



2018 ANNUAL REPORTS

TOWN OF WINDHAM NEW HAMPSHIRE



ANNUAL REPORTS
OF THE
OFFICERS, TRUSTEES, AGENTS, COMMITTEES
AND ORGANIZATIONS
OF THE
TOWN OF WINDHAM
NEW HAMPSHIRE



FOR THE YEAR
2018

ON THE COVER: OUR THANKS TO FIRE CHIEF TOM MCPHERSON FOR SENDING ALONG
THESE GREAT PHOTOS OF THE DEPARTMENT'S NEW QUINT.

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DEDICATION

“Most smiles are started by another smile.”

Frank A. Clark



Anyone who had the good fortune to know Belinda Sinclair – whether for a moment or a lifetime – knows the truth of this. Often it seemed her gregarious personality and infectious smile entered the room even before she did; and for many years, in many ways, she shared not only her personality and smile, but her knowledge, expertise, and time with the community.

In the early 2000s, Belinda began volunteering at the Cable Studio; receiving their Volunteer Award in 2004 for hosting the “Woof Woof Show” and organizing the “Santa Claus is Coming to Windham” event. In more recent years, Belinda was the one who ensured Santa made it to the Tree Lighting, on time and on point, each year.

Her efforts on the Town’s behalf over these many years extended beyond her work with Santa, though, as she – often along with her husband, Ralph – tackled such things as geese problems at Griffin Park, the best way to regulate dogs around Town, and overseeing the Community Garden. Continuation of the garden, along with the Doggie Costume Parade and Business Trick or Treat at our Annual Harvest Fest, both proposed/coordinated by Belinda, and of course our annual visit from You-Know-Who are fitting memorials to her love of our community.

In between all of these activities, Belinda was a local business owner, of “Woof Woof Doogie Daycare”, a wife, a mom of 3, and, in general, a force to be reckoned with. Although circumstances beyond their control led the Sinclairs to relocate out of Windham a year or two ago, “Woof Woof” remained local, as did Belinda’s willingness to assist the Town with donations, or time, or both.

On June 25, 2018, Belinda lost a courage battle with cancer. Although she may be gone, she has left behind no small number of joyous pieces of herself in Windham – most often to be glimpsed in the smiling faces of our littlest residents.

Thus, it is with pride and gratitude that we dedicate these 2018 Annual Reports to the memory of Belinda Sinclair.

TOWN OFFICIALS

BOARD OF SELECTMEN

Ross McLeod, Chair – 2021

Jennifer Simmons – 2019
Joel Desilets – 2020

Bruce Breton, Vice Chair – 2020
Roger Hohenberger – 2021

TOWN ADMINISTRATOR

David Sullivan

Town Clerk

Nicole Bottai - 2021

Tax Collector

Ruth Robertson

Town Moderator

Peter Griffin - 2020

Treasurer

Robert Coole - 2021

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 Director

Paula Carmichael

Parks & Recreation Director

Cheryl Haas

Planning Director/Health Officer

Dick Gregory

Nesmith Library Director

Carl Heidenblad (Retired)

Cable Studio Coordinator

Kelly McLaughlin

Community Resource Officer

Anna Jenoski (Resigned)

Cable Advisory Board

Margaret Case, Chair – 2021

Bob Coole – 2019

Barbara Coish – 2019

Mary Griffin – 2020

Leo Hart – 2020

Capital Improvements Committee

Rob Gustafson, Citizen, Chair – 2019

Neelima Gogumalla, Citizen – 2020

Lee Maloney, Citizen – 2021

Derek Monson, Planning Board

Alan Carpenter, Planning Board

Shannon Ulery, School Board

Dennis Senibaldi, School Board, Alt.

Jennifer Simmons, Board of Selectmen

Ross McLeod, Board of Selectmen Alt.

Cemetery Trustees

Wendi Devlin, Chair – 2019

Barbara Coish – 2020

Bruce Moeckel – 2021

Conservation Commission

Wayne Morris, Chair – 2020

Lisa Ferrisi – 2019

Jim Finn – 2019

Pam Skinner – 2020

Dave Curto – 2021

Brian McFarland, Alt. – 2019

Martin Finn, Alt. – 2020

Kara Feldburg, Alt. – 2021

Design Review Sub-Committee

Babar Khan – 2019

David Demers – 2019

Brenda Behling – 2020

Tom Garden – 2020

James D'Amico – 2021

Wendy Williams – 2021

Depot Advisory Committee

Mark Samsel, Chair

Wayne Morris

John Mangan

David Sullivan, Town Administrator

Jack McCartney, General Svcs. Director

Economic Development Committee

Gary Garfield, Chair – 2021
Lisa Walker – 2019
George Fredette – 2019
Clare Macoul – 2019
Gabe Toubia – 2020
Melissa Magnuson – 2021
Nick Shea – 2021
Mitchell Jacoby, Alt. – 2021
Kristie St. Laurent, Planning Board – 2019
Joel Desilets, Selectman – 2019
Donna Morris, GSCOC – 2019

Forestry Committee

Wanda Rice, Chair – 2020
Jim Fricchione – 2019
Jim Finn – 2019
Brian McFarland – 2020
Norm Babineau – 2021

Highway Safety Committee

Tom Sharpe, Sr., Citizen, 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
Wendy Williams – 2019
Carol Pynn – 2020
Derek Saffie – 2020
Peter Griffin – 2021
Peter Noel, Alt. – 2020
Michael Speidel, Alt. – 2021
Jennifer Simmons, Selectman – 2019

Housing Authority

Charles McMahon, Chair – 2021
John Alosso – 2019
Mary Griffin – 2020
Leo Hart – 2022
Rita Ryan – 2023

Local Energy Committee

Mark Kovacs, Chair – 2019
Peter Serian – 2019
Patrick Manzo – 2020
Michael Misiewicz – 2020
John Gage – 2021
Joel Taft – 2021
Michael Horan, Alt. – 2021
Jack McCartney, General Svcs. Dir.

Museum Trustees

Jean Manthorne, Chair – 2019
Dennis Root – 2020
Derek Saffie – 2020
Wendy Williams – 2021
Carol Pynn – 2021
Diane Farmer, Alt. – 2019
Bob Coole, Alt. – 2020

Nesmith Library Trustees

Tara Picciano, Chair – 2021
Cathy Robertson-Souter – 2019
Michelle Stith – 2019
Mark Branoff – 2020
Neelima Gogumalla – 2020
Alberto Chang – 2021
Karen Moltenbrey – 2021

Planning Board

Alan Carpenter, Chair – 2021
Kristi St. Laurent – 2019
Ruth-Ellen Post – 2019
Margaret Crisler – 2020
Paul Gosselin – 2020
Derek Monson – 2021
Joel Desilets, Selectman – 2019
Kathleen DiFruscia, Alt. – 2020
Matthew Rounds, Alt. – 2021
Gabriel Toubia, Alt. – 2021
Joe Bradley, Alt. – 2021

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
Mark Lucas – 2019
Alberto Chang – 2019
Khadija Lodhi – 2020
Jonathan Keating – 2021
Vasilios Lirofonis, Alt. – 2019
Dave Curto, Alt. – 2021

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
Roy Dennehy – 2019
Maureen Spooner – 2019
Betty Dunn – 2020
Mike Mazalewski – 2020
Fred Linnemann – 2021
Jerry Parsons – 2021

Supervisors of the Checklist

David Bates, Chair – 2020
Mary Griffin – 2022
Eileen Mashimo – 2023

Technical Advisory Committee

Greg Capiello
Jacques Borcoche
Matt Gosselin
Eric Delong, IT Director
Joel Desilets, Selectman

Town Center Beautification Sub-Committee

Maureen Spooner, Chair (Resigned)
David Sullivan, Town Administrator
Jennifer Simmons, Selectman
Cheryl Haas, Parks & Recreation Director
Kathleen DiFruscia
Frank Farmer
Peter Griffin
Siri Wilbur

Trustees of the Trust Funds

Kathleen DiFruscia – 2019
Doreen Demone – 2020
Michael Misiewicz – 2021

Zoning Board of Adjustment

Michael Scholz, Chair – 2019
Heath Partington – 2019
Mark Samsel – 2020
Pam Skinner – 2021
Bruce Breton – 2021
Jay Yennaco, Alt. – 2019
Neelima Gogumalla, Alt. – 2019
Nick Shea, Alt. – 2020
Kevin Hughes, Alt. – 2021

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 (*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.

ANNUAL SENATE BILL 2 SESSIONS

Town Deliberative Session Windham High School Auditorium

On February 10, 2018 Town Moderator Peter Griffin opened the first session of Town Meeting at 9:00am with the Pledge of Allegiance, followed by introductions of the panel. Present were Selectmen Joel Desilets, Jennifer Simmons, Ross McLeod, and Roger Hohenberger. Town Administrator David Sullivan, Town Clerk Nicole Bottai, and Council Bernard Campbell were also included in the 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 13, 2018, the second part of this meeting.

Discussion to follow:

ARTICLE 4. By Petition of Wayne Morris and others, “To see if the Town will vote to raise and appropriate the sum of Two Million and no 100ths (\$2,000,000.00) Dollars for the purpose of purchasing the property at 90 London Bridge Road, Tax Map 20-D-1200 (35.57 acres) as well as a property located off of Bear Hill Road, Tax Map 20-E-300 (24.97 acres), said lands to be designated as conservation land under the control of the Conservation Commission, as well as payment of costs associated with the financing of said purchase; said sum to be in addition to any federal, state, local or private funds made available therefor, and to raise the same by issuance of not more than \$2,000,000.00 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”. *(60% Majority Vote Required) Recommended by the Board of Selectmen 2-0-1*

Motion to **AMEND** by Petitioner Wayne Morris of Jordan Road. Article 4 to read as follows:

ARTICLE 4. By Petition of Wayne Morris and others, “To see if the Town will vote to raise and appropriate the sum of Two Million and no 100ths (\$2,000,000.00) Dollars for the purpose of purchasing the property at 90 London Bridge Road, Tax Map 20-D-1200 (35.57 acres) as well as a property located off of Bear Hill Road, Tax Map 20-E-300 (24.97 acres), said lands, **which have been approved as a twenty (20) lot division,** will be designated as conservation land under the control of the Conservation Commission, as well as payment of costs associated with the financing of said purchase; said sum to be in addition to any federal, state, local or private funds made available therefor, and to raise the same by issuance of not more than \$2,000,000.00 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”. **As part of this purchase, the owner of the above properties has committed to donating to the Town for conservation purposes, parcels 14-B-3450 (36.5 acres), 14-B-2604 (.08 acres), and 14-B-2601 (.05 acres) totaling 36.823 acres, as well as two right of ways: one connecting Bear Hill Road to the proposed land purchase and the other, connecting Winslow Road to the “Gage Lands”.**

Seconded by multiple people.

Petitioner Morris stated that the Conservation Commission unanimously supported this article. He also noted that the new language is reflective of the idea the landowner would donate the acreage. He expressed where the points of location of area in the article. Direct connection and access are included in this area to both School and Town lands near London Bridge Road. He emphasized the importance of protecting resources and water surrounding land. Various potential of recreation use, parking lot, potential water use, ice skating and other winter activity usage. If Article passes, they would duplicate same strategy of Campbell Farm bond.

Selectman Roger Hohenberger, asked about the statement about properties being a part of the open space subdivision that is existing. He questioned if allowed to use property if owned by a home owner.

Petitioner Morris indicated that the landowner has pointed out that they will be donating to the Town for conservation purposes.

Selectman Hohenberger clarified that this doesn't have to be approved by the people who bought the lots.

Petitioner Morris answered that no lots were developed yet (open space) is different than the approved sub division. Ultimately will have access to Gage lands.

Citizen Daniel Guttman representing from a Planning Board perspective. He compared the same situation relating to the Squire Armour area, when the open space area has been purchased, then they allocated it appropriately.

Selectman Hohenberger - Asked when public hearing occurred, he wanted more information of the current use land and the payment. Would it be 1.6 million in this year funding?

Town Administrator David Sullivan noted that it wouldn't be in this year's funding. \$400,000 would be this particular property, and then potentially 1.2 million in the future.

Selectman Hohenberger also pointed out at the public hearing that he questioned why conservation funds couldn't be used. He pointed it out that federal, state, and private funds would be used. Would there be anything prohibiting language to be put in for town funds.

Administrator Sullivan noted that in the original language that is posted in the warrant, it also says local.

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

No further discussion transpired. Article 4 to appear on the ballot **AS AMENDED**.

Several motions and seconds of **Restricting Reconsideration** to Article 4. Voted in the **AFFIRMATIVE**.

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 the Board of Selectmen 5-0*

Selectman Joel Desilets explained that projects in 2017 included replacing the HVAC system at the Town Hall (\$22,000) and installing vinyl siding on the Community Development Department and rear of Town Hall (\$27,500). Current balance of Trust at 12/31/17 is \$0. The requested funds for 2018 will be used towards such projects as interior painting within several buildings as well as replacing some of the carpeting at the police station.

No further discussion transpired. Article 5 to appear on 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 the Board of Selectmen 5-0*

Selectman Ross McLeod explained that the current balance of the Trust as of 12/31/17 is approximately \$279,022. Total liability as of 12/31/17 is approximately \$1,241,846; meaning the trust would cover 22.65% of the total liability. Six (6) employees retired or left employment in 2017. All of the earned time buyouts (total \$65,227) were absorbed by the respective department budgets as funds were available pending new employees starting employment and in order to preserve the Trust.

No further discussion transpired. Article 6 to appear on ballot **AS WRITTEN**.

ARTICLE 7. To see if the Town will vote to raise and appropriate the sum of \$100,000, said amount to be withdrawn from the balance in the previously established Town Facilities and Grounds Improvement Fund for the purpose of replacing the HVAC systems at both the Police and Fire Station buildings. Said systems to be replaced were originally put in as part of each building's construction in the late 1990's. 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. Approval of this article will have no additional impact on the tax rate. *Recommended by the Board of Selectmen 5-0*

Selectman McLeod explained that the Facilities Trust, established in 2017, was funded by a portion of the proceeds the Town realized from the sale of several surplus Town properties. The Trust's purpose is to provide funds to make repairs to or replace assets of the town in terms of its grounds, physical buildings, or infrastructure. Unlike the Property Maintenance Trust Fund which is geared towards maintenance repairs and replacements or smaller scale projects, and is expended by vote of the Board of Selectmen, the new Trust was envisioned to be used for larger scale items and would require a vote of the Town Meeting to be expended. It is proposed by this article that the Trust be used to fund the cost of replacing the HVAC systems at both 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.

Citizen Dennis Senibaldi, Maintenance Supervisor asked if the Article could be amended that any funds leftover can be used for any other Maintenance items.

Selectman Hohenberger understood what Mr. Senibaldi was proposing but explained when money gets expedited wants the funding to be towards a specific project.

D. Senibaldi - stated that in that particular project there will be extra funds.

Selectwoman Jennifer Simmons asked the Moderator what it would take to add the language, ultimately she would be in favor with extra costs for other projects.

Attorney Campbell advised that the language in current article just gives the legislative body the authority and not the Selectmen. It would be through the amendment process, If another project exists, the amendments would address that.

Administrator Sullivan asked if they simply put a sentence at the end of the article saying any residual would be expended by the authority of the Selectmen.

Selectman McLeod opposes any amendment process.

Selectman Desilets thanks the General Services Manager, wished that this was brought up previously. He would want to support an amendment lowering the money allocated in the article to \$85,000.

No further discussion transpired. Article 7 to appear on 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 explained that this article is self-supporting mostly. 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 12/31/17, the revenue fund has \$19,103.

No further discussion transpired. Article 8 to appear on ballot **AS WRITTEN**.

ARTICLE 9. To see if the Town will vote to raise and appropriate the sum of \$40,000 for the purpose of hiring a consultant(s) to study and prepare preliminary design plans for a possible water line along Route 111 primarily in the area between Route 93 and Ledge Road. Said plans could be used in grant applications that the Town may be able to apply for from the State to aid in developing said water line. 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. *Recommended by the Board of Selectmen 4-0-1*

Selectman Desilets explained that 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. The purpose of this article is for the Town to hire a consultant to design a further extension from the end of where the State brings the line further down Route 111. The Town then would look towards grant funds (both MTBE and PFOS), and other funding opportunities to help cover the cost of installing such an

extension in the future. He also acknowledged that Article is a long time coming by Economic Committee, Planning Board (included in Master Plan survey). No longer a conversation in Planning Board, but all around Town. He also pointed out that he didn't vote for the budget (last Article) because of his belief of the importance of this Article 9. He will ultimately support the budget, and no efforts of replacing in budget line.

Selectman Hohenberger abstained his recommendation vote, because of the potential of it becoming tax payer funded ultimately.

Motion to **AMEND** by Selectman Hohenberger. Article 9 to have language added to read as follows:

To see if the Town will vote to raise and appropriate the sum of \$40,000 for the purpose of hiring a consultant(s) to study and prepare preliminary design plans for a possible water line along Route 111 primarily in the area between Route 93 and Ledge Road. Said plans could be used in grant applications that the Town may be able to apply for from the State to aid in developing said water line. 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. **If and when the grant is accepted by the Town, the \$40,000 for the engineering consultant will be paid through the grant funding.**

Selectman Hohenberger concluded that if that added language were added, he will be willing to change his vote to a support.

Seconded by several others.

Selectman Desilets understands the sentiment behind amendment, he voiced his concerns that if Windham doesn't show their commitment now, they will have lost the opportunity.

Citizen Ralph Valentine commented that he thinks that the amendment suggests that we want this for free. He has personally spoken to many members of the State Committee in charge of this funding.

Citizen Gary Garfield, Chair of Infrastructure Committee, has been to State Committees included in all of the discussions pertaining to the water issues, and knows that we will not get a free water line. If this amendment passes, the State will look at this as non-committal or support.

Citizen Daniel Guttman, agrees with amendment, let the water line be addressed.

Attorney Bernard Campbell - Procedural question - wanted to hear the amendment again. He wanted to make sure the timing and fiscal year was lined up with DRA and the funding.

Citizen Garfield not supportive of amendment. He pointed out that this is not business driven. The Fire Station, Center School and surrounding buildings are affected. DES has a grant and other surrounding Towns are competing for those funds as well. If Windham doesn't purchase this consultant, all surroundings Town have their own water. All contamination is coming from Windham (Town Center). Wants the Article to back to original language.

Selectman Desilets echoed Gary Garfield and Ralph Valentine. Voters should know that it does cost \$40,000. Thinks amendment seems like a confusion to the voters.

