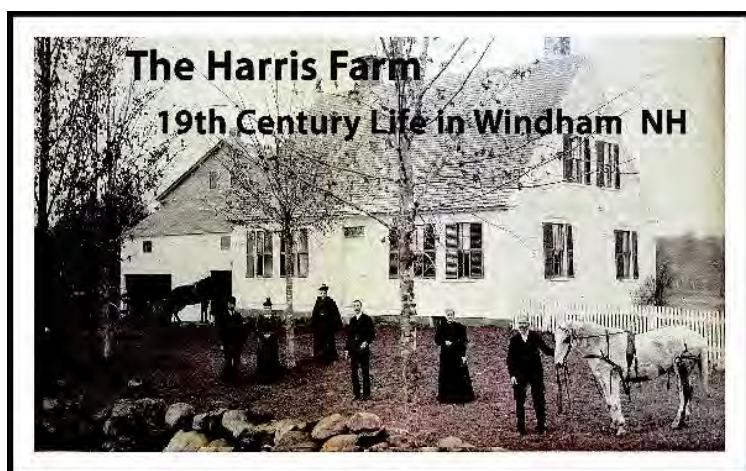
As always, the Museum was open during the annual Tree Lighting in December. It is a great opportunity for parents and their children to come by after their visits with Santa and always attracts a nice combination of newcomers and people with a long history in Windham.

A key priority for 2018 will be for the Windham Museum Trustees to work with the HDC/Heritage Commission on the listing of the Armstrong Building in the National Register of Historic Places. The building is eligible for listing, so it is hoped that the application can be completed by September of 2018.

Respectfully submitted for the Trustees,

*Jean Manthorne*

Jean Manthorne, Chair



# NESMITH LIBRARY TRUSTEES

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Nesmith Library is here to serve the Windham community. The quality of that service depends on the Library Director who oversees and manages the day-to-day operation of the library, and the Board of Trustees who develop policy and provide fiscal oversight which is critical to the life and direction of the library. I am pleased to have participated in this well oiled machine in 2017!

## TRUSTEES:

This year we welcomed a new Trustee, Neelima Gogumalla, and said a fond farewell to outgoing Trustee and past Chair, Peter Tousignant, thanking him for his service. We congratulated Mark Branoff for his successful elected return to our board and to the Board of the New Hampshire Library Trustee Association (NHTLA) as Treasurer, representing Nesmith Library.

- Strategic Plan was reviewed and updated
- Budget was overseen and allocated appropriately spent in compliance with RSA 32:7.

## DIRECTOR:

The Trustees would like to thank our award winning Library Director, Carl Heidenblad, an extremely knowledgeable administrator and a shining beacon of what an ideal Director should be. He really stands out for his exemplary leadership and his commitment to mentoring his staff. Carl keeps up with current library trends and technology through great networking, professional growth and advocacy, constantly honing his skills for excellent library services. We are very pleased and feel lucky to have him!

## STAFF:

- Congratulations are in order for Sylvie Brikiatis, Assistant Director, who was honorably invited to attend the annual New Hampshire Library Association (NHLA) leadership symposium this year. She serves as the Liaison to the Board of Directors for the New Hampshire Library Trustee Association (NHLTA) and went on at the end of the year to become the elected President of the NHLA!
- We welcomed Jo-Ann Houde this year to serve as one of our Sunday Associates and to help out a few hours during the week. She has proven to be an excellent addition to our staff.
- Sarah Williams became a part-time children's librarian and is working well with our full time children's librarian, Jane McCue.

## PROGRAMS:

The library was able to offer exceptional programming for adults, young adults and children this year and the summer reading programs and visitation to the library was up from last year. These programs were attended by 344 adults, 522 teens and 6,390 children!!

## FRIENDS:

- The Trustees would like to thank Jennifer Fricchione, 2017 president of Friends of the Library of Windham (F.L.O.W.), and all of FLOW's members! We are so very blessed to have FLOW who sponsors many of the amazing programs Nesmith Library is known for: Book Fair, Strawberry Festival, Children's programs, Museum passes and fun Holiday crafts! These programs would not otherwise be fiscally possible without the generosity of their time and donations!
- Hundreds of people came out to the 34th annual Strawberry Festival at Windham High School to enjoy this signature Town event. The Trustees manned the Shortcake table, providing many hungry community members a sweet tasty treat. It is an event that is for all ages and the Town of Windham is lucky to have FLOW coordinate sponsors and put together a fun filled day of

raffles, games, community program booths, entertainment, food and the largest Book Fair of the year! The festival generates income for the library and FLOW programs for which we are very grateful. But most importantly, it fosters our goal of bringing the community together on many levels.

- Our wonderful Nesmith volunteers this year collectively donated almost 600 hours of service, shelving over a hundred thousand items and thus saving the library over \$9,000!
- Windham Garden Club and the MOMs Club worked together to create and donate the new Outdoor Story Garden. It's an outdoor, fenced-in space for reading, equipped with a Pergola, sitting stools, pine picnic table and raised flower beds. This beautiful new addition was designed to provide shade and seating for all ages. What a wonderful space!
- The Nesmith Knitters and Nesmith Quilters were also very active in 2017. The Board of Trustees greatly appreciates the exquisitely beautiful, as well as beneficial efforts made by these two groups.

#### **FACILITY:**

- This year we implemented our large facility project of replacing the carpet and vinyl flooring throughout the library. The library was closed to the public for only 4 days, thanks to excellent planning and coordinating from Director Heidenblad. Our hardworking and conscientious staff was able to minimize the inconvenience to the public. We were exceedingly pleased with the way this project turned out.
- The redesign of the adult area of the library provides a greater display space for new items, limited circulation items, and items from other parts of the state that Nesmith patrons may not normally be exposed to. It is a fantastic use of space that is more welcoming for our patrons and an example of how our library is keeping up with modern times.

#### **INFORMATION TECHNOLOGY:**

- In 2017, a new Konica Photocopier was made available to Nesmith Library patrons. It is a color copier machine with a "smart" coin op which accepts credit cards.
- The Library has increased its technology offerings by adding e-resources and new computers with improved Windows 10 operating systems. Currently there are 8 public access computers for use.

#### **PUBLICITY/ADVOCACY:**

Several "*Branching Out*" articles written by committee members were sent out to local papers on interesting information and facts about the library. Look for our next article in the paper!

#### **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.

## SPECIAL MENTION:

- Wendy Denneen, who passed away November 2, 2017, known for her generosity and heart of service, sharing countless hours as a volunteer and former Trustee here at Nesmith Library. We dedicate a book in her honor,

*Inquiry-Based Lessons in US History; Decoding The Past*  
By Jana Kirchner

- It will not be the same here at Nesmith Library without Mrs. Patricia Barstow, Chair of the Trustees, who left us in November due to a family move. Her exquisite attention to detail and energetic insistence to Policy and Procedure has left its positive mark on Nesmith Library forever. We are a better Board of Governance having had you at the helm. Thank you so very much for your service!

Working together, the Library Director and Board of Trustees have continued to improve services and respond to public suggestions in 2017. We are very grateful to the Town Governance and Administration for their continued support and to the Windham community patrons and many volunteers!

*The Nesmith Library advances knowledge and promotes literacy, lifelong learning, and the love of reading by providing exceptional services and materials in a variety of formats and technologies. Our mission is to inspire, empower, and enrich the lives of readers of all ages; to be a space where the community comes together to share ideas; and to promote and defend intellectual freedom.*

Mailing address: Nesmith Library Board of Trustees, 8 Fellows Rd., Windham, NH 03087-1909

Official Website: [www.nesmithlibrary.org](http://www.nesmithlibrary.org)

Respectfully submitted for the Trustees,

*Tara Picciano*

Tara Picciano, Acting Chair

# RECORD RETENTION COMMITTEE

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The purpose of the Record Retention Committee is to oversee that the Town of Windham's records are being stored properly, retained correctly, and to manage proper destruction of official records where appropriate. The Committee meets as needed, and members include Chairman Nicole Bottai Town Clerk, Citizen Margaret Case, Citizen Doreen Demone, Citizen Kathleen DiFruscia, Ruth Robertson Tax Collector, Bob Coole Town Treasurer, Finance Director Daniel Popovici-Mueller, Julie Suech Community Development representative, Jennifer Hardy Police Records clerk, and Selectman Ross McLeod.

The latest project that the Committee is focused on is a massive records vault reorganization, which we are on track to complete in 2018. In March of 2016, the Town voters graciously approved to appropriate \$50,000 to complete this project. The Committee and I determined that the first step was to perform an analysis of all records housed in the vault, which was the foundation for the success of this project. King Information Systems came into the Town Hall vault, and performed an analysis of all records being housed in there. They furnished a report of findings and inventory of the records, along with recommendations. In May, the same vendor completed the next several tasks which were completing a full index, adopting the boxing and labeling method, replacing existing shelving, and organizing all of the records in the vault. Along with these crucial tasks, a software application was also paired up with the physical records and is acting as a records management application.

In July, we went through an extensive RFP process for the digitization segment of the project; selecting Inception Technologies to complete the final phase. I am currently working with them to identify all of the various records within the vault, and establishing indexing fields for our imaging software. The great part about this software is that it will already be compatible with our application that we are currently using for inventory. We have also identified priority records to start with to digitize, which are Meeting Minutes, Election Records, Vital Records/Archives, and Annual Town Reports. Once we complete these priority records, we will then use whatever is left of the funding to digitize as many other records as possible. We will then have an ongoing goal each year to digitize as many records as the budget will allow.

Our objective, once we have everything set up and staff is properly trained, is to have the capability for not only staff but also the public to access the digital records for research and accessibility. We are hoping to complete this project in 2018 and develop a strategic 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,



Nicole Bottai, Chairman/Town Clerk

# ROUTE III CORRIDOR BEAUTIFICATION COMMITTEE

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The Board of Selectmen made the beautification of our town a priority for 2015. With all the construction on the I93 project coming to an end, including the complete restructuring of Route 111 from the Hampstead line all the way to our town center, Windham residents have had a lot to endure during the process, including the extended esthetic disruption of the beauty of our town. Early in the year the Board of Selectmen formed two committees who were charged with advancing the “beautification” of our town. One committee focused efforts on the Town Hall complex and surrounding areas. The other committee focused on the stretch of Route 111 from the eastward limit of the Rockingham Road (Rt. 28) Intersection, westward to the Wall Street/ Enterprise Road Intersection. I have serve as the Chairman of that “other committee” which is referred to herein as the “Windham Rt. 111 Corridor Beautification Committee.”

As of the writing of this letter, that committee is comprised of the following members:

Al Letizio, Jr. – Chairman & Board of Selectmen Member

Jay Yennaco – Windham Resident and Business Owner (Delahunty Nurseries)

Anthony Berni – Windham Resident and Business Owner (Canobie Lake Park)

Bill Deluca – Windham Resident and Business Owner (Bill Deluca Family of Dealerships)

The group met on several occasions and developed a strategy for the ongoing beautification and esthetic improvement of the Route 111 corridor in Windham. The first phase of this effort was to create FOUR prominent locations near major entry points where beautifully styled “Welcome to Windham” signs would be installed, featuring attractive perennial flower displays with low voltage lighting and designed for longevity and low maintenance.



The four sign locations are as follows:

1. On the northerly side of Route 111, just west of the Rockingham Road (Route 28) Intersection, just before the Rail Trail bridge
2. On the Southerly side of Route 111 in the vicinity of the Mammoth Road Intersection
3. At the bottom of the exit 3 off ramp from I93 southbound, within the current triangle area
4. At the bottom of the exit 3 off ramp from I93 northbound, within the current triangle area

The Board of Selectmen agreed unanimously to write \$25,000 into its 2016 operating budget for this “Phase 1” Welcome to Windham sign project of the Beautification Committee. Additionally, the Board included an additional \$5,000 toward the Town Center beautification committee’s efforts.

Meetings were conducted with DOT officials and the locations were confirmed. Final awarding of the contract for the sign construction was to Brothers Sign Company, who installed three of the four signs during the summer of 2017. Sign number 2 above is expected to be installed near the Klemm property, formerly the Waterhouse Country Store in Spring of 2018.

The Committee will reconvene in the Spring of 2018 and develop additional recommendations to the Board of Selectmen relating to the continued beautification of the Route 111 Corridor through Windham.

Respectfully submitted for the Committee,



Al Letizio, Jr., Chair

# SEARLES SCHOOL & CHAPEL TRUSTEES

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2017 was an incredibly active year for the Trustees of the Searles School and Chapel. With the appointment of Michael Mazalewski there is now a full compliment of Trustees and, with that, we began an evaluation of all aspects of both the physical plant and future marketing needs.

Carried over from 2017, the repainting of the interior and refinishing of the floors were completed. Refinishing the floors was a challenge. Everything had to be removed from both rooms.

The Chapel room presented a major issue. An extremely heavy Wurlitzer organ had to be lifted from floor level to the choir loft. Our thanks to Tom Murray and his staff from Pugliese Contracting who provided a lift and manpower to make it happen. The organ, which can be rented for events, has undergone a complete restoration.