Selectman Ross McLeod, supports with or without amendment, not convinced with argument that the State will deny Windham any grant funding if we don't put forth the \$40,000.

Selectman Desilets echoed previous comments.

Citizen Daniel Popovici-Mueller wants to understand if Town can force the State to fund this under those specific terms. Asked if other implications were to occur.

Selectwoman Jennifer Simmons asked if any other communities asked for reimbursements from the State.

Selectman Hohenberger mentioned that Salem placed a condition on the funding.

Citizen Valentine questioned Attorney Campbell. Will this new language bind Windham to only accept the money from the State?

Attorney Campbell suggested if language must go back to DES then it may disqualify from grant. Perhaps a special Town Meeting would occur if that took place.

Selectman Roger Hohenberger made a **MOTION** to withdraw original **AMENDMENT**, and make a simple grammatical change to change the amendment wording from would to may.

Seconded by others.

Citizen Bob Coole noted that if this project went forward, having plenty of water would be a good thing. If Article fails then nothing can be done until next Election. How much would Town have to put forward, if this doesn't pass (perhaps more). Disagrees with amendment. He concluded you should spend now, or pay more later on.

Citizen Ralph Valentine summarized and reiterated all the topics touched upon.

Moderator called for a **vote** on the amendment, and it was **DEFEATED**. Amendment FAILS.

No further discussion transpired. Article 9 to appear on ballot **AS WRITTEN**.

POINT OF ORDER was made by Citizen Ralph Valentine. **Restrict Reconsideration** to Article 9. Majority in favor.

ARTICLE 10. To see if the Town will vote to raise and appropriate the sum of \$70,000 for the purpose of making any needed repairs to the Nesmith Library roof as well as replacing the roof shingles. 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*

Selectwoman Simmons stated that this article is part of the Capital Improvement Program. As the article details these funds are to be used to make any necessary repairs to the Library roof structure and to replace the shingling. The CIP report states "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".

No further discussion transpired. Article 10 to appear on ballot **AS WRITTEN**.

ARTICLE 11. To see if the Town will vote to raise and appropriate the sum of \$180,000 for the purpose of replacing and upgrading the Fire Department portable and mobile radios. 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 noted that this article is part of the Capital Improvement Program. As the article details these funds are to be used to replace the Fire Department's mobile and portal radio equipment. The CIP report states

- "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."

No further discussion transpired. Article 11 to appear on ballot **AS WRITTEN**.

ARTICLE 12. To see if the Town will vote to raise and appropriate the sum of \$480,000 representing the costs associated with replacing the Castle Hill Road Bridge #057/051 including engineering, bid documentation, right of way, and construction expenses and to further authorize the Board of Selectmen to accept a State of New Hampshire Bridge Aid Grant of the same amount. This amount is 80% of the project cost, with the remaining \$120,000 to come from a portion of the funds previously accepted and authorized for expenditure for this project under the provisions of Chapter 227:2 (III), Laws of 2017 (so-called SB38). Should this article be approved, but the Town not receive State Bridge Aid reimbursement, this appropriation shall be null and void, provided however that the failure to receive State Bridge Aid, or the failure to adopt this article shall have no effect on the expenditure previously authorized by the Selectmen to utilize grant funds totaling \$285,146.34 received under Chapter 227:2(III) to complete required engineering plans and designs for this project. If this article is adopted, and the State Bridge Aid grant is received, 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 five (5) years, whichever is less. This article is part of the Capital Improvement Program. Approval of this article will have no additional impact on the tax rate. *Recommended by the Board of Selectmen 5-0*

Selectman Hohenberger proposed an **AMENDMENT** to read as follows:

To see if the Town will vote to raise and appropriate the sum of \$480,000 representing the costs associated with completing the repair or replacement the Castle Hill Road Bridge #057/051 including, but not limited to, bid documentation, right of way, and construction expenses and oversight and to further authorize the Board of Selectmen to accept a State of New Hampshire Bridge Aid Grant of the same amount. This is a non-lapsing article per RSA32:7 (VI) and will not lapse until the project is complete or for a period of five (5) years, whichever is less. This article is part of the Capital Improvement Program. Approval of this article will have no additional impact on the tax rate. (SB 38 funds of \$120,000 received in 2017 will complete the \$600,000 project.) Should this article be approved, but the Town not receive State Bridge Aid reimbursement, this appropriation shall be null and void.

Selectman Hohenberger explained that this article is part of the Capital Improvement Program. The CIP report states in part: “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. New subdivision that has been approved and this will help elevate the traffic.”

Selectman Desilets wanted clarification as to why the amendment is occurring.

Administrator David Sullivan explained originally the Town requested and received support from the CIP to fund this project at a \$390,000 level with \$285,000 in previously received Highway Block Grant (additional funds received from 2017 special legislation – commonly referred to as SB38) being used to offset the costs. Since the time at which the CIP was approved by the Planning Board, the Town has received confirmation from the State that we have been awarded State Bridge Aid funding that will ultimately reimburse the Town for 80% of the cost to both design and construct the new structure. Therefore the requested funding has been amended as noted in the proposed article to raise the expected amount to be funded from the Grant (\$480,000) with no additional town funding expected beyond the State Bridge Aid Funds (to cover 80% of the costs) and the committed Highway Block Grant Funds (up to \$285,000, but planned for \$120,000 – to cover the remaining 20%). The Board has already committed the Highway Block Grant funds under their authority granted by SB38 so these funds do not need further appropriation.

Moderator called for a **vote** on the amendment, and it **PASSED**.

No further discussion transpired. Article 12 to appear on ballot **AS AMENDED**.

ARTICLE 13. To see if the Town will vote to authorize the Selectmen to accept a conveyance of land from the State of New Hampshire consisting of the former railroad right-of-way, now known as the “Greenway Trail” from North Lowell Road to Interstate Route 93 and to pay therefore the administrative fees typically charged by the State for such a conveyance, as well as standard closing costs, and to raise and appropriate a sum of One Thousand Five Hundred Dollars (\$1,500) for such costs. This will be a non-lapsing appropriation per RSA 32:7(VI) and will not lapse until the land is acquired or for a period of five (5) years, whichever is less. *Recommended by the Board of Selectmen 5-0*

Selectwoman Simmons noted that portions of the “Greenway Trail” from North Lowell Rd to I93 are currently owned by the State of NH, while the balance of the Trail is owned by the Town (acquired from the State in 1989). The intent of this article is to accept the remaining usable section of the trail so that the Town, then as owner, can begin “blazing” a trail from North Lowell Road to I93 as contemplated in Articles 14 and 15 of this warrant.

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

ARTICLE 14. To see if the Town will vote to authorize the Selectmen to convey an easement in favor of the Crossing Life Church over a portion of the property known as the Greenway Trail, lot 2-A-650, in the area between North Lowell Road and I93, which is to be conveyed by the State to the Town, and to further authorize the Board to accept an easement from the Church for a portion of their property along North Lowell Road, from part of Map 2-A-700 and/or 2-A-700a. In addition to authorize the Selectmen to negotiate the terms of such easements as they shall deem appropriate as well as to take any other action related thereto. This article shall be deemed null and void should the land to be conveyed by the State to the Town under Article 13 not occur. The Selectmen’s authority to complete the transactions contemplated in this article shall expire on December 31, 2022. *Recommended by the Board of Selectmen 5-0*

Selectwoman Simmons explained that the easements noted in this article are needed to allow the best alignment for the future construction of the Greenway Trail and to preserve the historic significance of the barn silo located on the Crossing Life Church property. While the actual trail is not being constructed fully in 2018, the Town will be “blazing” approximately 1100 feet on the trail and making improvements to a small wetland area which will also need the easements.

Selectman McLeod noted that the silo has been around for a long time and Railway was disconnected in 1931. This would be beneficial for all.

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

ARTICLE 15. To see if the Town will vote to raise and appropriate the sum of \$30,000 for the purpose of “blazing a trail”, generally meaning the clearing of trees to allow passage, along an approximately 20’ wide path, across the Windham Greenway Trail for approximately 1,100’ from the eastern edge of the I93 Right of Way to North Lowell Road, including necessary work to cross a small wetland along the trail. This article is part of the Capital Improvement Program. *Recommended by the Board of Selectmen 5-0*

Selectman McLeod summarized that 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 ROW and the Town would “blaze” a trail approximately 1100 feet in length within the existing Greenway Trail ROW. 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 attained.

Citizen Gary Garfield asked when talking about the trail it’s not referring to paved trail, correct? Selectman McLeod confirmed that it was correct.

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

ARTICLE 16. To see if the Town will vote to raise and appropriate the sum of \$25,000 for the purpose of developing engineering plans and design specifications for the Town Common Beautification Project. This article is part of the Capital Improvement Program. *Recommended by the Board of Selectmen 5-0*

Selectman Desilets explained that this project is part of the Capital Improvement Program. The CIP report notes “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 original request for \$100,000 to complete Phase One of the overall project was supported by the CIP but during the final budget development the Selectmen reduced the amount for 2018 to \$25,000 to be used to complete detailed engineering plans and bid specifications for the project. The intent will be to resubmit the actual construction portion of Phase One in 2019. Thanks to all involved.

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

ARTICLE 17. To see if the Town will vote to authorize the Selectmen to convey the land and tower structure within the cul-de-sac on Enterprise Drive to Indian Rock Realty LLC for the sum of One (\$1) Dollar and upon such other terms and conditions as may be acceptable to the Board of Selectmen, to include but not limited to, right(s) to utility easements as well as easement reservations to allow the Town to perform highway maintenance and winter operations along Enterprise Drive. *Recommended by the Board of Selectmen 5-0*

Selectman McLeod noted that the land to be conveyed is within the cul-de-sac area of Enterprise Drive, a dead end road, off of Route 111. In 2017 the Board entered into a one year lease agreement with Indian Rock Realty to allow them, at their expense, to construct a “Tower” structure within the cul-de-sac area; at this time the Board feels the best long term option is to convey the property to Indian Rock Realty. The conveyance would be subject to the Town retaining utility easements as well as easements to allow road maintenance including snow removal and storage operations around the area of the cul-de-sac. He also mentioned that the property owner, Al Letizio does a fine job maintaining his current property.

No further discussion transpired. Article 17 to appear on ballot **AS WRITTEN**.

ARTICLE 18. To see if the Town will vote to discontinue the Senior Center Capital Reserve Fund created in 2003 (\$0 balance as of 12/31/17). Any funds within the 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 Hohenberger stated that the purpose of this article is to discontinue a Capital Reserve Fund which has a \$0 balance and is no longer needed. 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 further discussion transpired. Article 18 to appear on ballot **AS WRITTEN**.

ARTICLE 19. Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$14,387,516.36. Should this article be defeated, the operating budget shall be \$14,051,826.36 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	709,535
Town Clerk Expenses	294,360
Tax Collector Expenses	147,280
Election and Registration	36,300
Cemeteries	41,450

General Gov't Buildings	417,305
Appraisal of Properties	189,790
Information Technologies	252,920
Town Museum	5,000
Searles Building	8,510
Legal Expenses	50,400
Retirement Service Charges	4,000
Insurance	352,780
Contracted Services	5
Police Department	3,233,350
Dispatching	475,110
Fire Department	3,404,995
Emergency Management	10,670
Community Development	522,250
Town Highway Maintenance	1,177,420
Street Lighting	18,890
Solid Waste Disposal	936,765
Health and Human Services	46,690
General Assistance	40,540
Library	1,151,010
Recreation	234,010
Historic District Commission	9,000
Conservation Commission	6,350
Senior Center	5,620
Cable TV Expenses	119,080
Interest Expenses (TANs)	500
Long Term Debt	182,301.36
<i>(Principal \$161,512.62 and Interest \$20,788.74)</i>	
Capital Outlay – Roads (Part of CIP)	300,000

***Note:** Warrant Article 19 (operating budget does not include appropriations proposed under any other warrant articles). *Recommended by the Board of Selectmen 3-2*

Selectman Desilets pointed out the previous discussion of the water study (Article 9), and intends to change his recommendation vote at the next Selectman's meeting. Overall, he supports the budget.

No further discussion transpired. Article 19 to appear on ballot **AS WRITTEN**.

MOTION to ADJOURN at 10:33am. ALL in FAVOR.

Town of Windham, NH, March 13th, 2018
Windham High School Gymnasium
2nd session of Town Meeting (voting of Town Articles)

On March 13th, 2018 Peter J. Griffin, Moderator declared the polls open. He announced that there were two protest petitions for Article 3 - Citizen's Petition #2 and #4. He also announced that at 9:00am the Absentee ballots will begin to be processed. There were 269 successfully executed absentee ballots. There were 105 voters that registered to vote, and total ballots cast were 2,403.

Results are as follows:

ARTICLE 1. To choose all necessary Town Officers for the year ensuing.

BOARD OF SELECTMEN Vote for not more than Two For Three Years ROGER HOHENBERGER 1,775 ROSS McLEOD 1,743 <input type="radio"/> (Write-in) <input type="radio"/> (Write-in) <input type="radio"/>	TRUSTEE OF THE TRUST FUND Vote for not more than One For Three Years Michael Misiewicz 86 (Write-in) <input type="radio"/>	PLANNING BOARD Vote for not more than Two For Three Years MATTHEW ROUNDS 754 ALAN E. CARPENTER 1,415 DEREK MONSON 1,121 <input type="radio"/> (Write-in) <input type="radio"/> (Write-in) <input type="radio"/>
TOWN CLERK Vote for not more than One For Three Years NICOLE BOTTAI 2,083 <input type="radio"/> (Write-in) <input type="radio"/>	TRUSTEE OF THE CEMETERY Vote for not more than One For Three Years BRUCE MOECKEL 1,935 <input type="radio"/> (Write-in) <input type="radio"/>	ZONING BOARD OF ADJUSTMENT Vote for not more than Two For Three Years BRUCE R. BRETON 1,660 PAMELA M. SKINNER 1631 <input type="radio"/> (Write-in) <input type="radio"/> (Write-in) <input type="radio"/>
MODERATOR Vote for not more than One For Two Years PETER GRIFFIN 1,984 <input type="radio"/> (Write-in) <input type="radio"/>	TRUSTEE OF THE LIBRARY Vote for not more than One For One Year KAREN MOLTENBREY 1,884 <input type="radio"/> (Write-in) <input type="radio"/>	SUPERVISOR OF THE CHECKLIST Vote for not more than One For Six Years PATRICIA MARANTO 776 EILEEN MASHIMO 969 <input type="radio"/> (Write-in) <input type="radio"/>
TREASURER Vote for not more than One For Three Years ROBERT COOLE 1,935 <input type="radio"/> (Write-in) <input type="radio"/>	TRUSTEE OF THE LIBRARY Vote for not more than Two For Three Years ALBERTO CHANG 1,665 TARA PICCIANO 1,724 <input type="radio"/> (Write-in) <input type="radio"/> (Write-in) <input type="radio"/>	

Article #2. To vote by ballot on the following amendments to the Windham Zoning Ordinance as proposed by the Planning Board:

Planning Board Amendment #1. Are you in favor of the adoption of Amendment #1 as proposed by the Planning Board for the Town of Windham Zoning Ordinance? (The amendment, if adopted, would amend provisions of the Windham Zoning Ordinance related to "Accessory Apartments" to comply with new state law, including re-designating such apartments as "Accessory Dwelling Units" and adding a definition thereof; modifying language to comply with state law on the size, configuration and occupancy of such units; establishing a maximum number of bedrooms at two (2) for such units, and adding language to require owners to periodically demonstrate compliance with the ordinance.)

YES 1,835
NO 408

RECOMMENDED BY THE PLANNING BOARD (7-0)

Planning Board Amendment #2. Are you in favor of the adoption of Amendment #2 as proposed by the Planning Board for the Town of Windham Zoning Ordinance? (The amendment, if adopted, would amend provisions of the Windham Zoning Ordinance in Section 706 related to signage by the addition of special provisions for freestanding signs in the Village Center District which are adjacent to Route 111, including maximum heights and sizes; color and image requirements, and illumination provisions.)

YES 1,816
NO 424

RECOMMENDED BY THE PLANNING BOARD (7-0)

Article #3. To vote by ballot on the following amendments to the Windham Zoning Ordinance and Zoning District Map as submitted by Petition under RSA 675:4:

Citizen Petition #1. Are you in favor of the adoption of Amendment #1 as proposed by Petition of Ed Crean, et al for the Town of Windham Zoning Ordinance? (This amendment, if adopted, would amend provisions of the Windham Zoning Ordinance by deleting Section 610 and all subsections thereunder related to Housing for Older Persons.)