Our thanks to local structural engineer Bernie Roulliard who did an evaluation of the building. Searles School and Chapel is in great shape!

The Trustees developed a project and goal spreadsheet to identify the building needs and issues that, when addressed, would enhance the marketing opportunities of the building. Projects identified from the list resulted in the retention of consultants to evaluate acoustic issues and develop both interior and exterior lighting plans. Our thanks to David Stirling Architects of Winchester, who donated his expertise regarding lighting options. Our thanks to the Windham Garden Club Master Gardeners who provided advice in developing a landscape plan for the property. Restoration of the woodwork was another issue addressed.

As part of the evaluation the Trustees scheduled regular meetings with town staff members Dennis Senibaldi and Jack McCartney to develop and maintain a list schedule for projects to be completed by the town. Our thanks for their collaboration. Two of the major projects completed in 2017 were the replacement of an HVAC unit and the removal of a huge amount of undergrowth at the intersection of Chapel and Old Range Roads. This improved the building visibility from the East. Also completed in 2017, and funded by the proceeds of the rentals, was the repair of the slate roof.

Our thanks also to Town Administrator Dave Sullivan and Selectmen's rep Jennifer Simmons for their continued valuable advice.

For 2018, among the projects are replacement of the decaying exterior stairs from the Chapel and to replace the current toilets with more efficient units. Two of the other major projects scheduled for 2018 is the remediation of a chronic bird nesting issues and the repair of a leaking tower roof. With grand buildings come grand issues!

2017 marked the completion of the restoration of the stained glass windows which was ongoing since 1996. A project undertaken by Margaret Case and her daughter Barbara, they spent countless hours writing many foundation grants. Our thanks for their hard work and dedication. Major grants were received from Methuen Festival of Trees, New Hampshire State Council for the Arts and the Town of Windham.

The community also responded. Our thanks to two Windham benefactors, Gina and Bruce Anderson, who in 2016 underwrote the restoration of one of the windows in the west room in honor of Gina's family and, in 2017, celebrated its completion with a dedication.

Developing a marketing plan for the first time was one of our major projects. We were fortunate to be the beneficiary of countless pro-bono hours from the marketing firm 36 Creative. Co-founded in Windham by Trent Saunders who attended school at Searles, a set of marketing goals were identified, the crystalization of our mission and identity, as well a new logo. More about this in 2018.

In 2017, two major individuals retired. Donna Markham, our long serving building coordinator, will be moving to the seacoast. The current success of building can be greatly attributed to her dedication and professionalism.

Margaret Case as mentioned, was instrumental in completing the restoration of 9 stained glass windows and other projects.

Our thanks to both. They will be very hard to replace.

Searles School and Chapel represents one of the rare municipal buildings that generates revenue.

The bookings for 2016/2017 are as follows:

- For 2017 there were 100 event bookings w/ 14 n/c
- For 2016 there were 91 event bookings w/ 24 n/c

*Note: One of our missions is to provide meeting space for town organizations at no charge. The n/c represent those bookings.*

The expectation is with the new marketing plan and new building coordinator in place booking will increase.

My thanks to the dedication of my fellow trustees who devoted countless hours outside of regular monthly meeting in making 2017 a success.

Please remember the restoration of Searles School and Chapel is funded mainly by rentals. Please support our efforts.

Respectfully submitted for the Trustees,

  
Peter Griffin, Chair

# **SOUTHEASTERN N.H. HAZARDOUS MATERIALS MUTUAL AID 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 FY2018 operating budget for the District was \$124,911. Additionally, in 2017 the District applied for and received federal grants for equipment, training, and operational expenses totaling \$42,716. 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.

**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 28 members drawn from the ranks of the fire departments within the District. The Team consists of six Technician Team Leaders, 17 Hazardous Materials Technicians, two Communication Specialists, one Information Technology Specialist and two 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.

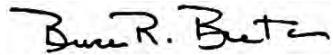
This mobile apparatus carries the Team's equipment which includes chemical detection and identification instruments, containment supplies, plugging, patching and intervention supplies, communication equipment, computer based and other chemical reference guides as well as chemical protective equipment. 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, Sandown and Plaistow; allowing for rapid deployment. The second Response Truck, which serves as a rehabilitation unit, is housed at Auburn Fire. The Foam Trailer is housed by Salem Fire. Activation of the Team is made at the request of the local Incident Commander through the Derry Fire Department Dispatch Center.

**RESPONSE TEAM TRAINING:** In 2017 the Emergency Response Team completed 1,234 hours of training consisting of monthly training drills and specialized classes attended by Team members. These specialized classes included Ammonia Emergency Response, Chemical Identification and Hazardous Materials Response Planning. Several Team members attended the New Hampshire Hazardous Materials Training Conference. Funding provided through a Hazardous Materials Preparedness Grant allowed for two Team members to attend the International Association of Fire Chiefs Hazardous Materials Teams Conference.

**EMERGENCY RESPONSES:** In 2017 the Team responded to 30 incidents. These included spill trailer responses for hydrocarbon fuel spills from motor vehicle crashes and leaking fuel tanks, assisting the local police departments with identifying unknown substances and suspicious packages, 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 Board of Directors,



Windham Selectman Bruce Breton, Chair

Respectfully submitted for the Operations Committee,



Windham Fire Chief Thomas McPherson, Jr., Chair

# SOUTHERN NH PLANNING COMMISSION

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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 organizing a legislative event for NH Legislators and local officials in the SNHPC region 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	66.25	Becoming Age Friendly: Provided communities and businesses with age-friendly assessments, organized a community forum, continued to work with communities in educating stakeholders on age-friendly topics and concerns;
2	58	Continued updating the regional travel demand model, which has been used in traffic volumes forecasting on roads in the region for the future;
3	41.2	Represented the interests of the Town on the Region 9 Regional Coordination Council for the Statewide Coordination of Community Transportation Services Project;
4	35	Coordinated Frost/Stagecoach Scenic Byway Council meetings, undertook mapping updates, and began work on marketing initiatives;
5	23.4	Conducted traffic counts at 8 locations;
6	23.3	Made updates to the NHDOT 10-year Plan;
7	23	Assisted the town with 2018 Road Safety Audit (RSA) applications; coordinated and participated in RSA program; Advisory and Governance Boards projects;
8	16.6	Performed Strategic Highway Research Program 2 (SHRP2) program evaluation and revision - now Partnering for Performance NH (PFPNH);
9	15	Statewide Assistance – Initiated and managed a Statewide Scenic Byway Marketing committee and its efforts to plan 2017 and 2018 forums;
10	15	Statewide Assistance – Initiated and managed a Statewide Scenic Byway Marketing committee and its efforts to plan 2017 and 2018 forums;
11	13.7	Worked on NH Rail Transit Authority Advisory and Governance Boards projects;
12	12.7	Compiled building permit data and certificate of occupancy permit records to record dwelling unit totals from all municipalities in the region;

13	10.8	Continued with Phases 1 and II of The Brownfields Region Wide Assessment Grant, which is used for environmental studies and investigations to help move contaminated sites to clean up, redevelopment and reuse. Contaminated sites located in town centers and villages and near public water bodies and groundwater drinking sources have a high priority for funding;
14	10	Conducted a turning movement count at the intersection of N. Lowell Rd. and Depot Street;
15	9.6	Made updates to the Long Range Transportation Plan;
16	9.3	Developed a Complete Street Toolkit; provided an opportunity for communities to participate in a complete streets pilot project program;
17	9.3	Transportation Management Area: Participated in discussions with Nashua MPO to cooperatively develop and adjust TMA-related plans, programs, and schedules to ensure consistency
18	7.6	The FY 2015-2040 Regional Transportation Plan was developed and approved; the FY 2017-2020 Transportation Improvement Program was developed and approved;
19	7.1	Organized Outreach and Education Events such as our ongoing Planning Roundtable events such as Conservation Commission & Open Space Management, bringing in experts from various state agencies such as Census. Also provided a site plan review and analysis class;
20	7	Identified fatal and incapacitating crash locations in Windham;
21	6.8	Updated and adopted the Title IV and Environmental Justice Program;
22	4.7	Made updates to the Congestion Management Process;
23	4	MS4 Storm Water Coalition and Regional Planning Commission Coordination of MS4 Efforts;
24	2.5	Updated interactive maps displaying traffic count locations and traffic volumes for the Town. Maps are now available on the SNHPC.org website;
25	2.5	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;
26	2	Provided staff assistance to Statewide Coordinating Council for Community Transportation (SCC);
27	1.5	Provided Regional Water Supply assistance, including facilitation of second regional multi-community and agency forum, continued assistance to communities on coordinating information, brought in experts from various agencies and consultant teams;
28	1	Identified signal warrant location locations in Windham;
29	1	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;
30	1	Organized and facilitated a Legislative Event for NH Legislators and local officials in the SNHPC region.

Town of Windham Representatives to the Commission

*Peter Griffin (2019)*

*Mark Samsel (2019)*

*Carl Griffin (2020)*

*Eileen Mashimo, Alternate (2018)*



# TOWN COMMON BEAUTIFICATION COMMITTEE

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## COMMITTEE CHARTER

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.

## 2018 ACCOMPLISHMENTS

The Committee's accomplishments for 2018 were minimal due to funding constraints, however the following items were completed:

- Installation of a new Town Complex Sign at the entry of Church Street. This was funded by a grant that was obtained by the Fire Department, which funded this and a new illuminated sign at the entry of Fellows Road.
- The area adjacent to the Senior Center was cleaned up of the undergrowth and dead trees exposing one of the many rock walls that exist in and around the Common.

## NOTABLES

The Committee would like to thank the following organizations and individuals that helped over this past year on special projects.

- Jack McCartney and Dennis Senibaldi for their work in removing all of the dead trees and undergrowth adjacent to the Senior Center.
- The Windham Garden Club for the plantings and mulch installed at the base of the new town complex sign. Great touch to finishing up the project!
- Cheryl Haas for her creativity and hosting the first ever Scarecrow contest on the Town Common; demonstrating more ways that the Common can be used.

Lastly, I would like to thank the all of the committee members for their hard work and support. The committee members are: Kathleen DiFruscia, Frank Farmer, Peter Griffin, Cheryl Haas, Dave Sullivan and Siri Wilbur.

Respectfully submitted for the Committee,

*Maureen Spooner*  
Maureen Spooner, Chair

# ZONING BOARD OF ADJUSTMENT

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The Zoning Board of Adjustment handled a total of 39 cases over the course of 23 meetings, including a site walk, in 2017. The cases heard represented 39 variances (33 granted, 6 denied). In addition, a single re-hearing request was appealed to the Board which was denied. To date none of the Board's decisions in 2017 were appealed to the New Hampshire Superior or Supreme Courts.

Elected members at the conclusion of the year were: Heath Partington (2019) - Chairman, Mike Scholz (2019) - Vice Chairman, Mark Samsel (2020) - Secretary, Regular Members - Pam Skinner (2018) and Bruce Breton (2018). Alternates include Kevin Hughes (2018) and Jay Yennaco (2019). In the March election Mr. Samsel was elected to a 3-year term.

The Board wishes well alternate member Mike Mazalewski whose term ended in 2017. Thank you for your dedicated service to the Town of Windham. The Board also thanks Dick Gregory who was the Code Enforcement Officer and ZBA Administrator until February when he took another position with the Town of Windham, Nancy Bilodeau who worked as the Code Enforcement Administrator from March until July, Glenda Hamilton who worked as the ZBA Administrative Assistant until October, and Andrea Cairns who served as the ZBA minute taker until October of this year. We wish you all well in your future endeavors.

Members attended a series of three New Hampshire Local Government Center Municipal Law Lectures held in Concord, NH that presented pertinent land use topics including, "Procedural Basics for Planning and Zoning Boards", "Wireless Facilities: Managing the Approval Process" and "Water Quality, Water Protection and Water Management".

The Board also spent time updating its Rules of Procedure in 2017. Additions and/or changes were made with regard to Board review of Notices of Decision, continuance notices on posted agendas, Letter of Denial requirements and Board review of meeting agendas.

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 and Appeals of Administrative Decisions.

The Board thanks Rex Norman (Community Development Director and acting ZBA/Code Enforcement Administrator), Julie Suech (Department Administrative Assistant), Anita Roy (Department Assistant) and Anita Brodeur (Minute Taker) for their attendance at our meetings, preparing case information, and providing information to the Board. Without you, much of what we do would not be possible.