YES 774
NO 1,395

THE PLANNING BOARD RECOMMENDS VOTING YES (4-3)

<p>Citizen Petition #2. Are you in favor of the adoption of Amendment #2 as proposed by Petition of Stephen Koza, <i>et al</i> for the Town of Windham Zoning Ordinance? (This amendment, if adopted, would amend provisions of Section 610 of the Windham Zoning Ordinance relative to Housing for Older Persons, by removing "Residence A District" from the list of permitted Districts where such housing is allowed. This article will be null and void if Citizen Petition #1 passes.)</p> <p>THE PLANNING BOARD RECOMMENDS VOTING NO (4-3)</p>	<p>YES 650 NO 1,502</p>
<p>Citizen Petition #3. Are you in favor of the adoption of Amendment #3 as proposed by Petition of Kelly Savastano, <i>et al</i> for the Town of Windham Zoning Ordinance? (This amendment, if adopted, would rezone a portion of Lot 16-D-200 at 60 Indian Rock Road, as shown on a map attached to the Petition [and available for inspection in the Windham Community Development Department] from Rural District to Village Center District.)</p> <p>THE PLANNING BOARD RECOMMENDS VOTING YES (7-0)</p>	<p>YES 1,620 NO 566</p>
<p>Citizen Petition #4. Are you in favor of the adoption of Amendment #4 as proposed by Petition of James Gendron, <i>et al</i> for the Town of Windham Zoning Ordinance? (This amendment, if adopted, would rezone the property designated as Map 9-A-500 at 150 Haverhill Road from Rural District to Village Center District.)</p> <p>THE PLANNING BOARD RECOMMENDS VOTING NO (6-1)</p>	<p>YES 1,124 NO 1,055</p>
<p>Citizen Petition #5. Are you in favor of the adoption of Amendment #5 as proposed by Petition of James Gendron, <i>et al</i> for the Town of Windham Zoning Ordinance? (This amendment, if adopted, would amend Section 614 of the Windham Zoning Ordinance relative to the Professional, Business and Technology District by deletion of Section 614.4 which restricts drive-through facilities in said District.)</p> <p>THE PLANNING BOARD RECOMMENDS VOTING NO (5-2)</p>	<p>YES 953 NO 1,232</p>
<p>ARTICLE 4. By Petition of Wayne Morris and others, "To see if the Town will vote to raise and appropriate the sum of Two Million and no 100ths (\$2,000,000.00) Dollars for the purpose of purchasing the property at 90 London Bridge Road, Tax Map 20-D-1200 (35.57 acres) as well as a property located off of Bear Hill Road, Tax Map 20-E-300 (24.97 acres), said lands, which have been approved as a twenty (20) lot subdivision, will be designated as conservation land under the control of the Conservation Commission, as well as payment of costs associated with the financing of said purchase; said sum to be in addition to any federal, state, local or private funds made available therefor, and to raise the same by issuance of not more than \$2,000,000.00 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. As part of this purchase, the owner of the above properties has committed to donating to the Town for conservation purposes, parcels 14-B-3450 (36.50 acres), 14-B-2604 (.08 acres), and 14-B-2601 (.05 acres) totaling 36.823 acres, as well as two right of ways: one connecting Bear Hill Road to the proposed land purchase and the other, connecting Winslow Road to the Gage Lands." (60% Majority Required)</p> <p>Recommended by the Board of Selectmen 2-2-1</p>	<p>YES 1,420 NO 707</p> <p>Passed with 67%</p>
<p>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.</p> <p>Recommended by the Board of Selectmen 5-0</p>	<p>YES 710 NO 530</p>
<p>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.</p> <p>Recommended by the Board of Selectmen 5-0</p>	<p>YES 1,879 NO 381</p>
<p>ARTICLE 7. To see if the Town will vote to raise and appropriate the sum of \$100,000, said amount to be withdrawn from the balance in the previously established Town Facilities and Grounds Improvement Fund for the purpose of replacing the HVAC systems at both the Police and Fire Station buildings. Said systems to be replaced were originally put in as part of each building's construction in the late 1990's. 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. Approval of this article will have no additional impact on the tax rate.</p> <p>Recommended by the Board of Selectmen 5-0</p>	<p>YES 1,803 NO 441</p>
<p>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.</p> <p>Recommended by the Board of Selectmen 5-0</p>	<p>YES 1,432 NO 802</p>

<p>ARTICLE 9. To see if the Town will vote to raise and appropriate the sum of \$40,000 for the purpose of hiring a consultant(s) to study and prepare preliminary design plans for a possible water line along Route 111 primarily in the area between Route 93 and Ledge Road. Said plans could be used in grant applications that the Town may be able to apply for from the State to aid in developing said water line. 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.</p> <p><i>Recommended by the Board of Selectmen 4-0-1</i></p>	YES	1,432
	NO	802
<p>ARTICLE 10. To see if the Town will vote to raise and appropriate the sum of \$70,000 for the purpose of making any needed repairs to the Nesmith Library roof as well as replacing the roof shingles. 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.</p> <p><i>Recommended by the Board of Selectmen 5-0</i></p>	YES	1,966
	NO	317
<p>ARTICLE 11. To see if the Town will vote to raise and appropriate the sum of \$180,000 for the purpose of replacing and upgrading the Fire Department portable and mobile radios. 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.</p> <p><i>Recommended by the Board of Selectmen 5-0</i></p>	YES	1,807
	NO	459
<p>ARTICLE 12. To see if the Town will vote to raise and appropriate the sum of \$480,000 representing the costs associated with completing the repair or replacement of the Castle Hill Road Bridge #057/051 including, but not limited to, bid documentation, right of way, and construction expenses and oversight and to further authorize the Board of Selectmen to accept a State of New Hampshire Bridge Aid Grant of the same amount. This is a non-lapsing article per RSA 32:7(VI) and will not lapse until the project is complete or for a period of five (5) years, whichever is less. This article is part of the Capital Improvement Program. Approval of this article will have no additional impact on the tax rate. (SB 38 funds of \$120,000 received in 2017 will complete the \$600,000 project.) Should this article be approved, but the Town not receive State Bridge Aid reimbursement, this appropriation shall be null and void.</p> <p><i>Recommended by the Board of Selectmen 5-0</i></p>	YES	1,750
	NO	502
<p>ARTICLE 13. To see if the Town will vote to authorize the Selectmen to accept a conveyance of land from the State of New Hampshire consisting of the former railroad right-of-way, now known as the "Greenway Trail" from North Lowell Road to Interstate Route 93 and to pay therefore the administrative fees typically charged by the State for such a conveyance, as well as standard closing costs, and to raise and appropriate a sum of One Thousand Five Hundred Dollars (\$1,500) for such costs. This will be a non-lapsing appropriation per RSA 32:7(VI) and will not lapse until the land is acquired or for a period of five (5) years, whichever is less.</p> <p><i>Recommended by the Board of Selectmen 5-0</i></p>	YES	1,985
	NO	265
<p>ARTICLE 14. To see if the Town will vote to authorize the Selectmen to convey an easement in favor of the Crossing Life Church over a portion of the property known as the Greenway Trail, lot 2-A-650, in the area between North Lowell Road and I93, which is to be conveyed by the State to the Town, and to further authorize the Board to accept an easement from the Church for a portion of their property along North Lowell Road, from part of Map 2-A-700 and/or 2-A-700a. In addition to authorize the Selectmen to negotiate the terms of such easements as they shall deem appropriate as well as to take any other action related thereto. This article shall be deemed null and void should the land to be conveyed by the State to the Town under Article 13 not occur. The Selectmen's authority to complete the transactions contemplated in this article shall expire on December 31, 2022.</p> <p><i>Recommended by the Board of Selectmen 5-0</i></p>	YES	1,803
	NO	429
<p>ARTICLE 15. To see if the Town will vote to raise and appropriate the sum of \$30,000 for the purpose of "blazing a trail", generally meaning the clearing of trees to allow passage, along an approximately 20' wide path, across the Windham Greenway Trail for approximately 1,100' from the eastern edge of the I93 Right of Way to North Lowell Road, including necessary work to cross a small wetland along the trail. This article is part of the Capital Improvement Program.</p> <p><i>Recommended by the Board of Selectmen 5-0</i></p>	YES	1,739
	NO	549
<p>ARTICLE 16. To see if the Town will vote to raise and appropriate the sum of \$25,000 for the purpose of developing engineering plans and design specifications for the Town Common Beautification Project. This article is part of the Capital Improvement Program.</p> <p><i>Recommended by the Board of Selectmen 5-0</i></p>	YES	1,550
	NO	732
<p>ARTICLE 17. To see if the Town will vote to authorize the Selectmen to convey the land and tower structure within the cul-de-sac on Enterprise Drive to Indian Rock Realty LLC for the sum of One (\$1) Dollar and upon such other terms and conditions as may be acceptable to the Board of Selectmen, to include but not limited to, right(s) to utility easements as well as easement reservations to allow the Town to perform highway maintenance and winter operations along Enterprise Drive.</p> <p><i>Recommended by the Board of Selectmen 5-0</i></p>	YES	1,748
	NO	493
<p>ARTICLE 18. To see if the Town will vote to discontinue the Senior Center Capital Reserve Fund created in 2003 (\$0 balance as of 12/31/17). Any funds within the account, with accumulated interest to date of withdrawal, are to be transferred to the town's general fund.</p> <p><i>Recommended by the Board of Selectmen 5-0</i></p>	YES	2,003
	NO	253

ARTICLE 19. Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$14,387,516.36. Should this article be defeated, the operating budget shall be \$14,051,826.36 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.

YES	1,630
NO	656

Town Officers' Salaries	\$3,330
Administration	709,535
Town Clerk Expenses	294,360
Tax Collector Expenses	147,280
Election and Registration	36,300
Cemeteries	41,450
General Gov't Buildings	417,305
Appraisal of Properties	189,790
Information Technologies	252,920
Town Museum	5,000
Searles Building	8,510
Legal Expenses	50,400
Retirement Service Charges	4,000
Insurance	352,780
Contracted Services	5
Police Department	3,233,350
Dispatching	475,110
Fire Department	3,404,995
Emergency Management	10,670
Community Development	522,250
Town Highway Maintenance	1,177,420
Street Lighting	18,890
Solid Waste Disposal	936,765
Health and Human Services	46,690
General Assistance	40,540
Library	1,151,010
Recreation	234,010
Historic District Commission	9,000
Conservation Commission	6,350
Senior Center	5,620
Cable TV Expenses	119,080
Interest Expenses (TANs)	500
Long Term Debt	182,301.36
<i>(Principal \$161,512.62 and Interest \$20,788.74)</i>	
Capital Outlay – Roads (Part of CIP)	300,000

Recommended by the Board of Selectmen 4-1

** Note: Warrant Article 19 (operating budget does not include appropriations proposed under any other warrant articles).*

Respectfully submitted,



Nicole Bottai, CMC, Town Clerk

SPECIAL TOWN MEETING

Town Deliberative Session Windham Town Hall Meeting Room

On September 17, 2018 Town Moderator Peter Griffin opened the first session of the Special Town Meeting at 7:00pm with the Pledge of Allegiance, followed by introductions of the panel. Present were Selectmen Joel Desilets, Jennifer Simmons, Ross McLeod, and Roger Hohenberger. Town Administrator David Sullivan, Town Clerk Nicole Bottai, and Council Bernard Campbell were also included in the 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.

Discussion to follow:

ARTICLE 1. 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 for the Campbell Farm House (Lot 1-C-100) and a small area adjoining the House, which lease may include creation and lease of two (2) residential units within said structure, 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 (I) (b).

Elizabeth Dunn, of Woodvue Road, Chair of the Campbell Farm sub-committee gave the body the background of what has transpired since the purchase of the Campbell Farm property. The committee had advertised for proposals to preserve/renovate the house. Currently they are considering the proposal on the table and negotiating along with Conservation Commission the lease agreement regarding the creation of the accessory housing unit, and projects and oversight going forward. The ZBA has granted the variance which is needed in order to move forward to create 2 areas within the house to essentially fund the projects. It was Town Council’s opinion that prompted the Special Election because the warrant article that allowed the curatorship in 2017 was restrictive and specifically said single family unit. The objective of the Article, as Mrs. Dunn explained, is to change it to a multi-family dwelling unit, and this will allow the funding to occur from the rental units to the curator to pay for the projects needed for this Campbell Farm home.

Motion to AMEND by Betty Dunn of Woodvue Road and seconded by many. Article 1 proposed to read as follows:

ARTICLE 1. 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 for the Campbell Farm House (Lot 1-C-100) *and surrounding land, not to exceed 3.5 acres* adjoining the House, which lease may include creation and lease of two (2) residential units within said structure, 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 (I) (b).

Discussion on amended Article transpired. Selectman Roger Hohenberger asked why for the change to the area. The reason why he originally voted on the curatorship in 2017, he understood that they would only need a small area surrounding the property.

Elizabeth Dunn answered that within that area, includes the basement of the remains of the barn. They wanted to include that area, and create a straight line back. She reminded the body that this is only a lease.

R. Hohenberger noted that currently, people are allowed to walk the area, will this be roped off or signs be put up to deter people.

Elizabeth Dunn answered that it won't be roped off to people. Selectman Hohenberger asks can they be told not to be there.

Conservation Commission hasn't developed a plan - it won't be a common occurrence that people go to that area because of the restrictions of the adjoining property next door.

James Finn from Conservation Commission - the property will still be covered by Conservation Commission and public will still have access to the property.

Selectman Joel Desilets concurred with Selectman Hohenberger and James Finn's remarks. Selectman Desilets was concerned the parking area is included in the area. He also pointed out that originally when Town voted on this article to purchase the property, it only passed by a small margin.

Wayne Morris from Conservation Commission answered that the parking lot is on the opposite side of the property, so there will be no restrictions on parking. The curator that the Conservation Commission was present at the meeting, and he has no intention of withholding it from anybody.

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

No further discussion transpired. Article 1 to appear on the ballot AS AMENDED.

Meeting adjourned at 7:19pm.

Official Ballot Vote Windham Town Hall Meeting Room

On October 15, 2018 Moderator Peter Griffin opened the polls upstairs at the Town Hall at 8:00am for the Windham Special Election. In attendance were Nicole Bottai, Town Clerk, Candis Johnson, Assistant Town Clerk, and Supervisors of the Checklist, Selectman Roger Hohenberger and Selectmen pro-tems Bob Coole, Galen Stearns. At 1:00pm Moderator Griffin announced processing of the absentee ballots, which there were 19 in total. Results are as follows:

ARTICLE 1. 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 for the Campbell Farm House (Lot 1-C-100) and surrounding land, not to exceed 3.5 acres adjoining the House, which lease may include creation and lease of two (2) residential units within said structure, 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 (I) (b).

YES	178
No	73

The polls closed at 8:00pm. There were 251 cast ballots.

Respectfully submitted,



Nicole Bottai, CMC, Town Clerk

BOARD OF SELECTMEN

Andrew Carnegie once said “...*teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results*”. It has been through the collective team effort of town employees and volunteers, along with the Board, that many goals and projects were completed this past year. As the Board, we are very pleased to submit our annual report for 2018 and talk about some of these accomplishments.

Well Use Agreement for Village Center District: As authorized by the 2017 Town Meeting, we continued to work with Tim Pitcher, owner of land within the Village Center District, on developing an agreement to improve up to three unused wells located behind the area of the Police Station on Fellows Road. Mr. Pitcher’s intent is to construct a small community water system to service lots within the Village Center, as well as the Town facilities on North Lowell Road. The language of a draft agreement was being finalized as we approached the end of the year, however, due to uncertainties related to PFOS contamination in other wells on Fellows Road, as well as at one of the Town facilities on North Lowell Road, the agreement has been placed on hold.

Regional Water Line: The State Department of Environmental Services (DES), along with several area communities, have spent much of 2018 developing a Joint Public Works Agreement (JPWA) relative to the creation and operation of the Southern New Hampshire Regional Water Line. The water line, which is being funded from the NH Drinking Water Trust Fund, will run water south from Manchester down Route 28 and into Salem, with connections both east into Plaistow and Atkinson and west into Windham. Within Windham, the line will run from the Derry town line down along Route 28, and then westerly along Route 111 to its intersection with Range Road.

The Town of Windham has been allocated 200,000 gallons per day under Phase One of the project (estimated construction 2020), and an additional 110,000 gallons when Phase Two is completed (estimated 2025). As explained in the Town Administrator’s report, we have proposed a warrant article for consideration at the 2019 Town Meeting to pay the one time fees, estimated to be \$800,000, by way of a bond issuance, which would reserve the total gallons to be allocated to Windham.

PFOS Investigation: Nobis Engineering, retained by the Town to conduct a site investigation of the former and current fire stations, submitted their completed report to the NH DES in August. The State had ordered that the Town complete the investigation as a result of the discovery, in 2017, of emerging contaminants PFOS and PFOA in levels exceeding the allowed drinking standards in the wells at the Bartley House, Senior Center, and Fire Station. The report detailed the results Nobis gathered from the advancement of test borings, installation of groundwater monitoring wells, a wellhead elevation survey, and analysis of soil and groundwater samples. The report also confirmed the aforementioned buildings as having levels exceeding the standards, along with one other commercial building on Route 111. Charcoal filtered treatment systems were put in place on the well at the Fire Station and the shared well that serves the Senior Center and Bartley House (Administrative Offices); the commercial building identified already had a treatment system in place prior to the study.

As of the end of 2018, the DES was still reviewing the report and should be advising the Town as to the next steps we will need to take. In preparation, we have placed funds into the 2019 Operating Budget to cover the costs of additional site investigations into the PFOS contamination, which we anticipate the DES will require of us in order to better refine the extent of the issue, as well as the location of any associated plumes.

Castle Hill Bridge Replacement: For the past few years, Castle Hill Road has been closed to vehicle traffic due to one of its two bridges being in failure. This year, we received approval for a grant from the State Bridge Aid Program to fund 80% of the estimated \$601,000 cost to replace the bridge. The remaining 20% will come from additional revenue received from the State that has been specifically earmarked for such infrastructure improvements.

Our hired consultant, Kleinfelder Engineering, recommended that the steel arched pipe bridge be replaced with a 24' precast bridge structure that is very similar to that used to repair the other Castle Hill bridge in 2008 under the same grant program. As the year ended, we received approval from the State to proceed with the preliminary engineering and bid phase of this project. We anticipate that all final engineering and bidding will be completed this spring, allowing construction to take place in the summer of 2019.

Employee Survey: A second annual employee survey was completed in April of 2018. Unlike with our first survey in 2017, this year our HR Director and a panel of departmental representatives met over a series of several meetings to review, discuss, and analyze the survey results. In October, the Committee presented a thorough report to the Board and Administration which provided an overview of the survey responses. Additionally, their presentation detailed several themes that became evident in the course of their review, and offered several suggested action items for the Board's consideration. Those suggestions are outlined in greater detail in the Committee's offering found elsewhere within these Annual Reports.

To date, the Board has taken action on two of the Committee's recommendation; the first of which was to, indefinitely, remove the requirement that new employees use a minimum amount of earned time leave during their first year of employment. Secondly, the Board approved hiring a consultant to conduct a comprehensive salary and benefit survey of all employee positions; comparing both to other, similar communities as well as applicable private sector entities.

In terms of responses, this year's survey was fairly consistent with last year in that the majority of employees continue to feel that their supervisors are supportive, encourage advancement, exhibit a high degree of honesty and integrity, and that their coworkers were committed to doing good work. Also consistent was that increasing wages, improving work force morale, and improving access to benefits were things the Board could do to help. The Board is thankful for the responses the employees provided and for the effort of the Review Committee in bringing forth their recommendations. We look forward to reviewing these ideas more thoroughly over the upcoming year.

Fire Dispatch Contract: The Town of Derry approached us with an opportunity to extend our contract with them for Fire Dispatching Services, then in its second of five years, for an additional five years through FY28 at a significant savings. The Board approved doing so and, based on the new agreement, we will realize a savings of over \$25,000 from our former contract. Further, based on projected percentage increases in our former contract as compared to the same with the new, we may also realize an additional \$100,000 from what we would have paid had we not extended the agreement. Thanks to the Chief and his administration for working with the Town of Derry to develop this new agreement, and for its resultant savings that we can anticipate.

Police and Fire Lighting Efficiency: With the support of a 50% matching grant from Eversource, the majority of light fixtures within the Fire and Police Stations were replaced with more high efficient lights. We thank the members of the Local Energy Committee for their efforts in bringing this program forward, and look forward to realizing the savings that these lights will bring.