As always, thanks go to Tom Case and Bob Coole for their 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,

*Heath Partington*

Heath Partington, Chair

# CANOBIE LAKE PROTECTIVE ASSOC.

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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 36 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
- Advocate for "SAFE YIELD" where no more water may be drawn from the lake than can be recharged annually
- Advocate for maintaining water levels and improved practices in the Town of Salem to better manage the draw down of water from Arlington Pond and Canobie Lake
- Advocate maintaining water quality
- Participate in NHDES 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 of the Cobbett's Pond and Canobie Lake Watershed ordinance
- Monitor condition of the dam and coordinate maintenance with the Town of Salem
- Monitor invasive species (Weed Watching program) in the Lake and coordinate with DES
- Monitor I93 maintenance 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.canobielake.org](http://www.canobielake.org)) for information and updates
- Provide a Facebook page for sharing pictures, updates, and comments (<https://www.facebook.com/canobielakeprotectiveassociation>)

## 2017 HIGHLIGHTS:

- Developed a campaign to promote “SAFE YIELD” to actively promote for better management of the water resource and encourage the Town of Salem to never draw down more water than can be recharged annually
- Reviewed the findings of the Weston Sampson report on the water supply history and options for the Town of Salem
- Attended and participated in regular Salem Board of Selectmen meetings to encourage the Town of Salem to find a long term solution for another source of water, such as the suggested southern route pipeline from Manchester
- Regularly met with Salem Town officials relative to proposed developments and their impact on water use/demand
- Partnered with Cobbett’s Pond Improvement Association to hire legal and engineering consultants, to represent both Associations in the protection of the watersheds
- Met with Windham Town officials to monitor the Gateway project and possible impacts on Canobie Lake
- Monitored dangerously high levels of chloride: water samples drawn regularly (spring, summer, and fall) at 6 locations and submitted to NHDES for chloride level monitoring
- Met with NHDES to address the serious problem of chloride levels increasing from an average of 40 to 100 mg/liter
- Meetings with Town of Salem and Town of Windham to promote Green-Pro Snow initiative to reduce salt (chloride) application in snow plowing/road treatments
- Collected water quality data: water samples drawn on 4 occasions and provided to NHDES in the “Volunteer Lakes Assessment Program” to monitor the water quality
- Weed Watchers program: coordinated 7 volunteers to do monthly observations and submit to Weed Watching coordinator, Steve Bortone, and NHDES
- Disseminated the “Welcome to Canobie Lake” brochure. (Available on [www.canobielake.org](http://www.canobielake.org) or at Salem and Windham town offices and libraries.)
- Coordinated with local merchant, Black Moose, to inventory and sell “Canobie Lake” items
- Promoted boater safety
- Maintained CLPA website: [www.canobielake.org](http://www.canobielake.org)
- Provided a forum on Facebook: <https://www.facebook.com/CanobieLakeProtectiveAssociation>

Respectfully submitted for the Board of Directors and members,



Ginny Campiola, Secretary

# 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 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 and adult programs, sponsor museum passes, host special library events, and donate much needed library materials and equipment. In addition, the Friends will award scholarships to three graduating high school seniors. For the first time, we'll also offer a scholarship to a non-traditional/returning student.

Membership to 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,

*Jaimie Baker*

Jaimie Baker, President

# FRIENDS OF MOECKEL POND

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Two thousand and sixteen ended with the Friends of Moeckel Pond receiving a substantial donation from Elizabeth M. Varriano-Marston and James W. Finn earmarked for Moeckel Dam reconstruction. In recognition of their generous gift, Bruce Moeckel announced at the January 9, 2017 Selectboard meeting that Moeckel Dam had been legally renamed the Marston-Finn Conservation Dam. It was also at this meeting that the Selectboard moved to the Warrant, by a 5-0 vote, the article that would allow for the Friends of Moeckel Pond and the Town of Windham to work together pursuing the Land and Water Conservation Fund grant.

After moving through the Deliberative Session unchallenged in February, Articles 23 and 24 were overwhelmingly approved by Windham voters in March by an 85% majority. The Windham Planning Board also approved a public access site plan located off Marblehead Road. This site plan will provide five parking spaces including handicapped parking access.

In April 2017, Friends of Moeckel Pond received final construction approval from the NH DES, Dam Bureau. For the project, this is a major milestone. It represents five years of data collection, wetland, environmental, and historical research and professional reports, as well as outstanding engineering by HTE Northeast.

NHPR aired programs in May about the condition of dams in NH. Private dams represent over 76% of all NH dams. The Marstson-Finn Conservation Dam (Moeckel) was singled out in the program as a model for how a community can work together to rebuild historic dams while meeting current safety standards. Friends also hired Lisa Mausolf to conduct an historic architectural assessment of the dam. The historic assessment of the dam allows us to meet standards required by NH Department of Historic Resources, Army Corp of Engineers-NHSHPO, and data necessary to apply for funding.

In June, NH Department of Historic Resources used the historic architectural assessment to determine the dam was eligible for the State and National Historic Register. That same month, Henry Monterio created a nesting area for ospreys, balanced atop a 40-foot pine, on the shore of Moeckel Pond. Henry's Eagle Scout Project is visible from the Deer Leap blue trail and off the red trail at Porcupine Ridge

In September 2017, Chasers Poker Room and Casino accepted Friends of Moeckel Pond as one of their recipient charities. We have applied for and received our State Gaming License for the Chasers 2018 season. Check out Chasers and help restore Moeckel Pond on the following nights; February 5, March 3, and the week of July 8-14.

To apply for State and Federal funds, the Army Corp of Engineers NHSHPO must approve the Dam project. The historic MOA from the Corp was completed in October.

A Pop-Up Art Gallery was hosted at Searles School and Chapel in November 2017. Over 20 local artists participated and booth fees were donated to Pond restoration. A perfect merger of art, history, and nature.

As we move into 2018, the Town of Windham, the Endowment, and Friends of Moeckel Pond are compiling the final documents that will support the Land and Water Conservation Fund grant application. This is the grant application approved by the Town Warrant in March of 2017. We would like to express our sincere appreciation for all heavy lifting by individuals, organizations and Town staff.

Respectfully submitted,

*Dianna Fallon*

Dianna Fallon, President

# 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.

2017 was a very exciting year for The Windham Community Bands; this year actually marked our 20th anniversary of formation. As a tribute to the 20th year, we included one song that was originally played in our inaugural concert in every appearance we made in 2017.

It was another busy year for all three WCB groups, starting on April 1st with their 19th annual Evening of Music fundraiser at Castleton, "April Follies." 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 in October; the annual Windham Tree Lighting; and, along with the other 2 groups, the 12th annual Holiday Concert at Siefert Performing Arts Center. 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, and a summer concert in Belmont, MA. The Windham Flute Ensemble, directed by David Howard, appeared with the Interfaith Choir and entertained area seniors with concerts at various locations in Southern New Hampshire.

All three groups are looking forward to the organization's 20th annual fundraiser that will feature Movie Themes at Castleton Banquet Facility on April 7, 2018. We have also been selected to perform with the Boston Festival of Bands on June 9th, 2018 at Faneuil Hall.

Respectfully submitted,

*Mary Barbarow*

Mary Barbarow, President

# WINDHAM ENDOWMENT FOR COMMUNITY ADVANCEMENT

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The Windham Endowment for Community Advancement began 2017 with a reception at the Searles School and Chapel to honor the 133 people who volunteered during our first ten years of service to the Windham community. Since its inception, the vast majority of our support has come from you, the residents of Windham, who have given time, talent, and treasure to enable us to provide more than \$260,000 in support of educational, recreational, cultural, and environmental initiatives throughout the town.

Volunteers have long served to 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 raise money for 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.*** 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.

Now in our second decade of service to the Windham community, we will continue to support projects that immediately benefit our residents as well as long-term efforts that will impact our town for decades to come. These are some highlights of our work in 2017:

- In the Moeckel Pond project, our partner organization Friends of Moeckel Pond began 2017 by sponsoring two ballot initiatives, both of which were successful with over 85% of residents demonstrating support for repairing the dam and restoring the pond for public use. The initiative also gave the town permission to submit an application in December for a Land and Water Conservation Fund grant that, if successful, could provide up to \$150,000 toward the effort.

Other major milestones:

- Received approval of plans for a dam that is historically accurate and structurally sound from the Army Corp of Engineers and NH State Historic Preservation Office
- Received final approval of dam construction drawings from the NH Department of Environmental Services Dam Bureau
- Applied for an LCHIP grant to support monitoring historic artifacts
- Received Planning Board approval of the site plan covering access to the recreation site
- Received notice of eligibility for state and national historic register status from the NH Division of Historical Resources
- Hosted an Eagle Scout, whose project resulted in an osprey nesting site atop a 40' tree
- Gifts of any size can make a big difference and there is no better example than their effect on our Academic Scholarships. At the end of 2016, a generous matching gift allowed the Endowment to offer a dollar-for-dollar match toward our Visual Arts Scholarship. We are proud and pleased to announce that we met the match and now have an endowed Visual Arts Scholarship, which will be awarded annually in perpetuity to a Windham High School student of the arts.

- The Endowment was honored to participate in Windham's 275th Community Celebration Day at Windham High School by hosting a Mini Golf event. Young and old alike played the 9-hole course throughout the day, winning prizes and cooling off at our water station. It's at events like this that we realize that non-profits affect every facet of our lives – it would be hard to imagine our town without them and we are fortunate to be part of a community that values all we do on behalf of all residents.

The generous support of our residents, business community, and fellow non-profits, coupled with our positive investment results has enabled six of our twenty-two funds to achieve endowed status, ensuring annual gifts to our community, forever.

As we look forward to 2018, we will build on the success of our first decade. We look forward to our important work with the Friends of Moeckel Pond, participation in the town's beautification projects, and our ongoing efforts to grow all our funds with the goal of having every permanent fund live in perpetuity.

We are thankful for the trust you place in the Windham Endowment and hope you will continue your generosity by making a tax-deductible gift to the Endowment to help advance our work in this coming year 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 support and wish you and your family a very happy and healthy New Year.

Respectfully submitted,

*Diane Carpenter*

Diane Carpenter, President

*P.S. If you think a small gift won't matter, please reconsider. Last year, almost 50% of donations received were \$100 or less. Gifts of all sizes, when combined, enable the Endowment to do its work. Your gift, of any size, is both important and valued!*



# WINDHAM LIONS CLUB

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The Windham Lions Club was organized on December 2, 1969 and chartered on January 24, 1970. We are celebrating 47 years of service to the Town of Windham. The Windham Lions Club is governed by Lions Clubs International, a secular organization, with over 46,000 clubs and more than 1.4 million members in 208 countries around the world; making Lions the world's largest service club organization.

Windham Lions continues to provide support, commitment and financial assistance to its charitable endeavors within the Windham Community, the State of New Hampshire and the National and International Lions.

## Local Windham Service Projects and activities for the year ending 2017:

- \$5,000 in Scholarships awarded to 5 high school seniors in the furtherance of their college education:

### Merrill Greenlee Memorial Scholarship - \$1,000

The Merrill Greenlee Memorial Scholarship is awarded to a Windham high school senior and graduate furthering his or her education.

Christopher Houde, Windham High School, was the recipient of this award. Christopher is the son of Michael and Jo-Ann Houde of Windham.

### Dave Dunn Memorial Scholarship - \$1,000

The David Dunn Memorial Scholarship is awarded to a Windham high school senior and graduate furthering his or her education.

Kevin Frey, Windham High School, was the recipient of this award. Kevin is the son of Robert and Karen Frey of Windham.

### Three Jeffrey P. Shaw Memorial Engineering Scholarships - \$3,000

The Jeffery P. Shaw Memorial Engineering Scholarship consists of three scholarships, each in the amount of \$1000. Two are awarded to graduating seniors from Pinkerton Academy, regardless of his or her residency. The third is awarded to a graduating senior from any accredited high school while residing in the Town of Windham.

Emma Bennett, Pinkerton Academy, was a recipient of this award. Emma is the daughter of Chris and Alycia Bennett of Hampstead, NH.

Anthony Tsekrekas, Jr., Pinkerton Academy, was also a recipient of this award. Anthony is the son of Anthony, Sr. and Jeanne Tsekrekas of Derry, NH.

Jacob Parker, Windham High School, was also a recipient of this award. Jacob is the son of David and Tonia Parker of Windham.

## Other local activities include:

- \$1000 Holiday donation to Shepherd's Pantry
- Donation to Windham Senior Center
- Windham Helping Hands Back to School Apples and Christmas Mittens
- Christmas Caroling to residents in nursing homes and senior housing
- Operation Kid-Sight (Eye Testing of Preschoolers)
- Donation of eye-exams and glasses to local residents
- Collection of used eyeglasses donated at one of the collection boxes at the Windham Transfer Station and the Nesmith Library
- Donation and support of NH/ME Blind Bowler's Tournament
- Adopt-A-Highway, Rte. 111
- Windham Senior Center Beautification Project

**New Hampshire Lions District Level Projects this year have included:**

- Donations to NH Lions Sight and Hearing Foundation
- Donations to FIDELCO Foundation or Seeing Eye Dogs for a New Hampshire residents
- Financial and Volunteer Support to NH Lions Camp Pride, [www.camppride.nhlions.org](http://www.camppride.nhlions.org), in New Durham, New Hampshire – a Camp for Special Needs Children & Adults
- Donation to Walk By the Sea Against Brain Injury (Canaan, NH Lions)
- Donation to Lions Twin State Soccer Games
- Donation to Hampton Area Lions Club to assist in postage costs for eyeglasses being sent overseas.