Police and Fire Designs: Using a portion of our public safety impact fees, we hired the architectural firm Port One to conduct a feasibility study for future renovations to the Police and Fire stations, and to develop conceptual designs along with construction cost estimates. The designs address adding a new apparatus bay, additional bedrooms, a new training room, and adding sprinklers to the Fire Station, and expansion of the locker room space and training room at the Police Station. While the costs to complete these projects are significant - \$500,000 for Police and \$2,000,000 for Fire, respectively - the Board supports staff working on developing recommendations on how to proceed in phases for these projects, while monitoring the availability of impact fees and grant funds that may become available.

Use of Property Maintenance Trust and Facilities Maintenance Trust Funds: The Property Maintenance Trust was used to finish installation of vinyl siding on the Community Development Department and the rear of Town Hall, as well as necessary repairs to a portion of the Town Hall roof that were discovered during the siding project. Additionally, we replaced the failed well pump at the Fire Station, the condenser coil at the Armstrong Building, and used funds towards replacing the HVAC system at the Police Station. The Facilities Maintenance Trust was used to replace the HVAC system at the Fire Department, and also towards the Police Station HVAC replacement.

Bond Releases and Road Acceptances: Upon the recommendation of the Planning Board, several partial road bond releases were approved. In addition, the Board accepted Pawtucket, Northland, Nathan, Jacob, Buckland, Taninger, and Mallard roads as Town roads.

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

Employees who began their employment with us in 2018:

Travis Arel, Firefighter	Christy Kadish, Searles Coordinator
Zacharey Zins, Firefighter	Patrick Lord, Library Clerk
George Frangomihalos, Police Officer	Christine Savukinas, Library Clerk
Edward Hudson, Police Officer	David Lahey, Van Driver
Brian Arsenault, Code Enforcement Admin	Bradford Valente, Van Driver
Craig Chartier, Transfer Station Operator II	Denise Woll, Van Driver

Employees terminating employment in 2018:

Nick Eddy, Police Officer	Donna Markham, Searles Coordinator
Ngoc Tran, Police Officer	Scott Delaney, Fire Lieutenant (Retired)
Anna Jenoski, Community Services Officer	Jay Moltenbrey, Fire Lieutenant (Retired)
Carl Heidenblad, Library Director (Retired)	Gary Williams, Transfer Station Operator II
Bailey Rodgers, Library Clerk	James Spaziano, Highway Laborer
Sarah Williams, Library Clerk	

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 Lieutenants Moltenbrey and Delaney, both of whom served the Town for over 30 years, and Carl Heidenblad who served the Town as Library Director for more than 20 years over two periods of employment, our best wishes to them in their retirements.

Annual Awards: We were please to present dual “Employee of the Year” awards this year. One to Fire Chief Thomas McPherson and the other to General Services Director Jack McCartney, given to each for their many years of dedicated work on behalf of our community and for providing excellent service to our residents. Both men worked tirelessly throughout the year, and were called upon to serve in some very difficult situations and conditions, doing so with dignity and professionalism and without need of accolades.

There were also multiple recipients of our “Volunteer of the Year” award, which was presented to Frank Farmer, Joanne Dickey, and Kristine Ord-Giarrusso for their leadership, countless hours of time, and infectious enthusiasm in coordinating the Town’s 275th Anniversary Celebration in 2017. They, along with a group of dedicated volunteers, organized a full week of events in August starting with an evening gala at Searles Castle, various community activities at the Library and other locations, a historic walk through the Cemetery on the Plains, a visit from Governor Sununu, and the reading of the Town’s Proclamation; all culminating with a full day of Celebration at the Windham High School.

Donations: As in past years, the Town was blessed to be the recipient of many donations of equipment, funds, and services. In addition to those who donated towards the Veterans Patio on the Town Common, as noted in the Beautification Committee's report, we would like to extend our deepest appreciation and gratitude to those who gave so generously to our community in other areas as well. On behalf of the Town, we would like to recognize some of the key donations received:

- \$5,000 from Maz and Bill Deluca to be used for equipment for the Fire Department, including purchase of two (2) Laryngoscopes
- \$1,200 from Enterprise Bank towards Recreation's Harvest-Fest, a Summer Concert, and the Senior Picnic
- Shannon DiPietro, Coco Early, for her continued support of Recreation's Annual Easter Egg Hunt
- \$800 from Debbie Mackenzie Realty towards Recreation's Summer Concert, and the Senior Picnic
- \$2,450 in 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
- Gym weights for the Police Department, valued at \$240, from Letizio Enterprises
- \$500 from Windham Wolverines Football towards field improvements

As we enter into 2019, we look forward to seeing some of the projects that were started in 2018 coming to fruition, as well as embarking on new projects and discussing new topics that inevitably will come before us. We expect that we will spend considerable time in some of the following areas over the next year: (1) working with the State and other communities on the Regional Water Line; (2) continuing with our consultants to further study the PFOS contamination in the area of the Town Center; and (3) reviewing the results of the compensation and benefits study started in 2018, and discussing the other recommendations of the Employee Survey Committee. Regardless of the subject matter, we commit ourselves to work with the community's best interest in mind. We also want to encourage everyone to get involved, to join a board or committee, volunteer on a project, or provide us and staff with your input and suggestions.

In conclusion, we would like to extend our deepest appreciation and gratitude to all our employees and volunteers for their diligence and dedication in delivering quality services to our community throughout this past year. We are fortunate to have such a collective group of individuals working and volunteering who do so with such passion and commitment.

Respectfully submitted,

Ross McLeod

Ross McLeod, Chair

For the Entire Board:

Bruce Breton, Vice Chair

Jennifer Simmons

Joel Desilets

Roger Hohenberger

TOWN ADMINISTRATOR

I am pleased to submit my Administrator's report for 2018 which, as in the past, focuses on our budget recommendations for the upcoming year; whereas the Board of Selectmen report highlights the many accomplishments of our Town departments, staff, and volunteers.

2018 TAX RATE DISCUSSION: As shown in the table below, the overall total tax rate for 2018 was higher than that in 2017 by \$3.09/1000 valuation; an increase of 15.30%. It is important to note that this is predominantly due to two factors: a) the School District's receipt of a one-time increase in State Aid, approximately \$2,800,000, used to reduce the tax rate in 2017, and; b) that 2018 reflects the first payment of the District's bond for the Golden Brook School project.

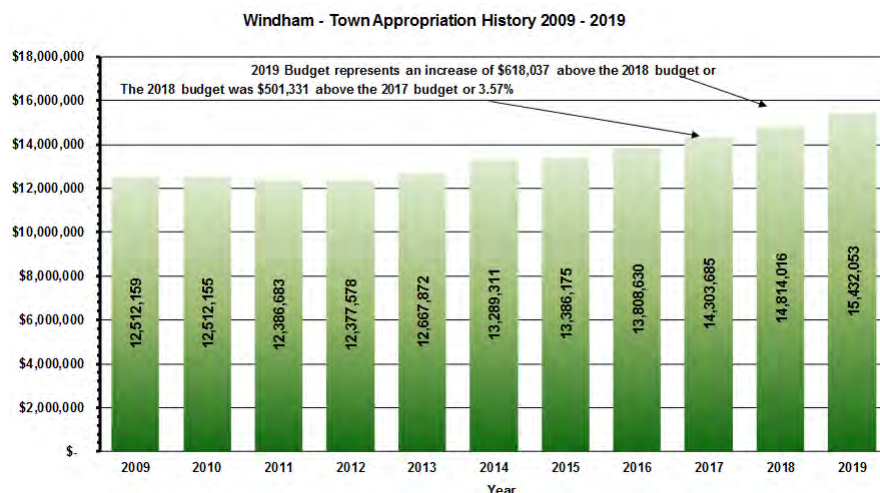
The following, detailed breakdown of the 2018 tax rate, as compared to 2017, shows not only the changes in the Town portion, but the School and County portions, as well, in order to more fully illustrate how the individual components of the Town's tax rate impacted the overall rate adjustment.

2018 TAX RATE HIGHLIGHTS (assumes valuation changes [real rate])

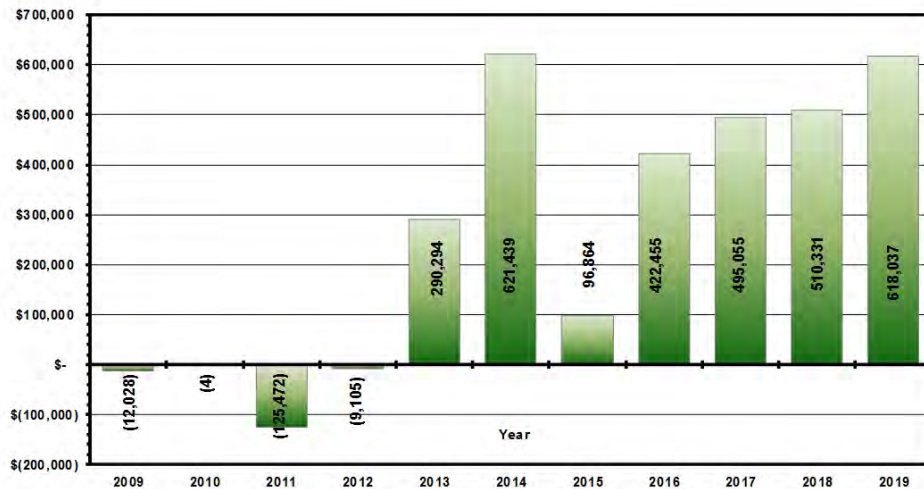
	2018 Net Appropriation	2018 Tax Rate	2017 Net Appropriation	2017 Tax Rate	% Increase (2018-2017)
Town	\$7,965,097	\$ 3.39	\$7,460,179	\$ 3.24	4.63%
Local School	\$38,748,271	\$16.50	\$31,219,130	\$13.54	21.86%
State School	\$5,381,912	\$ 2.32	\$5,377,756	\$ 2.35	(1.28%)
County	\$2,531,334	\$ 1.08	\$2,462,299	\$ 1.07	.93%
Total Property Tax assessed	\$54,626,614	\$23.29	\$46,519,364	\$20.20	15.29%
Net Assessed Valuation	\$2,348,438,560		\$2,305,084,080		

As part of the overall rate increase, the Town's portion increased by \$.15/1000; or 4.63%. This is because our net appropriations increased \$510,331 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 2017 by \$.16/1000 after having increased in 2016 by \$.10/1000 following a decrease of (\$.52/1000) in 2015.

2019 BUDGET DISCUSSION: In total, the budget recommendation which will be submitted to the 2019 Deliberative Session, net of other funds and reimbursements, has increased \$618,037 or 4.17%. For the purpose of comparing year to year, the following two charts highlight our annual appropriations, and the percentage differences in same, from 2009 to 2019. This data is exclusive of any petitioned warrant articles, which are not included in the overall budget as recommended by the Board and staff.

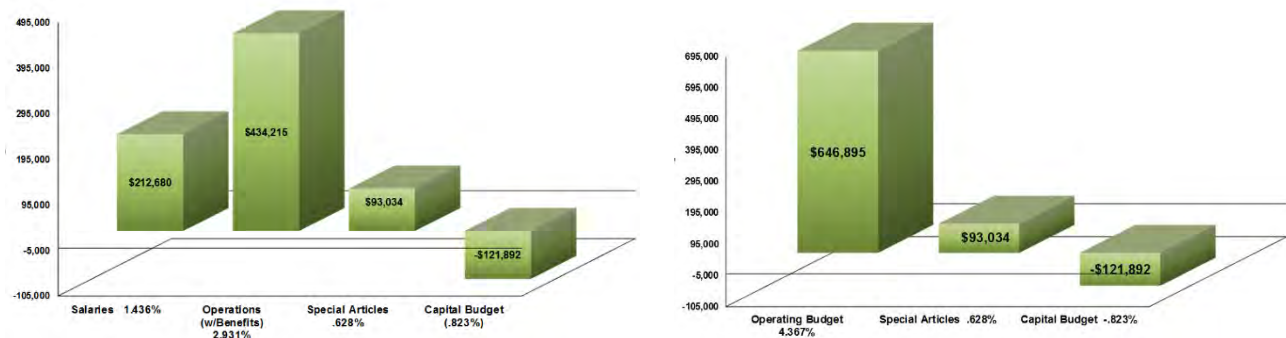


Windham - Differences in Appropriation History 2009 - 2019



As further outlined in the charts below, \$646,895 of the overall 2019 budget growth is due to increases in our Operating Budget (*specifically salaries of \$212,680 and all other operating costs of \$434,215*); an increase of \$93,034 within special warrant articles, and; a decrease of (\$101,892) in the Town's portion of the Capital Improvement Program (CIP) expenditures.

BREAKDOWN OF BUDGET IMPACT – 2019



OPERATING BUDGET:

Personnel Salaries: The overall increase in salary expenses is due primarily to wage increases for all employees based on a 2.5% COLA (combined cost for all of \$175,180), and the partial year costs of increasing three, currently part-time positions to full-time; those being the bookkeeper, librarian, and general services laborer (a combined cost of \$97,435 in 2019). The latter will be shared between the Highway and Transfer Station departments, and enables us to open the Transfer Station for an additional day, a goal that had been planned for 2018 but could not be achieved due to staffing vacancies.

Aside from these personnel changes, the budget also includes step raise impacts totaling \$43,750 for several individuals across the overall Town employ.

Operations: This year's operating costs reflect a net increase of \$434,215 over two areas: \$181,835 more in benefit-related expenses, and; \$252,380 more across all other operational areas. Benefit costs have risen \$101,880 mainly as a result of a 10.6% increase in Health Insurance rates (in 2018 our rates actually decreased by 5.8%).

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

- \$34,590 more for General Government Buildings, due mainly to a \$27,000 increase in our grounds keeping maintenance contract.
- \$32,260 more for Police, due to a \$15,920 increase in Vehicle Equipment to lease a new cruiser; and, \$36,300 to upgrade our Mobile Data Terminals (MDT's) in the police cruisers. Partially offset by savings in our Vehicle Fuel and Property Maintenance accounts.
- \$49,500 more for Fire, due in part to a \$24,420 increase in Vehicle Equipment to replace one of our command vehicles; \$12,580 more in Vehicle Maintenance due to the addition of the Fire Quint along with added needs for some of the other vehicles; and, \$15,360 more for Ambulance Equipment and Operations. Offset slightly by a reduction in the Property Maintenance account of \$12,960.
- \$34,750 more in the Highway Department, due in large part to an increase of \$10,000 in Property Maintenance in order to install heat tape on the Salt Shed/Garage roof to help with ice damming during the winter, and \$12,000 in Committee Expenses in order to install solar pedestrian crossing signals near the Windham Rail Trail.
- \$80,395 more for Solid Waste, due mainly to increases of \$27,540 for Waste Removal, \$5,100 for Demolition Removal, \$45,000 for Contracted Services which includes the necessary cost of disposing of recyclable materials, and \$14,000 in Site Improvements to repair and repave portions of the driveway; all of which is offset slightly by a reduction in the Vehicle Maintenance account of \$17,000, an amount added in 2018 to cover major repairs needed to one of our Transfer trucks.
- \$10,880 more in Insurance as a result of increases in both our Workers Compensation and Property Liability coverages.
- (\$27,440) less in the Administration budget due to a reduction in the anticipated cost of continuing the site investigation relative to the PFOS contamination at the Fire Station.
- (\$4,000) less in our Emergency Management budget due to two (2) large equipment purchases from 2018, specifically purchases of TV monitors for the Fire Department conference room and IPADs for the vehicle MDTs, which is not being similarly repeated for other projects in 2019.

CAPITAL PROJECTS: The following five (5) individual projects comprise the Town's portion of the CIP budget. Combined, the dollars needed to fund these projects has decreased by a net of (\$101,892) from our 2018 CIP allocation.

1. \$300,000 for road improvements, which is an annual allocation to perform both complete and partial reconstructions of Town roadways. This recommended funding is the same as last year. While several roads are being considered for 2019 including portions of Londonderry, Castle Hill, Marblehead, Blossom, Princeton, and Simpson roads, the final determination of which will be addressed will not be made until the spring.
2. \$100,000 as the first of three lease payments to purchase a new ambulance to replace a 2006 one, the principal cost of which is anticipated to be \$280,000. It is important to note that the lease will contain a non-appropriation clause; meaning should the second or third annual payment(s) not receive voter support in the applicable year, the Town will be required to return the vehicle to the leasing company and forfeit any previous payments made.
3. \$85,323 representing the final annual bond payment associated with the Town's 2015 purchase of a new fire engine pumper.

4. \$50,000 to be placed into a newly established Non-Capital Reserve Fund for maintenance of and improvements to the Windham Rail Trail including drainage improvements and repaving of an 1,800 foot section through the rainforest area of the Trail.
5. \$130,000 to purchase a new truck for the Transfer Station to replace our 2005 Sterling. In 2018, we committed \$20,000 in maintenance funds to attempt to repair the Sterling, however it was determined that some of the vehicle's issues were not repairable and thus the future reliability of the truck cannot be assured. The purchase will be funded by \$33,500 raised from the 2019 budget, with the balance of \$96,500 to be borrowed over a two-year loan.

SPECIAL WARRANT ARTICLES: In addition to the above operating and capital budget items, the following seven (7) special warrant articles make up the balance of the Town's overall net budget request. They include one (1) appropriation to a Trust article; two (2) appropriations to be funded through the issuance of long term bonds, and four (4) other types of appropriations.

Trust Articles:

1. \$50,000 - Property Maintenance Trust: This amount is the same as appropriated in 2018. The requested funds for 2019 will be used towards such projects as carpet replacement at the Community Development Department, repairs to the concrete patio at the Griffin Park pavilion, and interior painting at several buildings and/or replacing some of the carpet at the Police Station.

Bond Articles:

1. \$800,000 - Payment of MDSC Fees: As part of Phase One of the Regional Water Line, the Town of Windham has been allocated the use of 200,000 gallons of water per day. In order to reserve this amount, a one-time MSDC fee (Source Demand Charge) is required to be paid. Payment of the fee (estimated at \$3.70/gallon as of 2019) will protect the Town's interest and secures use of the allotted gallons.

The \$800,000 is to be funded by a long-term bond, with the annual bond payments anticipated to be covered by revenue the Town will generate through fees charged to users upon the latter connecting to the water line; thereby allowing the Town to recoup the Demand Charge it has paid in advance.

2. \$2,000,000 - Land Purchase: In 2018, voters supported purchase of the following two parcels of land: Lot 20-D-1200 (90 London Bridge Road - 35.57 acres including Clyde Pond) and Lot 20-E-300 (Off Bear Hill Road - 24.97 acres). As part of that purchase, the Town was to have received a donation of additional land and two specific "rights-of-way". However, during research in preparation to finalize the purchase, the rights-of-way were found to be either nonexistent or not conveyable by the party in question; therefore we were not able to bring the purchase to fruition.

The intent of this article is to bring the purchase back to the voters for a new vote - absent any reference to the additional donation or rights-of-way. The purchase will be funded through a long-term bond, and it is anticipated that the Town will receive annual reimbursements toward the bond payments from the Conservation Commission through use of their revenues generated from collection of Current Use Tax Funds.

Other Articles:

1. \$336,470 to hire four (4) additional firefighters. For this, the Town has been awarded a Federal SAFER grant, which in 2019 will offset \$223,666 (75%) of these costs, leaving a balance to be raised of \$112,804. In year two, the Grant will also reimburse the Town for 75% of the cost to hire these firefighters, dropping to 35% for year three; all subject to certain, annual limits per firefighter. The Town would be fully responsible for year four and beyond.

2. \$50,000 to purchase a new air compressor for the Fire Department's SCBA gear; the current one nearing its life expectancy of 20 years. We have applied for a Federal Aid to Firefighters Grant to fund 95% of the cost of the purchase, leaving a balance to be raised in 2019 of \$2,500. Should the grant not be approved, the article requesting the funding will be declared null and void.
3. \$88,230 to establish a new K-9 Unit for the Police Department effective September 2019. The intent is to move a current police officer to the assignment, to train them along with a dog to be acquired, and to fund the necessary maintenance and housing expenses of the animal. Subsequent training for the officer and dog would be funded as part of the Police budget in future years. We have applied for a grant from the Stanton Foundation for \$39,000 to help fund the first year of the program. Should the grant not be approved, the article requesting the funding will be declared null and void.
4. \$9,000 (*net of \$0 after use of available funds*) towards improvements within the McIlvaine Town Forest. The funding for this project will come from the proceeds of the 2015 timber harvest conducted by the Forestry Committee. As provided for in RSA 31:113, these revenues, currently \$54,759 available, were placed into a Special Non-Lapsing Fund and any use of these funds can only be authorized by action of the Town Meeting.

IN CONCLUSION:

Regardless of what transpires from year to year, the one constant that remains is the honor I feel in being able to serve as Windham's Town Administrator. I have had the pleasure of working with so many dedicated individuals who either work for the Town, volunteer their time to serve on our boards and committees, or help when their time allows with functions or activities held throughout the year. Collectively, these individuals make Windham.

I wish to extend my sincere gratitude to my Administrative staff for their constant dedication in serving the community. It is my pleasure to work alongside them each and every day. Likewise, my thanks go to the team of Department Heads, employees and volunteers who strive, always, to deliver a high level of service to the residents and the Town.

To the Board of Selectmen, I offer my gratitude for their selfless expense of time and energy toward the betterment of Windham. Further, I wish to express my appreciation for your continuing support and, in turn, pledge mine and our staff's commitment to do what is needed to ensure our residents are well served within a friendly and welcoming environment.

Most importantly, I would like to express my sincere appreciation to all of our residents and business owners for their ongoing support, and for taking time from their lives to become involved with our community. Doing so, whether through attendance at activities, meetings, and functions, or simply providing feedback, allows us to better understand where we are doing well and, likewise, where we can improve to ensure we deliver the best service to our community. Please feel free to stop by the offices, call us on the phone, or send us an email.

Respectfully submitted,



David Sullivan, Town Administrator

EMPLOYEE WAGES AND BENEFITS 2018

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2018 TOTAL GROSS PAY	2018 BENEFITS	2018 SALARY & BENEFITS
<u>TOWN OFFICERS</u>												
Breton, Bruce	Selectmen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Coole, Robert	Treasurer	2,991.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 (d)	2,991.00	222.34	3,213.34
Davis, Robert	Deputy Treasurer	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	38.25	538.25
Demone, Doreen	Trustee of Trust Funds	418.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 (d)	418.00	0.00	418.00
Desilets, Joel	Selectmen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hohenberger, Roger	Selectmen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
McLeod, Ross	Selectmen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Simmons, Jennifer	Selectmen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>ADMINISTRATION</u>												
Carmichael, Paula	HR Director	58,264.43	0.00	275.74	0.00	0.00	0.00	0.00	93.84 (a)	58,634.01	30,531.56	89,165.57
Cerri, Adel-Marie	Book Keeper	31,825.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,825.48	4,025.96	35,851.44
Cerri, Rosemary *	Book Keeper Temp.	3,065.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,065.68	206.87	3,272.55
Devlin, Wendi	Admin Asst to Town Admin	56,734.42	0.00	1,949.08	0.00	0.00	0.00	0.00	44.16 (a)	58,727.66	27,639.36	86,367.02
Popovici-Muller, Daniel	Finance Director	63,295.36	0.00	0.00	0.00	0.00	0.00	0.00	14,622.13 (ab)	77,917.49	23,946.62	101,864.11
Sullivan, David	Town Administrator	111,265.13	0.00	0.00	434.13	0.00	0.00	0.00	5,654.75 (ae)	117,354.01	48,688.52	166,042.53
<u>INFORMATION TECH</u>												
DeLong, Eric	IT Director	92,405.12	0.00	0.00	0.00	0.00	0.00	0.00	11,816.05 (abe)	104,221.17	28,878.76	133,099.93
<u>TOWN CLERK</u>												
Bottai, Nicole	Town Clerk	73,123.94	0.00	0.00	0.00	0.00	0.00	0.00	8,013.78 (a)	81,137.72	26,657.09	107,794.81
Charland, Nancy	Deputy Town Clerk	49,288.24	0.00	125.02	0.00	0.00	0.00	0.00	41.28 (a)	49,454.54	28,595.04	78,049.58
Davis, Hannah	Assistant Town Clerk	38,397.36	0.00	0.00	0.00	0.00	0.00	0.00	7,337.00 (b)	45,734.36	16,270.68	62,005.04
Johnson, Candis	Clerk	27,582.04	0.00	167.75	0.00	0.00	0.00	0.00	0.00	27,749.79	3,510.39	31,260.18
<u>TAX COLLECTOR</u>												
Bergeron, Rita	Deputy Tax Collector	36,561.33	0.00	0.00	0.00	0.00	0.00	0.00	404.82 (e)	36,966.15	4,676.23	41,642.38
Robertson, Ruth	Tax Collector	68,937.30	0.00	0.00	0.00	0.00	0.00	0.00	237.60 (a)	69,174.90	21,311.76	90,486.66
<u>MAINTENANCE</u>												
Lorentzen, Wendy	Custodian	39,693.85	0.00	3,598.22	499.32	0.00	0.00	0.00	11,775.58 (ab)	55,566.97	19,368.31	74,935.28
<u>ELECTIONS</u>												
Amato, Cynthia	Ballot Clerk	68.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.00	0.00	68.00
Anderson, Gina	Ballot Clerk	68.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.00	0.00	68.00
Bates, Timothy	Supervisors - Pro Tem	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	150.00
Bates, David	Supervisors of Checklist	2,770.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,770.00	211.94	2,981.94
Boss, Frances	Ballot Clerk	204.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	204.00	0.00	204.00
Brockmeier, Mark	Ballot Clerk	68.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.00	0.00	68.00
Butterfield, Catherine	Ballot Clerk	204.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	204.00	0.00	204.00
Charland, Joseph	Ballot Clerk	68.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.00	0.00	68.00
Fallon, Dianna	Ballot Clerk	136.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.00	0.00	136.00
Forde, Richard	Ballot Clerk	280.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	280.50	0.00	280.50
Freeman, Toni	Ballot Clerk	204.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	204.00	0.00	204.00
Gauthier, Dawna	Ballot Clerk	136.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.00	0.00	136.00
Gebo, Russell	Ballot Clerk	204.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	204.00	0.00	204.00

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2018 TOTAL GROSS PAY	2018 BENEFITS	2018 SALARY & BENEFITS
<u>ELECTIONS CONT</u>												
Gogumalla, Neelima	Ballot Clerk	68.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.00	0.00	68.00
Griffin, Mary	Supervisors of Checklist	745.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	745.00	57.01	802.01
Howard, Douglas	Ballot Clerk	136.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.00	0.00	136.00
Hunt, Thomas	Ballot Clerk	136.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.00	0.00	136.00
Kovacs, Mark	Ballot Clerk	136.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.00	0.00	136.00
Kovacs, Ruth	Ballot Clerk	68.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.00	0.00	68.00
Maloney, Eileen	Ballot Clerk	204.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	204.00	0.00	204.00
Mashimo, Eileen	Supervisors of Checklist	3,127.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,127.50	239.30	3,366.80
Merrill, Lee Ann	Ballot Clerk	136.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.00	0.00	136.00
Miller, Joseph	Ballot Clerk	68.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.00	0.00	68.00
Missert, Mary	Ballot Clerk	204.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	204.00	0.00	204.00
Mullen, Irene	Ballot Clerk	68.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.00	0.00	68.00
Mullen, Robert	Ballot Clerk	68.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.00	0.00	68.00
Parthum, Eric	Ballot Clerk	136.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.00	0.00	136.00
Picciano, Tara	Ballot Clerk	68.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.00	0.00	68.00
Robertson-Souter, Catherine	Ballot Clerk	136.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.00	0.00	136.00
Sansoucie, Jan	Ballot Clerk	136.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.00	0.00	136.00
Serian, Anita	Ballot Clerk	68.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.00	0.00	68.00
Serian, Steven	Ballot Clerk	68.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.00	0.00	68.00
Shea, Carolyn	Ballot Clerk	136.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.00	0.00	136.00
Stearns, Galen	Ballot Clerk	272.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	272.00	0.00	272.00
Therrien, Carolyn	Ballot Clerk	68.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.00	0.00	68.00
Welch, Joanne	Ballot Clerk	68.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68.00	0.00	68.00
<u>ASSESSING</u>												
Zins, Jennifer	Admin Asst to Assessor	46,243.57	0.00	0.00	0.00	0.00	0.00	0.00	11.04 (a)	46,254.61	35,264.11	81,518.72
<u>POLICE</u>												
Antlista, Jeffrey	Police Officer	61,059.19	2,005.74	15,777.19	4,928.20	7,504.67	1,533.99	1,187.43	398.76 (ac)	94,395.17	56,247.60	150,642.77
Bliss, Bryan	Police Sergeant	71,492.63	2,132.27	16,813.99	5,217.61	14,433.29	3,592.19	1,764.12	2,882.67 (ace)	118,328.77	63,855.29	182,184.06
Caron, Michael	Police Captain	92,405.09	0.00	0.00	0.00	3,667.50	0.00	0.00	4,208.81 (ae)	100,281.40	41,855.57	142,136.97
Clark, Daniel	Police Sergeant	71,491.95	1,056.74	15,290.14	5,228.42	2,043.45	3,592.19	1,333.77	10,620.35 (abc)	110,657.01	43,946.32	154,603.33
Comeau, David	Special Police Officer	385.62	0.00	0.00	0.00	12,772.30	0.00	0.00	0.00	13,157.92	190.78	13,348.70
Courtois, Matthew	Police Officer	52,434.64	950.07	9,085.93	3,709.27	5,139.64	1,403.27	555.93	5,402.41 (abc)	78,681.16	25,283.36	103,964.52
Cryts, Laura	Police Secretary	45,827.13	0.00	0.00	0.00	0.00	0.00	0.00	20.64 (a)	45,847.77	28,100.15	73,947.92
Dawe, Daniel	Police Officer	61,184.69	911.63	26,414.53	4,224.85	9,698.06	3,067.98	2,060.53	83.22 (ac)	107,645.49	56,904.94	164,550.43
Dzierlatka, Jason	Police Officer	61,171.42	1,316.63	25,070.07	4,456.21	21,735.71	1,533.99	1,422.11	433.40 (ac)	117,139.54	63,256.34	180,395.88
Eddy, Nicholas *	Police Officer	17,921.08	39.63	1,340.51	1,429.86	491.52	0.00	1.77	9,299.27 (e)	30,523.64	10,736.13	41,259.77
Fedele, Edward	Police Captain	91,205.61	0.00	0.00	0.00	4,927.50	0.00	0.00	10,091.49 (ab)	106,224.60	41,410.45	147,635.05
Flynn, Jessica	Police Sergeant	71,491.82	876.22	22,661.96	4,941.29	8,493.83	3,592.19	1,710.03	3,357.21 (ae)	117,124.55	46,754.96	163,879.51
Frangomihalos, George	Police Officer	38,608.45	1,292.19	4,705.41	2,375.93	4,844.64	0.00	172.78	7.20 (ac)	52,006.60	34,723.70	86,730.30
Hardy, Jennifer	Police Records Clerk	20,350.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,350.18	1,556.93	21,907.11
Hudson, Edward	Police Officer	15,839.36	298.24	426.92	1,583.95	185.62	0.00	11.65	3,171.60 (ab)	21,517.34	8,545.88	30,063.22
Iworsky, Gregory	Police Officer	61,974.69	232.41	16,602.15	5,241.66	3,641.93	3,114.00	1,164.41	352.88 (a)	92,324.13	49,658.41	141,982.54
Iworsky, Heather	Police Prosecutor	72,153.05	0.00	0.00	0.00	0.00	0.00	0.00	8,150.25 (a)	80,303.30	15,113.05	95,416.35
Jenoski, Anna *	Community Svc Officer	46,160.79	0.00	0.00	0.00	0.00	0.00	0.00	8,404.80 (ab)	54,565.59	18,351.40	72,916.99
Lewis, Gerald	Police Chief	101,894.04	0.00	0.00	0.00	0.00	0.00	0.00	1,077.00 (a)	102,971.04	51,685.82	154,656.86
Mirisola, Shane	Police Sergeant	62,618.87	1,233.30	9,598.89	4,571.37	1,357.47	3,183.78	975.53	10,598.35 (ab)	94,137.56	37,954.11	132,091.67
Moore, Theresa	Police Officer	60,689.70	446.74	8,978.02	4,465.47	3,483.59	3,067.98	783.85	773.76 (a)	82,689.11	36,505.10	119,194.21

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2018 TOTAL GROSS PAY	2018 BENEFITS	2018 SALARY & BENEFITS
<u>POLICE CONT.</u>												
Tran, Ngoc *	Police Officer	46,154.33	1,458.58	5,847.73	2,612.07	1,839.44	0.00	228.17	2,362.12 (ac)	60,502.44	43,148.16	103,650.60
O'Loughlin, Philip	Police Officer	61,521.13	741.48	19,426.15	4,716.06	11,534.44	3,114.00	1,505.12	810.72 (a)	103,369.10	58,933.45	162,302.55
Smith, Bryan	Police Sergeant	72,486.62	471.72	11,536.23	5,598.82	6,581.55	3,699.96	975.73	10,616.27 (ab)	111,966.90	44,279.67	156,246.57
Surette, Stephen	Police Officer	61,085.73	934.73	20,879.40	4,224.85	14,845.38	1,533.99	1,005.29	8,411.22 (abc)	112,920.59	37,575.56	150,496.15
Van Hirtum, Christopher	Police Officer	62,890.83	222.16	13,463.15	5,319.13	12,548.72	0.00	66.46	775.92 (ac)	95,286.37	56,413.81	151,700.18
<u>DISPATCHING</u>												
Bodenrader, Brian	Part-Time Dispatcher	20,611.98	1,020.86	0.00	1,130.77	0.00	0.00	67.63	200.00	23,031.24	1,762.00	24,793.24
Cunio, Kimberly	Part-Time Dispatcher	4,276.19	110.30	0.00	0.00	0.00	0.00	0.00	0.00	4,386.49	335.56	4,722.05
Gallant, Jason	Police Dispatcher	48,607.47	493.72	5,463.29	3,619.53	0.00	2,486.80	567.44	1,293.60 (a)	62,531.85	33,163.16	95,695.01
Moltenbrey, Jesse	Police Dispatcher	48,760.71	1,792.10	15,775.87	2,993.26	0.00	2,450.05	1,648.90	407.56 (a)	73,828.45	25,116.52	98,944.97
Lemasurier, Noelle	Part-Time Dispatcher	565.58	9.24	0.00	0.00	0.00	0.00	0.00	0.00	574.82	43.98	618.80
Pelletier, Jamie	Police Dispatcher	38,516.40	671.72	3,122.55	2,563.71	0.00	0.00	95.59	6,000.00 (b)	50,969.97	15,558.05	66,528.02
Weyers-Leuchtner, Crystal	Police Dispatcher	42,820.51	640.88	7,210.22	3,112.59	0.00	0.00	155.29	8,237.00 (b)	62,176.49	18,642.92	80,819.41
<u>FIRE DEPARTMENT/EM</u>												
Arel, Travis	Firefighter	40,446.54	0.00	11,434.97	2,390.93	0.00	0.00	0.00	653.00 (a)	54,925.44	29,867.89	84,793.33
Baker, David	Firefighter	53,712.93	0.00	6,271.40	2,726.19	0.00	5,715.04	975.08	7,332.24 (ab)	76,732.88	40,536.61	117,269.49
Brady, Stephen	Deputy Fire Chief	75,665.52	0.00	0.00	0.00	0.00	0.00	0.00	28.47 (a)	75,693.99	48,060.58	123,754.57
Brown, William	Call Firefighter	365.24	0.00	146.10	0.00	0.00	0.00	0.00	0.00	511.34	7.40	518.74
Campbell, Gordon	Firefighter	57,837.88	0.00	33,075.16	3,042.78	4,337.60	4,298.78	3,021.83	12,823.39 (abe)	118,437.42	48,727.40	167,164.82
Curran, Joseph	Call Firefighter	973.83	0.00	376.15	0.00	0.00	0.00	0.00	0.00	1,349.98	103.23	1,453.21
Delaney, Scott *	Fire Lieutenant	709.44	0.00	0.00	0.00	0.00	0.00	0.00	35,047.58 (e)	35,757.02	11,280.69	47,037.71
Demarco, Ralph	Fire Lieutenant	64,663.57	0.00	30,951.47	3,449.07	425.77	6,848.38	3,693.86	3,172.12 (ae)	113,204.24	64,801.73	178,005.97
Doherty, Daniel	Firefighter	57,806.96	0.00	13,910.54	3,563.19	807.03	6,622.44	2,092.18	10,667.24 (ab)	95,469.58	40,836.61	136,306.19
Dubowik, Danielle	Firefighter	57,806.97	0.00	6,613.14	3,069.81	0.00	5,925.34	993.32	668.72 (a)	75,077.30	35,401.23	110,478.53
Dunn, Timothy	Fire Lieutenant	65,526.92	0.00	10,169.99	3,962.20	1,532.06	2,765.69	167.16	10,682.36 (ab)	94,806.38	41,000.28	135,806.66
Fisher, Paul	Firefighter	57,806.96	0.00	11,033.22	2,910.22	1,435.85	6,854.80	1,820.02	10,742.84 (ab)	92,603.91	38,442.86	131,046.77
Hildebrandt, Eric	Firefighter	56,711.73	0.00	15,979.95	3,065.29	705.47	6,273.89	2,134.98	1,594.31 (ae)	86,465.62	55,991.88	142,457.50
Kurgan, Gary	Firefighter	54,543.80	0.00	16,584.89	2,644.23	0.00	3,136.94	1,046.50	15,912.96 (ab)	93,869.32	40,521.13	134,390.45
Lundergan, Charles	Firefighter	57,806.95	0.00	14,593.91	2,888.58	0.00	3,601.68	1,092.20	5,336.28 (ab)	85,319.60	36,731.63	122,051.23
Marquis, Angela	Fire Secretary	41,032.49	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00 (b)	47,032.49	12,241.88	59,274.37
McPherson, Thomas	Fire Chief	101,894.05	0.00	0.00	0.00	0.00	0.00	0.00	4,177.01 (ae)	106,071.06	61,661.17	167,732.23
Merrill, William	Firefighter	57,863.11	0.00	14,446.26	2,910.22	159.59	4,298.78	1,320.78	8,984.82 (abe)	89,983.56	37,163.35	127,146.91
Moltenbrey, Jay	Fire Lt.(Ret.)/Call FF	6,578.02	0.00	2,861.32	591.20	0.00	0.00	0.00	35,471.76 (e)	45,502.30	17,168.29	62,670.59
Morgan, Edward	Assistant Fire Chief	87,004.34	0.00	0.00	0.00	0.00	0.00	0.00	14,237.25 (ab)	101,241.59	34,168.43	135,410.02
Nault, Diana	Firefighter	57,806.98	0.00	13,770.90	3,531.90	0.00	4,298.78	1,289.29	719.66 (a)	81,417.51	47,049.13	128,466.64
Robertson, Patrick	Firefighter	57,806.91	0.00	18,073.26	2,910.22	159.59	3,136.94	1,149.60	682.40 (a)	83,918.92	47,895.04	131,813.96
Savard, Scott	Fire Lieutenant	62,115.62	0.00	19,424.93	3,109.48	0.00	5,746.42	2,106.82	10,691.36 (ab)	103,194.63	43,696.13	146,890.76
Sliver, Jason	Fire Lieutenant	61,742.85	0.00	15,549.92	3,089.86	471.89	7,745.18	2,412.83	8,677.64 (ab)	99,690.17	40,473.16	140,163.33
Specian, Michael	Firefighter	57,806.94	0.00	27,825.99	3,069.81	2,312.56	3,601.68	2,057.07	5,741.21 (ab)	102,415.26	52,386.29	154,801.55
Taylor, Robert	Firefighter	57,809.95	0.00	5,995.47	3,123.00	0.00	2,439.85	385.75	697.88 (a)	70,451.90	43,363.98	113,815.88
Zins, Scott	Firefighter/Mechanic	58,847.86	0.00	20,986.52	3,340.25	2,405.27	6,147.62	2,032.81	12,365.59 (abe)	106,125.92	44,652.57	150,778.49
Zins, Zacharey	Firefighter	43,437.17	0.00	3,424.29	2,048.77	0.00	0.00	0.00	328.00 (a)	49,238.23	16,765.19	66,003.42
<u>COMMUNITY DEV</u>												
Arsenault, Brian	ZBA/Code Enforcement	28,056.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,056.24	3,549.24	31,605.48
Brodeur, Anitra	Minute Taker	3,620.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,620.00	277.03	3,897.03
Gregory, Richard	Planning Director	68,937.35	0.00	0.00	0.00	0.00	0.00	0.00	6,457.20 (ab)	75,394.55	20,826.60	96,221.15