**Lions International Projects for 2017 have included:**

- Donation to Lions Club International Foundation (LCIF) Immediate Disaster Relief Fund earmarked for Hurricane Relief

**Windham Lions Fundraisers have included:**

- The annual Christmas Wreath & Kissing Ball Sales
- Concession Tables at Town Events
- The annual 52 Week Raffle
- Windham Decals

**Who Are the Lions?**

Lions are men and women volunteers throughout the world who are serious about their commitment to humanitarian service and believe that by working together they will accomplish far more than would be possible as individuals. Lions dedicate part of their free time to help other people all over the world and try to make their own communities a better place to live.

**Membership Benefits and Rewards include:**

The real satisfaction that comes from helping others; a chance to fulfill one's responsibility to society and to fellow man; the opportunity to share in the growth of the community; pride of accomplishment of worthwhile goals; the camaraderie shared with fellow Lions and Membership in the World's Largest Service Club Organization.

The Windham Lions meet the first and third Wednesdays of the month at the Windham Senior Center beginning at 7:00 p.m. Windham Lions is always looking to recruit new members – if you would like to join us, please contact President Marie Russo at 603-882-3649. Please visit our website at [www.windhamlions.org](http://www.windhamlions.org) for additional information.

The Windham Lions Club would like to take this opportunity to thank the local businesses, residents and friends for their continued support in promoting Windham Lions charitable endeavors.

Respectfully submitted,

*Patricia A. Provenzano*

Patricia A. Provenzano, Secretary

# 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.

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
- Educator of the Year Award
- 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 Recycling 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,

*Shannon Ulery*

Shannon Ulery, President

# 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 remarkable 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!

Approximately 315 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 were 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 11 Sunday morning welcomed our runners and a large contingent of spectators at our 10th Annual Windham Rail Trail Flat n Fast Race. Overall winner was Jacob John of North Andover, Mass with a time of 17:02 and for the women, Mary Klene of Derry broke her own women's course record, clocking a time of 18:49. As always, we received many notes and comments of congratulations for the operation of the event, the food, location, and of course the trail and Depot. Teams that participated this year represented Enterprise Bank, Catholic Medical Center, Stonyfield and Grinnell Middle School of Derry. Our 2018 Race has been selected as one of the New Hampshire Grand Prix running events!

The popularity of the completed southern section is impressing on the need for safety measures at the Roulston Road crossing. One key improvement was the development of a parking lot on Route 28 at the State-owned (and currently leased to the Town) land formerly the Rogers Service site. We will continue to work with the town on crossing improvements.

The WRTA presented serious safety issues at the Depot and Frost Road Crossings to the Board of Selectmen. There is a growing, unimpeded speed issue of vehicles passing through this heavily used pedestrian and bicyclist crossing. After much discussion of a remediation plan and future studies, it was determined and approved by the Selectmen to install speed bumps before and after the crossing. We expect installation in Spring 2018.

The status of our Capital Improvement Plan approved request to rebuild the 1800-foot "Rainforest" section of the trail did not proceed as anticipated. Although the CIP Committee recommended the \$130K project in 2016, the Board of Selectmen determined not to fund it at this time. That section presents serious degradation and safety issues that is affected by a high water table resulting of an insufficient drainage system. Looking to the future, as recommended by the Board of Selectmen, we will present the request again in 2018.

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 for the Alliance,

Mark Samsel, President

# WINDHAM SENIOR CITIZENS, INC.

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The Windham Seniors, as usual, have spent a wonderful year sharing friendships and events. Our year was saddened by the deaths of two of our faithful members. Donald Dalphond passed away in June and Elizabeth (Bette) Williams passed away in August. Both of these seniors had been recognized in the past as Senior Angels for their volunteer work benefitting the Senior Center. We miss them greatly.

We continue our close connection with the Windham Recreation Department and its Director Cheryl Haas. Cheryl organizes exercise programs and line dancing at the Center during the week. Cheryl also organizes the summer Senior Picnic and the Christmas celebration at Castleton for all Windham senior citizens. With the new town bus, we have also taken a few trips out to for lunch and a trip to Mack's Apples.

This fall, Cheryl organized the first Annual Scarecrow Contest on the Town Common. All of the scarecrows were very clever and all deserved recognition. Our scarecrow, leaning on his walker, was lucky enough to win. We received a grocery gift card, and we made a donation to Helping Hands in the amount equal to the value of the gift card.

Twice during the year, we were asked by the Salem Area Meals on Wheels to share our space as work was done at the Salem Center. We were happy to do so for two days each time, which helped to assure that the homebound recipients in our area received their meals uninterrupted.

Each year at the Christmas party at Castleton, I have named a person or persons as Senior Angels. This year was the 19th of these announcements and I was happy to name Barbara Norton as the Senior Angel 2017 for all of her work as the Sunshine Officer.

The members of the Lions Club have used the Senior Center for many years as a meeting place. They have taken on the task of beautifying the outside with colorful plantings in summer and fall. We thank them for all they do.

We invite all senior citizens to join us on Tuesdays and Thursdays when we meet at the center for lunch, socializing and activities. Many seniors enjoy playing cards, sharing stories and reading books. We have instituted a book club in which we discuss the book that we have read that month. Since we are a nonprofit, we hold membership meetings, often on the last Wednesday of the month, to discuss the business of the group. We often invite our talented friend George Morley to come to entertain us with his music. We are happy to stay in touch with our friends from Maine.

We are a fun group. Please come and join us!

Respectfully submitted,



Barbara Coish, President

# 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.

## 2017 HIGHLIGHTS:

Celebrating 15 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 [windhamhelpinghands@gmail.com](mailto:windhamhelpinghands@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*

*Tammy Serra*

Patti Letizio and Tammy Serra, Co-Presidents

# WINDHAM-SUZDAL SISTER CITY ASSOCIATION

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For 25 years now Windham has enjoyed a Sister City relationship with the Town of Suzdal, Russia. Over that period of time, we have spent many weeks visiting with one another and have made lifelong friends with people of all ages.

The last physical visit by Windham to Suzdal was four years ago and more recently contact stays vibrant by computer, phone and other electronic communication. The families with whom we stay have had their numbers grow with grandchildren, and young people who traveled here in the past have now families of their own.

By Facebook, we almost daily stay in touch with the women of the quilt club "Suzdal Patch." These women have become experts with the crafts that they create. They attend events and exhibit their work all over Russia and win prizes for their creativity.