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2018 TOTAL GROSS PAY	2018 BENEFITS	2018 SALARY & BENEFITS
<u>COMMUNITY DEV CONT</u>												
Mallett, Renee	Minute Taker	3,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,400.00	260.10	3,660.10
McGuire, Michael	Building Inspector	75,907.53	0.00	330.14	0.00	0.00	0.00	0.00	8,914.55 (ab)	85,152.22	20,848.99	106,001.21
Roy, Anita	Community Dev. Clerk PT	24,960.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,960.68	1,909.46	26,870.14
Soucy, Ron	Building Inspector Temp.	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00	84.15	1,184.15
Suech, Julie	Community Dev. Clerk	42,325.87	0.00	0.00	0.00	0.00	0.00	0.00	8,006.40 (ab)	50,332.27	18,491.37	68,823.64
Suwirjo, Gordon *	Student Intern	605.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	605.00	46.29	651.29
Norman, Rex	Community Dev Director	88,004.21	0.00	0.00	0.00	0.00	0.00	0.00	396.00 (a)	88,400.21	43,426.23	131,826.44
Zelonis, J Timothy	Building Inspector Temp.	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00	84.15	1,184.15
<u>SOLID WASTE</u>												
Chartier, Craig	Solid Waste Operator 2	3,635.45	0.00	0.00	171.08	0.00	0.00	0.00	833.00 (b)	4,639.53	721.71	5,361.24
Dobson, Robert	Solid Waste Operator 2	5,425.67	0.00	0.00	623.72	0.00	0.00	0.00	11,668.71	17,718.10	14,052.82	31,770.92
Holm, Wayne	Solid Waste Operator 2 PT	43,184.03	0.00	59.63	407.24	0.00	0.00	0.00	400.00	44,050.90	2,841.37	46,892.27
Hussey, Mark	Solid Waste Operator 2 PT	26,223.62	0.00	85.05	181.43	0.00	0.00	0.00	200.00	26,690.10	2,041.73	28,731.83
Senibaldi, Dennis	General Services Manager	67,305.35	0.00	0.00	0.00	0.00	0.00	0.00	474.52 (a)	67,779.87	39,344.20	107,124.07
Williams, Gary *	Solid Waste Operator 2 PT	16,979.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,979.69	1,298.89	18,278.58
<u>ROADS</u>												
Beauchesne, Ronald	Temporary Laborer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Finch, Aaron	Temporary Laborer	4,433.71	0.00	595.79	0.00	0.00	0.00	0.00	0.00	5,029.50	384.76	5,414.26
Gagne, Brian	Temporary Laborer	36,026.91	0.00	1,286.23	0.00	0.00	0.00	0.00	0.00	37,313.14	2,854.50	40,167.64
Hindes, Steven	Highway Laborer	45,430.53	0.00	7,538.84	0.00	0.00	0.00	0.00	4,298.98 (a)	57,268.35	30,148.55	87,416.90
Houle, Alain	Temporary Laborer	1,435.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,435.36	109.79	1,545.15
McCartney, John	General Services Director	97,042.43	0.00	0.00	0.00	0.00	0.00	0.00	4,894.41 (ae)	101,936.84	38,751.44	140,688.28
Spaziano, James *	Highway Laborer PT	186.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	186.77	23.63	210.40
<u>RECREATION</u>												
Boormeester, Kristina	Park Ranger	2,485.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,485.21	190.11	2,675.32
Chu, Madelyn	Lifeguard	1,031.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,031.78	78.92	1,110.70
Dibona, Kristyna	Lifeguard	5,538.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,538.26	423.68	5,961.94
Grubbs, Samantha	Lifeguard	4,694.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,694.44	359.15	5,053.59
Haas, Cheryl	Parks & Recreation Director	63,570.12	0.00	0.00	0.00	0.00	0.00	0.00	41.40 (a)	63,611.52	23,159.71	86,771.23
Hare, Amanda	Lifeguard	4,297.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,297.81	328.77	4,626.58
Harris, Shailey	Lifeguard	3,095.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,095.28	236.78	3,332.06
Hopkins, Connor	Lifeguard	2,097.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,097.94	160.49	2,258.43
Lutz, Paul	Park Ranger	11,139.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,139.10	852.04	11,991.14
Mader, Brian	Lifeguard	4,019.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,019.03	307.44	4,326.47
Merchant, Andrew	Lifeguard	4,328.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,328.25	331.11	4,659.36
Richard, Meredith	Lifeguard	2,959.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,959.52	226.42	3,185.94
<u>LIBRARY</u>												
Brikatis, Sylvie	Co-Asst Director	65,673.31	0.00	0.00	0.00	0.00	0.00	0.00	8,078.52 (ab)	73,751.83	23,013.29	96,765.12
Bushell, Cynthia	Library Assistant PT	29,557.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,557.20	3,738.98	33,296.18
Duve, Cathy	Library Assistant PT	17,909.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,909.80	1,370.12	19,279.92
Frey, Karen	Senior Assistant	54,034.16	0.00	0.00	0.00	0.00	0.00	0.00	8,039.88 (ab)	62,074.04	20,753.52	82,827.56
Heidenblad, Carl *	Director	91,094.67	0.00	0.00	0.00	0.00	0.00	0.00	762.00 (a)	91,856.67	25,677.42	117,534.09
Houde, Jo-Ann	Library Assistant PT	17,801.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,801.43	1,361.84	19,163.27
Kingsley, Maureen	Library Assistant PT	13,472.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,472.52	1,030.64	14,503.16
Lord, Patrick	Library Assistant PT	2,072.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,072.18	158.49	2,230.67
Mayr, Diane	Co-Asst Director	57,464.14	0.00	0.00	0.00	0.00	0.00	0.00	2,625.21 (ae)	60,089.35	21,256.61	81,345.96

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2018 TOTAL GROSS PAY	2018 BENEFITS	2018 SALARY & BENEFITS
<u>LIBRARY CONT</u>												
McCue, Angela	Lead Children's Librarian	62,553.44	0.00	0.00	0.00	0.00	0.00	0.00	118.68 (a)	62,672.12	21,820.45	84,492.57
Miloro, Michael	Library Assistant PT	13,055.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,055.44	998.72	14,054.16
Montgomery, Laura	Library Assistant PT	28,195.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,195.94	2,157.05	30,352.99
Nagle, Barbara	Library Assistant PT	28,031.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,031.10	2,144.44	30,175.54
Rittenhouse, Elaine	Tech. Services Librarian	59,581.49	0.00	0.00	0.00	0.00	0.00	0.00	494.40 (a)	60,075.89	21,264.10	81,339.99
Rodgers, Bailey *	Library Assistant PT	4,174.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,174.68	319.37	4,494.05
Ryan, Catherine	Library Assistant PT	70.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.24	5.37	75.61
Savukinas, Christine	Library Assistant PT	3,081.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,081.95	235.76	3,317.71
Schroeter, Maria	Tech. Services Librarian	56,750.35	0.00	0.00	0.00	0.00	0.00	0.00	35.88 (a)	56,786.23	37,269.24	94,055.47
Vigezzi, Nancy	Tech. Services Librarian	60,781.82	0.00	0.00	0.00	0.00	0.00	0.00	158.40 (a)	60,940.22	30,995.29	91,935.51
Williams, Sarah *	Library Assistant PT	14,616.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,616.58	1,118.21	15,734.79
<u>SEARLES SCHOOL</u>												
Kadish, Cristy	Facilities Coordinator	10,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,350.00	791.83	11,141.83
Markham, Donna *	Facilities Coordinator	471.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	471.37	36.07	507.44
<u>VAN DRIVERS</u>												
Coish, Barbara	Van/Car Driver PT	3,630.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00 (d)	3,630.88	267.39	3,898.27
Lahey, David	Van/Car Driver PT	372.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	372.03	28.45	400.48
Marsden, Charles	Van/Car Driver PT	1,550.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00 (d)	1,550.87	108.23	1,659.10
Root, Dennis	Van/Car Driver PT	3,942.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,942.81	301.65	4,244.46
Valente, Bradford	Van/Car Driver PT	878.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	878.22	67.19	945.41
Woll, Denise	Van/Car Driver PT	192.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	192.11	14.70	206.81
<u>CABLE</u>												
Case, Thomas	Videographer	1,555.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,555.00	119.07	1,674.07
McLaughlin, Kelly	Cable Coordinator	59,605.15	0.00	4,788.76	0.00	0.00	0.00	0.00	19.20 (a)	64,413.11	28,421.51	92,834.62
Nolan, Thomas	Videographer	1,275.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,275.00	97.63	1,372.63
Viel, Matthew	Videographer	135.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135.00	10.34	145.34
		5,510,776.28	21,359.30	609,790.30	152,019.00	166,522.93	130,424.59	49,251.61	468,853.94	7,108,997.95	2,934,929.58	10,043,927.53

FOOTNOTES:

* - Individual who left employment with Town before the end of 2018

** 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.

VENDOR PAYMENTS 2018

Vendor Name	2018 Payments
16 London Bridge Rd LLC	1,601.12
183 Rockingham Road LLC	4,357.81
1st Responder Newspaper	80.00
22 Roulston Road, LLC	5,080.22
2-Way Communications Svc., Inc.	7,220.63
A & R Masonry, LLC	7,313.00
A Safe Place	2,000.00
AAA Police Supply	9,157.00
AAA Pump Service, Inc.	2,408.94
Access AV, LLC	24,538.00
Accurate Tree Service, LLC	1,100.00
Ace Printing Company	200.00
ACOANH	80.00
Acorn Recording Solutions, Inc.	1,350.00
Adam, Richard K	600.00
Adamson Industries Corp	742.70
AECOM Technical Services, Inc.	7,588.92
Aids Response-Seacoast	525.00
Air Cleaning Specialists of New England LLC	2,039.00
Airgas USA, LLC	2,932.84
Albertsons Safeway	10,966.99
Alexander's Detailing	50.00
All Covered	1,371.84
Allen Ventures	318.00
Alliance for Community Media	250.00
Alliance Mechanical, Inc.	102,420.00
Alpine Software Corp.	3,698.35
Alternative Communications Service Corp	2,797.50
American Arbitration Association	275.00
American Flagging & Traffic	4,004.02
Amric Power Sweeping	16,000.00
Anakalia SUP	3,487.00
Anco Signs & Stamps, Inc.	27.00
Anderson, Stanley W Jr	250.00
ANHPEHRA	15.00
Antista, Jeffrey	380.10
APP Imprints, LLC	131.75
Appalachian Events	3,743.00
Applied Industrial Technologies	40.20
Arel, Travis	40.00
Arrow International, Inc.	560.66
Arsenault, Brian	12.00
ASCAP	348.00
Atkinson Patrol Officers Assn.	45.00
Atlantic Broom Service, Inc.	300.00
Atlas PyroVision Entertainment Group, Inc.	6,500.00
Audio Editions	224.44
Autofair Ford of Haverhill	996.12
AutoFair Ford, LP	68.67
Axon Enterprise, Inc.	8,234.00
B & H Oil Co., Inc.	52,816.14
Baker, Christopher L & Lindsay D	5,001.52
Bangor Savings Bank	63,240.83
Barco Products	171.15
Barta, Evan	480.00
Bartlett, Earl	18,645.27
Bates, David	52.70
Bauchman's Towing, Inc.	2,440.75
BB&T Mortgage	5,024.00
Beaumont & Campbell Professional Assoc.	47,492.57

Vendor Name	2018 Payments
Belanger, Mark	1,000.00
Bellemore Property Svcs., LLC	30,705.00
Bellia, Emily	70.00
Benefit Strategies Claims Funding	13,266.89
Ben's Uniforms	8,618.00
Benz Electric	30.00
Bergeron Protective Clothing LLC	12,253.94
Best of the Best Cleaning & Services, Inc.	97,247.50
Big Brothers Big Sisters of Gr. Nashua, Inc.	500.00
Blackstone Audio Books	7,012.44
Blakes Mobile Marine	1,016.65
Blazing Saddles Mowing Svcs., LLC	21,800.00
Bliss, Bryan	375.00
Blue Book	40.90
Bobcat of New Hampshire	449.11
Body Armor Outlet, LLC	398.38
Boermeester, Tina	237.07
Bolduc, Michael	5,810.00
Boston Mutual Life Ins. Co.	84,815.35
Bottai, Nicole	125.17
Bound Tree Medical LLC	14,357.74
Boyden's Landscaping	141,557.00
Boyers Auto Body & Sales, Inc.	3,051.21
Brady, Stephen	33.60
Breezy Gale Village District	19,062.00
Bridges: Domestic & Sexual Violence Support	1,000.00
Briggs, Kathleen	33.36
Brikiatis, Sylvie	927.24
Brodart Co.	351.15
Brox Industries, Inc.	251,955.40
Bulldog Fire Apparatus, Inc.	4,054.65
Bunce Industries, LLC	45.40
Bushell, Cynthia	113.69
Calamari, Alan & Laura	41.60
Canon Solutions America, Inc.	41.63
Capasso, James T & Meghan	516.62
Capuano, Stephen	6,808.00
Caron, Michael C	420.00
Carparts Distribution Center, Inc.	1,179.33
Cartographic Associates, Inc.	6,350.00
Cartridge World	2,339.56
Casco Food Equip. Service	683.49
Casella Waste Services, Inc.	1,769.72
Castleton	14,911.60
Center for Life Management	4,400.00
Central Loan Administration	4,505.05
Central Mortgage Company	4,845.00
Central Paper Products Co.	9,812.00
Channing Bete Company, Inc.	544.45
Chappell Tractor	1,956.95
Chappell Tractor East LLC	59.11
Chase	6,885.00
Child and Family Services of NH	1,000.00
Childscapes	64.53
Christenson, Aaron	30.00
Ciavattone, Paul	56.00
Cisco Systems Capital Crp	2,701.21
Citizens Bank	64,882.57
Citizens One Home Loan	684.00
CivicPlus, Inc.	9,000.00