In recent times we have mailed boxes of cotton fabric to them, as they like to incorporate our small prints into their pieces. Boxes of fabric were mailed and received by the club in August 2015, and

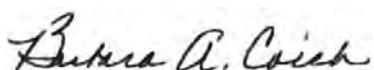
November 2016. This year, 2017, we mailed a box in July and September. The July box arrived with no problem in about 10 days. However, there was a customs hang up at the post office in Vladimir with the September package. Each time I have sent a box, the address has been exactly the same and every other package went directly to the Suzdal post office.

The women ultimately had to wait until November 17, and be present for the opening of the package at the Vladimir post office, at which time the contents were viewed and photographed. After another slight delay, they were made to return on the 20th to pick up the box, which at this moment is in their possession. They will open the box again on the 24th when all of the club women are together. Beautiful fabric is in there, they say to me by messenger, and you can see as much in the photo - even in black and white!

The reason for this long two month delay was explained to the women by officials. It was stated that because I mentioned the club name in the address, it was an entity and should require a tax. However, since the recipient's name and address matched the information on the mailing label, they were allowed to have the package. So, I shall alter my wording on mailing labels in the future.

May we soon meet once again face to face. There is nothing like it. But for now I shall share photos of happy women with our American fabric.

Respectfully submitted,



Barbara A Coish, Chair



# 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 volunteer-run 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 middle school students to attend an outdoor education camp, donations to three school libraries, the Shepherd's Pantry, and Nesmith Library. We also contribute to the Windham Rail Trail Alliance, Lobster Tail Fun Walk for Cancer, and give appreciation baskets for Town Hall employees.



We thank the community for its support of our coat drives in October and November, which this year collected a grand total of 1,693 coats and sweaters that were distributed to the Shepherd's Pantry in Windham, the Nashua Adult Learning Center, Sonshine Soup Kitchen and Renew in Derry and New Horizons in Manchester.

Our club works with Windham's Helping Hands, the Windham Fire Department, and American Legion Post 109 to provide Thanksgiving Baskets for local families. We also collaborate with Windham's Helping Hands to provide gifts for our Holiday Families project.

Our Veterans 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 during the summer.

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.

Every May, we sponsor an annual "Baby Shower" to benefit the Our Place program of Catholic Charities in Manchester. This unique program is for young families in need and follows new parents from pregnancy through the first three years of their child's life. Again, the community has been generous in filling collection boxes at Windham High School and Nesmith Library with donations of toddler and baby supplies.

The social component of the club includes two monthly book discussion groups and a Bridge group that meets twice a month. Our meetings are held upstairs at Town Hall on the first Wednesday of the month. Lunch begins at 11:30am and is followed by an entertaining or informative program, and 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,

*Polly Chervincky*

Polly Chervincky, President

# MORE ABOUT WINDHAM

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<b>Area</b>	27.2 square miles	<b>Residential Homes</b>	4,442
<b>Population</b>	14,000 +/-	<b>Residential Condos</b>	650
<b>2017 Total Net Valuation</b>	\$2,305,142,000	<b>Multi-Family Units</b>	28
<b>2017 Tax Rate</b>	\$20.20/thousand	<b>Seasonal Homes</b>	234
<b>2017 State Ratio</b>	88% (estimated)	<b>Commercial Parcels</b>	*186
<b>Tax Billing</b>	Semi-Annual	<b>Acres in Current Use</b>	1,188

\*149 improved parcels; 37 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.*

**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.*

An Act for Incorporating a New parish in the Township of Londonderry, in the Province of New Hampshire.  
"Whereas sundry of the Inhabitants of the Southern part of Londonderry aforesaid have petitioned this Court representing their circumstances to be such as made it necessary to Incorporate them into a new parish & that the other part of the town was willing they should be so incorporated by the Boundaries particularly set forth in their Petition and praying that it might be accordingly done: -- which Representation having been examined by this Court and found true as to the substance thereof:

"Be it therefore Enacted By his Excellency the Governor, Council and Representatives in General Court Assembled, and by the authority of the same. It is hereby Enacted and ordained, that a new parish shall be erected in the said Township of Londonderry and hereby incorporated and made by the name of Windham and is comprehended within the following metes and boundaries (viz.) Beginning at the Dwelling House of one John Hopkins of said Londonderry, yeoman, and from thence running on a due west course to Beaver brook socalled, then beginning again at the said house at the place were it began before (so as to have ye said house to ye Northward) and from thence to run on a due East course till it Comes to ye Easterly line of said Londonderry, thence to run as said Line runs till it comes to the southerly boundary of said Londonderry, then to run to westward as the said boundary runs till it comes to the said Brook, and then to run as said Brook runs until it comes to the place on the said Brook where the said West line runs across the same: -- Excepting out of these limits the polls and estates of John Archibald, James Clark, James Moor, John Hopkin and John Cochran and their respective families: And the said Parish shall be and hereby is invested with all the powers and authorities that ye severall Towns in this Province are invested with, and likewise shall have, hold and enjoy the same priviledges immunities and liberties that the said towns hold and enjoy by the Laws and customs in use and force within the same, Saving only the Chusing of a Representative in the General Court in which matter the Inhabitants of said parish are to joyn with the Inhabitants of said town; as also in what concerns the Common Lands in the said Township; And the Inhabitants of the said Parish and the Estates within the same (saving those before excepted) are hereby exonerated & discharged of and from all duties, services and burthens: -- and the payment of all taxes, rates and charges to any other part of the said town, Excepting what relates to sending and supporting a Representative at the General Court, the dividing or managing the Common Lands aforesaid and such taxes, rates and charges as are already proportioned, assessed within the said town.

"And be it further Enacted by the authority aforesaid, That Robert Dinsmore, Joseph Waugh and Robert Thomson are hereby authorized and appointed to call the first meeting of the Inhabitants of the said Parish on the eighth day of March next, in the performance of which as also in the management and Regulation of the said meeting, The laws relating to such matters and the customs in force in said Province are to be attended and observed: And the officers that shall be chosen by the said Inhabitants at the said meeting regulated as aforesaid, shall be and hereby are authorized and impowered, being first qualified According to Law, to execute, observe, do and fulfill all and singular the authorities, powers, and dutys, and hold and enjoy the privileges, profits and immunities appertaining to their respective offices, that such officers in the severall towns aforesaid execute, hold and enjoy, and as effectually to all intents and purposes: provided that the inhabitants of the said Parish shall from time to time provide, maintain and support an orthodox minister of the Gospel among them:

February ye 10, 1741. - In the house of Representatives the above Bill read three times and passed to be enacted.

Andrew Wiggin, Speaker

Feb. 12, 1741-2. - Read three times at ye Council Board and past to be enacted.

Richard Waldron, Secy.

Feb. 12, 1741-2. - I assent to the enacting of this Bill.

B. Wentworth