Vendor Name	2018 Payments
CJ Miers & Son, LLC	76.00
Clark, Daniel	32.64
Clean Drains	650.00
Cleaning Police, LLC	700.00
CMA Engineers, Inc.	2,407.09
Coach K's NH Tennis Hub, LLC	7,392.36
Cochran, Kathleen	6,500.00
Cognitive&Behavior Therapies of Newburyport	800.00
College Bound Movers	1,384.79
Comcast	7,741.86
Commonwealth USA Settlements, LLC	441.60
Community Caregivers of Gr. Derry	3,500.00
Conley, Howard J	400.00
Conlon Products, Inc.	123.00
Connecticut Environmental Health Assn., Inc.	269.00
Consolidated Communications	15,839.75
Continental Paving Inc	224.40
ConvenientMD LLC	1,175.00
Conway Office Products, Inc.	3,706.52
Cordaro, James	4,020.00
Country Press, The	4,683.53
County Treasurer	2,531,334.00
Court Appointed Special Advocates	1,000.00
Courtois, Matthew	49.64
Covanta Energy LLC	397,417.95
Cowette P + H	160.00
Crane Division Naval Surface Warfare Center	600.00
Cronin, Bisson & Zalinsky, P.C.	89.00
Crystal Rock Bottled Water	4,844.54
Currier Homes of Windham, LLC	327.92
Cypress Information Services LLC	231.53
Cyr Lumber Co., Inc.	7,875.93
Daniels Equipment Company, Inc.	326.73
Darth MAO, LLC	2,232.00
DatabaseUSA, LLC	1,245.00
Dawe, Dan	4,511.27
DDA Professional Truck Services	190.69
Degroot, Robert	199.00
Dell Fire Store	1,130.06
Dell Marketing L.P.	1,077.40
DeLong, Eric	34.97
DeLuca, William & Marion	8,550.00
DEM Electric	21,759.59
Demco, Inc.	1,330.99
Derry, Town of	104,539.00
Design A Brick	2,880.00
Detailing by Pat, LLC	2,400.00
Devaney, Sean	7,880.00
Devlin Construction, Inc.	61,450.75
Diazit Company, Inc.	148.89
DiNapoli Polygraph Services	1,200.00
DiPrima, Chuck	108.00
Disc-Go Entertainment	600.00
Ditech Outsourcing	3,171.00
DJ Rogers Collision Center, LLC	2,902.66
Dodge Grain Co., Inc.	383.25
Dog Waste Depot	241.97
Doherty, Daniel	2.84
Donahue, Tucker & Ciandella, PLLC	7,796.74
Donigian Properties, LLC	2,407.86

Vendor Name	2018 Payments
Donovan Equipment Co., Inc.	775.99
Donovan Spring Co., Inc.	5,120.29
Dot Square, LLC	139.53
Drivers License Guide Company	43.90
Drummond, Woodsum & McMahon Attys. at Law	2,045.69
Ducharme, Ronald & Norma	200.00
Duncan, Jeffrey C	6,750.00
Dunn, Timothy	75.00
Dyson, John C	1,000.00
Dzierlatka, Jason	407.60
E & J Auto Parts II, Inc.	408.35
E Nickerson Association	651.41
Eadie, Valerie	290.63
Eagle Tribune Publishing Co	765.00
Earthlink Business	8,409.23
East Coast Emergency Outfitter	305.93
Eastern Analytical, Inc.	4,511.66
Eaton, Gail	2,430.00
Ebsco Industries, Inc.	1,872.00
ECI Systems, LLC	723.50
eCity Systems, LLC	1,255.07
Eddie's Saw Service	329.50
Edward N Herbert Assoc, Inc.	16,387.72
Elm USA, Inc.	352.00
EMS PRO, Inc.	250.00
EMSAR Northeast EMS Enterprises, Inc.	671.57
Engraving, Awards & Gifts	658.50
Ernie's Garage, Inc.	936.49
Esco Awards	689.50
ESRI, Inc.	500.00
Eversource	126,471.09
F.A. Bartlett Tree Expert Company	3,995.00
FairPoint Communications, Inc.	1,410.31
Farmer, Frank	111.00
Faronics Technologies USA, Inc.	355.00
Fastenal Company	346.80
FB Hale, Inc.	750.00
Federal Eastern International	2,989.92
Field Works of New Hampshire	4,000.00
Figlioli, Dave Sr.	4,000.00
Filadoro, Tanya	70.00
Fire Engineering	26.00
Fire Safety Education	1,999.35
First Class Glass	220.00
Fisette Small Engine, LLC	300.18
Fisher, Paul S	20.00
Flag Store USA	852.31
Flagworks Over America, LLC	32.95
Fleet Ready Corp.	12,466.73
Fleetpride, Inc.	2,090.99
FleetScreen, Ltd.	869.00
Ford Flower Company	250.00
Ford of Londonderry	855.52
Formax	458.50
Forrence, Cynthia	70.50
Freightliner of New Hampshire, Inc.	1,718.26
Frey, Karen	270.27
Future Supply Corp	2,949.21
Galeton	57.80
Gary Bloom Sales, Inc.	315.00

Vendor Name	2018 Payments
Gaylor Bros.	111.19
George E. Sansoucy, PE, LLC	6,592.21
Gill, Jason	29.94
Girls on the Run NH	4,392.36
Glaser, David & Cara	523.00
GMILCS, Inc.	36,244.00
Gold Title, PC	1,876.00
Goulet Computer Consultants, Inc.	1,234.00
GovConnection, Inc.	550.49
Gr. Derry Community Health Services, Inc	2,500.00
Gr. Derry Londonderry Chamber of Commerce	199.00
Gr. Salem Chamber of Commerce	239.00
Graham, Stephen & Lisa	211.53
Granite Industrial Gases, Inc.	221.00
Granite State Analytical	105.00
Granite State Glass	516.00
Granite State Minerals Inc	29,123.44
Granite State Music Therapy, LLC	909.00
Granite State Stamps, Inc.	35.55
Granite YMCA, The	3,963.57
Grappone Automotive Group	32,792.00
Green Insurance Associates	953.00
Greenleaf, Daniel E	140.00
Greenwood Emergency Vehicles, Inc.	557.09
GreenWorks, Inc.	72,271.62
Gregory, Richard	399.66
GTP Enterprises	7,526.10
H&B Homes Corp.	87.76
Haas, Cheryl	987.33
Hale, Dennis	600.00
Hannon, Lorene	40.00
Harrison Shrader Enterprises	12,305.92
Hatfield Brothers Mechanical LLC	285.00
HB Communications, Inc.	5,200.00
HealthTrust	1,230,588.17
Heg 48 Lowell Road, LLC	4,431.90
Heidenblad, Carl	141.96
Hernandez, Francisco & Idilda	31.77
Higgins Office Products, Inc.	465.56
Hildebrandt, Eric	60.00
Hoehn, Oscar Jr	20,092.50
Holland, Kristy	335.00
Holm, Wayne	101.79
Horizon Medical Products	450.00
Howard P Fairfield, LLC	2,969.24
Hoyle Tanner & Associates, Inc.	2,735.99
Hudson Home Health, Inc.	179.95
Hudson Quarry Corp	3,289.95
Hunt, Kathleen	438.15
Hunter Systems Group, Inc.	299.00
Ideal Business Machines, Inc.	102.00
Inception Technologies Inc.	22,112.29
Indian Rock Office Park II, LLC	3,283.25
Industrial Protection Services	17,906.15
Industrial Traffic Lines, Inc.	5,031.57
Infinite Graphic Resources	2,726.00
International Assn. of Assessing Officials	360.00
International Assn. of Chiefs of Police	525.00
Interstate Arms Corp	7,913.87
Interware Development Company, Inc.	6,924.30

Vendor Name	2018 Payments
Iworsky, Greg	525.51
Iworsky, Heather	369.30
Jenkins, Kate	187.50
Jillimore, Troy	536.00
JJM Auto & Fleet Service	3,697.38
JLM Office Innovators	1,164.00
JN Nursery, LLC	51,091.57
Johnny Ray, LLC	43.90
Johnson, Stephen & Laura	24,000.00
Johnson, William	145.00
Johnson, William D.	965.00
Jordan Equipment Co.	3,254.78
Joseph Raboin & Co.	3,210.00
JSI Research & Training Institute, Inc.	50.00
Julian, Tim	1,400.00
Jungkman, Laura	225.00
Keach-Nordstrom Associates, Inc.	53,846.14
King Information Systems, Inc.	81.87
Kingsley, Maureen	1.00
Kleinfelder, Inc.	56,800.00
Klemm, Barbara Ann	48.00
Knoblock, Glenn	300.00
Kofile Technologies, Inc.	3,184.00
Konica Minolta Premier Finance	3,415.78
Lane, David	2,971.00
Launch Nashua	2,200.00
Law Office of Joseph A. Torra	3,018.67
Law Office of Paul M. Russell, LLC	402.69
Law Office of Richard Shea, PC	511.00
Legend Data Systems, Inc.	30.10
Leon J. Christian & Sons	6,195.00
Let's Play Music and Make Art, LLC	262.23
Leveille, Roger	5,910.00
LexisNexis Risk Data Management, Inc.	1,437.64
LHS Associates Inc.	12,785.45
Liberty Int'l Trucks of NH, LLC	874.87
Liberty Law & Title LLC	409.79
Liberty Utilities	8,605.61
Librarica LLC	238.80
LibraryInsight, Inc.	895.00
Lighting Retrofit Services, Inc.	22,536.38
Lowell Lock & Key, Inc.	140.00
Lucas, Mark L	89.00
Lundergan, Charles J. III	60.00
Luther, Neal	21,021.00
Lutz, Paul	15.00
Lynn Card Company	96.95
MacDonald, James	28.13
Mach 5 Group, LLC	2,625.33
Mackenzie, Lloyd	5,771.25
MacThompson Realty, Inc.	7,267.25
MailFinance	4,255.20
Mailings Unlimited	7,302.31
Malia, Hamir P	926.00
Mansfield, Jon	250.00
Manthorne, Jean S	1,795.19
Manzi, Bonanno & Bowers Attys. at Law	1,065.40
Markham, Donna	99.98
Marquis, Angela M	31.99
Mashimo, Eileen	1,561.00

Vendor Name	2018 Payments
Mashop Development LLC	586.25
Massachusetts Municipal Assn.	250.00
Massachusetts, Commonwealth of	10.30
Mausolf, Lisa B	3,000.00
Max Finkelstein, Inc.	6,056.40
Maynard, Joseph & Martha	260.00
McCue, Angela J	145.93
McDevitt Trucks, Inc.	142.60
McIntire Business Products	442.75
McNamara, Carole	75.00
Mechanical Construction & Svcs., Inc.	20,810.55
Medicus Management Services, LLC	10,036.79
Merrill, William	15.00
Methuen Cooperative Bank	2,444.00
Methuen Festival of Trees	800.00
MHF Design Consultants, Inc.	388.00
Michelle's Menagerie, LLC	350.00
Mid Atlantic Trust Company	5,182.01
Mirisola, Shane	6,838.00
Moeckel Pond Village District	2,127.00
Monks & Frazier, LLC	2,500.00
Monroe, Sally	850.00
Moore Industrial Hardware, Inc.	172.47
Moore Medical, LLC	230.71
Moore, Terry	12.07
Moran's Recycling, LLC	4,532.50
Moreau, Julien F.	100.00
Morningstar, Inc.	1,260.00
Morris, Michael J	2,980.00
Motorola	434,243.52
M-R Land Excavation, Inc.	12,150.00
Municipal Graphics, Inc.	3,933.72
Municipal Resources, Inc.	99,119.58
Murray, Susan	600.00
MVP Home Improvements	21,031.00
Napa Estates at Dunraven, LLC	127,333.75
Nation Wide Ladder & Equipment Co	139.95
National Fire Protection Assn..	1,495.00
Nault's Windham Honda	23.24
NEACTC	10.00
NeoFunds	16,680.49
Neptune Uniforms & Equipment, Inc.	203.15
Nesmith Library Board of Trustees	85,183.33
NESPIN	100.00
Neverett's Sew & Vac, Inc.	193.90
New England Assn. of Chiefs of Police, Inc.	60.00
New England Mechanical Associates, Inc.	8,957.12
New England Sports Floors	2,400.00
New Hampshire Hydraulics, Inc.	700.00
Newman, Howard	450.00
NewsBank, Inc.	6,405.00
NH Assn. of Assessing Officials	115.00
NH Assn. of Chiefs of Police, Inc.	150.00
NH Assn. of Conservation Commissions	649.00
NH Assn. of Fire Chiefs	39.00
NH City & Town Clerks Assn.	295.00
NH GFOA	70.00
NH Health Officers Association	105.00
NH Library Trustees Association	455.00
NH Local Welfare Administrators Assn.	40.00

Vendor Name	2018 Payments
NH Motor Transport	491.00
NH Municipal Management Assn.	100.00
NH OSI	330.00
NH Preservation Alliance	3,060.00
NH Recreation & Park Association	175.00
NH Retirement System	2,046,642.45
NH State Library	1,190.00
NH Tax Collectors Association	120.00
NHLEAP	125.00
NHMA, Inc.	15,547.00
NHPWMA	25.00
NHTCA/NHCTCA Joint Certification Program	260.00
Nichols, David W	25.77
Nobis Engineering, Inc.	42,793.72
Norman, Rex A	713.39
Normandin, Timaree	994.15
Normington, Joan	934.62
North Conway Grand Hotel	489.00
North of Boston Media Group	3,560.00
North Shore Axle and Machine, Inc.	670.50
Northeast Door Corp	639.73
Northeast Electrical Distributors	366.88
Northshore Trailer & Susp, LLC	6,636.15
Northway Bank	194,531.06
Northwood Photography, LLC	1,804.00
Nottingham, Town of	250.00
NRSWMD	8,713.43
Nutfield Publishing, LLC	90.00
Occupational Health Svcs of PRH, LLC	1,814.00
Office of Victim/Witness Assistance	50.00
O'Loughlin, Phil	44.20
Omni Services Inc.	146.25
One Beat CPR Learning Center, Inc.	1,965.00
Overhead Door Company	2,799.00
Palinni, Susan & Romolo	211.53
Palmer Gas Co., Inc.	44,175.41
Pancoast, Judy	500.00
Panella, Shannon	70.00
Pantano, Kenneth	75.00
Park Street Foundation	6,229.00
Parker, Cindy	75.00
Patel, Himanshu & Jagruti	215.05
Pathway Vet Alliance Holding, LLC	142.00
Pat's Key 'N' Lock	3,333.05
Paul the Plumber	4,292.01
Peabody, Brett	29.97
Penny Mac	5,648.00
Perfect Creations Landscape & Hardscape, LLC	12,082.50
Perry, D S	75.00
Peter DeSalvo Contracting, LLC	62,300.00
Pete's Tire Barns, Inc.	4,785.40
Petty Cash - Police Department	241.78
Phillip J Enterprises, Inc.	7,945.05
Physio-Control, Inc.	6,239.55
Pianoarts, Inc.	159.00
Pierce Atwood LLP	900.00
Pike Industries, Inc.	128.80
Pinnacle Towers, LLC	5,453.70
Pliskin, Doris & Robert	31,429.90
Plodzki & Sanderson, PA	15,321.50

Vendor Name	2018 Payments
Plourde Sand & Gravel Co., Inc.	23,241.27
Polumbo, Scott	28,000.00
Popovici-Muller, Daniel	299.99
Port One Architects, Inc.	17,500.00
Portland Stone Ware Co., Inc.	3,887.00
PowerPhone, Inc.	618.30
Prime Butcher	1,093.37
Primex	126,863.00
Primex - Unemployment Compensation Div.	1,976.00
Primex - Workers' Compensation Div.	221,944.00
PT Research, Inc.	640.00
Putney Press	54.95
Quicken Loans	250.00
Quicksilver Title & Escrow LLC	552.00
R&D Paving, Inc.	502,964.69
Ransmeier & Spellman, PC	4,702.98
Raymond, Phillip	132.00
Recorded Books	2,500.00
Red Jacket Mountain View	397.00
Reeby, Dawn	1,150.00
ReEnergy Recycling Operations LLC	89,135.42
Reliable Appliance Service	194.00
RGA Tire and Auto Repair, Inc.	6,438.22
Rice, Wanda	32.76
Richards, Bernice	665.88
Rittenhouse, Elaine	51.23
Rittenhouse, Kristen	15.00
Road Runner LLC	7,100.13
Robert Bates, Inc.	3,192.50
Robertson, Ruth	174.95
Robinson, Gayle	174.00
Rockingham Boat Repair & Sales, Inc.	130.00
Rockingham Community Action	6,540.00
Rockingham County Chiefs of Police Assn.	75.00
Rockingham County Registry of Deeds	689.52
Rockingham Emergency Veterinary Hospital	116.71
Rockingham Nutrition & Meals on Wheels	3,700.00
Rockingham Truck Repair, LLC	7,950.16
Rokel, Kacie	70.00
Root, Dennis	20.00
Round Star, LLC	4,525.82
RTM Communications Inc	7,427.32
RTN Federal Credit Union	5,728.00
Rubery, Daniel	73.20
Russ McQueen Entertainment	400.00
RWRL, LLC	10,598.32
Ryan, Christine	145.00
S&F Communications, LLC	2,724.61
S&S Metals Recycling, Inc.	400.00
Safelite Fulfillment, Inc.	317.89
Salem Co-operative Bank	1,171.00
Salem NH, Town of	440.00
Salem Sign Co.	580.00
Sanel Auto Parts Co.	9,378.17
Sanel NAPA Salem	390.10
Santander Leasing, LLC	21,733.59
Savard, Scott	20.00
Savoia, Nicole	68.98
Sawyer Educational Services	150.00
Schwinn, Erich	70.00

Vendor Name	2018 Payments
Scrubadub Auto Wash Centers, Inc.	746.50
Seacoast Child Advocacy Center	1,250.00
Secondwind Water Systems, Inc.	750.00
Secretary of State	225.00
Sewah Studios, Inc.	1,575.00
SFC Engineering Partnership, Inc.	22,336.00
Shattuck, Daniel	1,629.43
Shea Concrete Products, Inc.	735.00
Showtime Computers & Supplies Co.	697.35
Signarama of Concord	550.00
Signs Now NH	460.00
Simard Gas & Oil	259.90
Simpson's, Inc.	46.86
Sirchie Finger Print Laboratories	258.88
Sister City Committee	500.00
Smith, Bryan	224.10
Solar City	80.00
Southeast Land Trust of NH	302.68
Southeastern NH Haz-Mat Mutual Aid District	9,213.52
Southern NH Planning Commission	9,672.07
Southern NH Special Operations Unit	5,000.00
Southworth-Milton, Inc.	60.65
Specian, Michael	60.00
Spiller's	1,851.18
Spok, Inc.	117.19
Stanley Elevator Company, Inc.	4,047.89
Staples Business Advantage	7,187.34
State of NH - Dept. of Safety	336.00
State of NH - Fish & Game/OHRV Registry	13,412.50
Stateline Waste Management	7,109.97
Stephens-Marquis Associates, Inc.	1,500.00
Stone, Frank	75.00
Stratham Tire, Inc.	6,244.42
Suburban Wildlife Control, LLC	9,320.00
Sullivan Tire Co	1,128.87
Sullivan, David	735.00
Sun Trust	2,837.00
Sunrise Packaging, Inc.	184.15
Supreme Rental Housing, LLC	26,545.00
Surette, Stephen	225.02
Sweet Landscaping, LLC	1,165.00
Sweeney, Jamie	145.00
Sweeny, John & Denise	452.00
Sycamore, Jonathan & Leary, Jocelyn	105.18
SymbolArts	415.00
Tape Services, Inc.	489.50
Tarr, William & Meghan	11,974.73
Tate Brothers Paving Co., Inc.	9,005.00
Tax-Exempt Leasing Corp.	25,505.52
Taylor New England Equip., Inc.	2,617.65
Taylor, Robert	15.00
Taylor, Stephen H.	600.00
Telephone Systems Efficiency, Inc.	4,207.50
Terminix Processing Center	420.00
Theodhosi, Marie	5,916.00
Thompson's Sewer Service, Inc.	3,040.00
Thomson Reuters-West Publishing Corp.	1,262.46
Thornton Law Office	313.00
Tidewater Catering Group LLC	242.00
Tieman, Michelle	200.00

Vendor Name	2018 Payments
Tilton-Northfield Professional FF Local 4659	450.00
TMDE Calibration Labs, Inc.	828.02
Tramontozzi, Anthony	18,105.00
Tran, Ngoc	13.60
Treasurer, State of NH - Dept. of Agriculture	5,917.50
Treasurer, State of NH - Dept. of Environmental Svcs	2,218.48
Treasurer, State of NH - Dept. of Labor	200.00
Treasurer, State of NH - Other	47,939.84
Treasurer, Trustee of Trust Funds	99,258.12
Tri-State Fire Protection, LLC	1,702.38
TriState Generators, LLC	3,800.68
TriTech Software Systems	12,483.75
TST Hydraulics, Inc.	143.48
Tyler Business Forms	354.98
Tyler Technologies, Inc.	76,042.27
Union Leader Corp	1,823.35
United Business Machines	992.61
United Rentals (North America), Inc.	1,583.83
United Site Services, Northeast, Inc.	5,233.20
UPS Store, The	23.76
US Construction Fabrics, LLC	51.00
US Postal Service	41.00
US Water Consultants, Inc.	10,197.00
Varidesk, LLC	890.00
Verizon Wireless	20,740.21
Vermont Recreational Surfacing & Fencing, Inc.	9,763.00
Vision Government Solutions, Inc.	5,670.00
Walkey, Richard	33.44
WB Mason Company, Inc.	3,843.18
WD Perkins Fire Pump Specialist	1,808.07
Weston & Sampson Engineers, Inc.	11,340.00
WEX Bank	40,210.30

Vendor Name	2018 Payments
WFAR/WCB	3,000.00
Wharf Industries Printing, Inc.	231.00
Wildlife Encounters, LLC	510.00
Williams, Wendy	266.57
Windham Endowment for Community Advancement	250.00
Windham Helping Hands	8,850.00
Windham Industrial Repair, Inc.	360.00
Windham Junction	981.00
Windham Lions Club	24.00
Windham Mobil Service Center, Inc.	283.01
Windham Printing & Publishing, Inc.	4,955.65
Windham School District	322,580.00
Windham, Town of	1,240,914.62
Window Tech	508.00
Winmill Equipment Company, Inc.	9,848.24
Withington, Michael J	886.36
Woody's Auto Repair & Towing Inc	5,191.58
Work Opportunities Unlimited, Inc.	2,300.00
World Trade Press	456.57
WOW Products LLC	8,524.00
Yennaco Property Management, LLC	3,270.00
Young Bros. Pump Co., Inc.	8,530.00
Z Flag Store	300.50
Zins, Jennifer L	286.86
Zins, Mark P	2,351.50
Zins, Scott A	80.00
Zins, Zacharey	40.00
Zohdi, Peter	796.15
**Total Payments = \$ 13,473,571.81	

**** Represents final total of all activity posted to these vendor accounts between January 1, 2018 and December 31, 2018; inclusive of voids, journal adjustments, and end of year payments that may have been made in January, but were posted to the 2018 operating budget.**

SCHEDULE OF TOWN PROPERTY

Property Location	GIS ID	Acres	-Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
Blueberry Rd, 5	1-B-1022	0.97	9,900				
Blueberry Rd, 10	1-B-1025	2.89	51,400				
Londonderry Rd	1-B-1095	4.30	44,600				Rec - Rockingham Trail
Kendall Pond Rd, 137	1-C-100	64.00	146,800	126,900			Cons - Campbell Farm
Londonderry Rd	1-C-2495	12.00	60,000				Rec - Rockingham Trail
Nashua Rd	1-C-2500	163.50	947,000				Cons - Fosters Pond
Nashua Rd	1-C-2500A	25.20	247,100	2,500			Rec - Nashua Rd Field
Beacon Hill Rd	2-A-250	2.43	43,400				Rec - Rockingham Trail
Frost Rd	2-A-1325	1.50	203,800		✓		
Beacon Hill Rd	2-B-495	4.60	44,800				Rec - Rockingham Trail
Depot Rd, 6	3-A-955	0.34	261,100				Depot
Quail Run Rd	3-A-1000	12.00	229,100				
Flat Rock Rd	3-B-290A	8.00	15,300			✓	Conservation
Flat Rock Rd, 35	3-B-355	8.00	152,500		✓		
Flat Rock Rd	3-B-375	10.78	47,300				
Rockingham Rd, 179	3-B-601	22.86	151,500			✓	Rec - Spruce Pd Facility
Rockingham Rd	3-B-680	1.28	70,700		✓		
Depot Rd	3-B-850-2	0.03	6,200		✓		
Depot Rd	3-B-910	10.00	56,800				Conservation
Depot Rd, 8	3-B-998	0.30	152,000	130,000			Depot
Partridge Rd	3-B-1001	3.30	74,000			✓	Conservation
Rockingham Rd	3-B-1600	3.70	8,400			✓	Conservation
Londonderry Rd, 43	5-A-200A	9.77	48,000			✓	Conservation
Londonderry Rd	6-A-1000	8.20	28,500			✓	Conservation
Kent St	6-A-1300	5.80	15,000				
Pine Hill Rd	6-C-200	13.00	42,500			✓	
Gov Dinsmore Rd, 84	7-A-500	1.60	204,500			✓	
Mockingbird Hill Rd	7-A-501	0.01	12,000				Cemetery - Parker Fam.
Gov Dinsmore Rd	7-A-625	2.71	11,300		✓		
Gov Dinsmore Rd	7-B-10	1.10	10,100				
Seavey Rd	8-A-40	0.02	7,300		✓		
Seavey Rd	8-A-61	0.34	7,700		✓		
Seavey Rd	8-A-9010	0.60	10,100		✓		
Coburn Rd, 2	8-B-530	1.88	103,300			✓	Conservation
Rockingham Rd, 92	8-B-850	4.00	222,500		✓		
Rockingham Rd, 98	8-B-900	3.30	217,300		✓		
Rockingham Rd	8-B-1860	0.46	31,700		✓		
Rockingham Rd	8-B-3001	362.20	1,762,200				Cons - Town Forest
Rockingham Rd	8-B-4000	4.70	8,900				Cons - Town Forest
Rockingham Rd	8-B-4100	11.00	41,100		✓		Cons - Town Forest
Rockingham Rd	8-B-4300	14.00	45,100		✓		Cons - Town Forest
Rockingham Rd, 176	8-B-4401	1.00	34,000				
Rockingham Rd	8-B-5000	8.00	37,200				Cons - Town Forest
Rockingham Rd	8-B-6150	17.00	49,000				Cons - Town Forest
Seavey Rd	8-B-6301	0.88	47,600				
Orchard Blossom Rd	8-C-300	77.82	8,900				Conservation
Kendall Pond Rd	9-A-652	0.05	9,300		✓		
Kendall Pond Rd	9-A-655	0.69	189,900				Rec - Railroad Bed
Kendall Pond Rd	9-A-770	4.80	44,900				Rec - Railroad Bed
Kendall Pond Rd, 69	9-A-1600	11.00	48,900			✓	
Kendall Pond Rd, 67	9-A-1604	1.51	8,800			✓	Conservation
Kendall Pond Rd	9-A-1750	2.20	43,300				Rec - Railroad Bed
Ledge Rd, 2	11-A-201	12.15	619,300	2,116,000			Transfer Stn/Highway

Property Location	GIS ID	Acres	-Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
Haverhill Rd	11-A-298	0.12	12,000			✓	
Haverhill Rd	11-A-299	0.39	13,200				Transfer Station
North Lowell Rd, 3	11-A-590	3.00	579,600	3,940,000			Town Hall Complex
Eastwood Rd	11-A-634A	0.18	8,000		✓		
Indian Rock Rd	11-C-350	4.35	29,300			✓	
North Lowell Rd, 2	11-C-1200	0.57	351,900	891,000			Senior Center
North Lowell Rd, 4	11-C-1300	1.56	460,000	607,000			Bartley House
Sheffield St, 14	11-C-1700	13.57	35,300			✓	
Camelot Rd	11-C-1800	4.75	15,400			✓	
Camelot Rd	11-C-1801	4.83	15,400			✓	
Camelot Rd	11-C-1802	1.50	12,500			✓	
North Lowell Rd	11-C-3400	0.81	7,900			✓	
Pine Hill Rd	11-C-3600	5.70	13,500			✓	Conservation
Pine Hill Rd, 10	11-C-3625	3.80	55,300				Conservation
Cole Rd	13-K-30	0.07	80,000		✓		
Doiron Rd	13-K-34A	0.11	35,200		✓		
Mammoth Rd, 10	14-A-51	16.48	268,700			✓	Cons - Andrews Forest
Haverhill Rd	14-A-200	31.70	180,300				Conservation
Haverhill Rd	14-A-230	3.90	8,500			✓	
Haverhill Rd, 200	14-A-850A	1.80	126,400		✓		
London Bridge Rd	14-B-14A	3.80	24,300			✓	
London Bridge Rd	14-B-2350	10.00	40,400		✓		
London Bridge Rd	14-B-2500	1.00	11,000			✓	Cons - Gage Lands
Ash St	16-F-8A	0.04	34,800		✓		
Indian Rock Rd	16-L-50	1.00	127,500		✓		
Fellows Rd	16-L-100	52.40	5,837,400	9,096,000			Fellows Rd. Complex
Third St	16-P-560	0.27	16,600		✓		
Armstrong Rd	17-I-49	1.40	111,700		✓		
Bell Rd	17-J-134A	0.03	17,100		✓		
York Rd	17-M-46A	0.09	37,900		✓		
Woodvue Rd	18-L-474	0.20	0				
Chapel Rd, 3	18-L-525	4.61	537,800	2,041,000			Searles Chapel
Hayes Hart Rd	18-L-601	0.22	0				Rec - Boat Ramp
Mammoth Rd	19-B-500	34.25	191,000			✓	Conservation
Haverhill Rd, 21	20-D-900	0.92	329,100	208,000			Fmr PD/Pre-School
Haverhill Rd	20-D-1000	20.00	150,000				Water Supply
Haverhill Rd	20-D-1300	7.00	35,900		✓		
Haverhill Rd	20-D-1300A	1.00	7,000		✓		
London Bridge Rd	20-D-1550	14.50	480			✓	
London Bridge Rd	20-D-1600	110.74	844,000			✓	Cons - Gage Lands
London Bridge Rd	20-D-1800	20.00	149,200			✓	Cons - Gage Lands
London Bridge Rd	20-D-2000	10.00	62,600			✓	Cons - Gage Lands
Bear Hill Rd	20-E-350	10.00	160,500		✓		Cons - Gage Lands
Cobbetts Pond Rd, 45	21-H-1A	0.97	543,400	7,000			Town Beach
Range Rd, 156	21-K-150	3.30	184,700				Cemetery - Hill
Cobbetts Pond Rd	21-U-100	6.30	263,700	5,000			Cemetery - Plains
Ash St	21-V-227A	0.07	36,700		✓		
Chipmunk Rd	21-V-243J	0.25	33,000		✓		
Esty Rd	21-V-255B	0.12	15,500		✓		
Cobbetts Pond Rd	21-W-2	6.40	132,300			✓	Conservation
Cobbetts Pond Rd	21-W-6	8.15	279,000	2,500			Cemetery - New Plains
West Shore Rd	22-L-75	0.10	52,400			✓	Conservation
West Shore Rd	22-L-77	0.10	52,400			✓	Conservation

Property Location	GIS ID	Acres	~Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
Settlers Ridge Rd	22-R-100A	0.51	1,800				
Spear Hill Rd	22-R-250	0.70	8,800			✓	Conservation
Range Rd, 111	22-R-900	36.19	394,300	332,000			Rec - Griffin Park
Rock Pond Rd	24-A-601	3.70	12,000		✓		
Rock Pond Rd	24-A-650	1.50	10,400		✓		
Rock Pond Rd	24-D-600	5.60	13,500		✓		
Moeckel Rd	24-D-701	1.20	10,200		✓		
Rock Pond Rd	24-E-100	5.00	13,000		✓		
Rock Pond Rd	24-E-5000	13.00	19,000			✓	Conservation
Timberlane Rd	24-F-500	10.00	100,500			✓	Conservation
Timberlane Rd	24-F-501	17.60	85,400				Conservation
Castle Hill Rd	24-F-800	20.00	75,600			✓	Conservation
Castle Hill Rd	24-F-900	28.00	90,600			✓	Conservation
Field Rd, 19	24-F-950	3.73	220,500			✓	Conservation
Heritage Hill Rd	24-F-1550	0.24	16,400			✓	
Heritage Hill Rd	24-F-1551	0.15	15,800			✓	
Meadow Rd, 3	24-F-5205	2.94	214,600	2,500			Rec - Tokanel Field
Washington Rd	24-F-6100	13.00	352,000			✓	Conservation
Range Rd, 247	24-G-101	13.00	16,200		✓		
Moeckel Rd	25-C-251	40.00	39,300				Conservation
Moeckel Rd	25-C-253	0.93	9,700				Conservation
Moeckel Rd	25-C-255	1.20	10,200				Cons - Pond/Island
Woodbury Rd, 1	25-E-10	54.15	381,600				Cons - Deer Leap
Abbott Rd	25-E-481	0.06	9,200		✓		Conservation
Abbott Rd	25-E-500	0.30	31,900			✓	Conservation
Osgood St, 20	25-R-103	79.50	10,700				Mcllvaine Town Forest
Marblehead Rd, 39	25-R-300	22.00	239,400				Old Landfill
Marblehead Rd	25-R-500	0.23	7,400			✓	
Marblehead Rd	25-R-6000	24.94	64,900				Cons - Open Space
Brookdale Rd	25-R-6000A	5.00	11,100		✓		Mcllvaine Town Forest
Spear Hill Rd	25-R-6250	11.77	26,500				Cons - Open Space
Spear Hill Rd	25-R-6260	7.23	31,700		✓		Cons - Open Space
Spear Hill Rd	25-R-6500	70.00	358,800				Mcllvaine Town Forest
Spear Hill Rd	25-R-7000	25.52	66,000				Cons - Open Space
Bayberry Rd	25-R-7010	17.00	384,000		✓		Mcllvaine Town Forest
Spear Hill Rd	25-R-7025	10.00	36,900				Mcllvaine Town Forest
Spear Hill Rd	25-R-7050	5.10	27,700				Cons - Open Space
Bayberry Rd	25-R-8000	19.90	162,500				Mcllvaine Town Forest
Settlers Ridge Rd, 34	25-R-8006	0.26	1,500				Cons - Open Space
Glendenin Rd, 26	25-R-8009	0.53	2,100				Cons - Open Space
Glendenin Rd, 33	25-R-8016	8.23	34,400				Cons - Open Space
Settlers Ridge Rd, 33	25-R-9000	3.63	25,700				Cons - Open Space
Glendenin Rd, 20	25-R-9007	0.03	1,300				Cons - Open Space
Acadia Dr, 1	25-R-9012	8.08	38,100				Cons - Open Space
Acadia Dr, 2	25R-9018	0.26	1,600				Cons - Open Space
		1,964.1	\$23,306,490				

~ As established by the Town Assessor

* As determined by the Town's insurance provider

^ Portions currently being used for recreational purposes (Rogers Field and Wonderland Playground)

CAPITAL IMPROVEMENTS PROGRAM 2019-26

EXCERPT

I. Introduction

New Hampshire Revised Statutes delegate to the Planning Board the responsibility for preparing a Master Plan to guide the development of the municipality. The Windham Planning Board adopted a Master Plan in 1985 and, has since, updated the plan every five years. The update for the 2005 Master Plan was completed during the first half of calendar year 2005. In January, 2014 the Planning Board reviewed outstanding goals of the 2005 Master Plan and determined which goals to prioritize for accomplishing in 2014. Starting in the late spring 2014, the Board began working with a consultant, the Southern New Hampshire Planning Commission (SNHPC), to begin formulating the 2015 Master Plan Document. Seven chapters of the 2015 Master Plan Document have been completed by 2018 with three more chapters to be completed. A Capital Improvement Program (CIP) is the financial counterpart to a Master Plan. The CIP is a financial master plan for charting a municipality's capital needs over a specified time frame. The programming of capital expenditures into a rational planning and budgeting process is an important management tool for the allocation of tax revenue.

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

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

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

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

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

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

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

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

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

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

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

- Land acquisition for public purpose
- New buildings or additions
- Vehicles and other machinery with a useful life of greater than five years
- Major building or facility renovations with a useful life of greater than ten years
- Road renovations resulting in long-term improvement in road capacity or conditions
- Special studies such as assessments or a Master Plan
- Studies or architectural plans costing more than \$50,000 for the above capital improvements

A Capital Improvements Program offers many advantages:

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

The CIP Annual Process:

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

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

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

II. Background: CIP 2019 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 2019 Available Capital Improvement Funds

The CIP Sub-Committee used the official tax valuation less utilities figure for 2018 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 2018 the town valuation figure was set at \$2,318,825,060.

To compute the available CIP funds for year 2019, the sub-committee used the actual 2018 valuation and applied a 1.0% increase to reach \$2,342,013,311 as an estimated tax valuation figure. For FY 2019 – 2026 planning, the sub-committee estimated available CIP funds using a range of increases each year to determine the valuation figures for the subsequent 2019 – 2026 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” for the community to be aware of its impact on the overall tax rate for the Town of Windham. The sub-committee believes that 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. In 2016 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” 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 last 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 (2019 in this plan).

III. CIP FY 2019 Plan

FUNDING AMOUNTS

2018 Actual Town Tax Valuation Less Utilities	\$ 2,318,825,060
2019 Estimated Town Tax Valuation less Utilities with 1.0% estimated growth	2,342,013,311
CIP funding at \$0.90 per thousand of 2019 Estimate	2,107,812
Other CIP Contributions:	
None	0
TOTAL AVAILABLE CIP FUNDING FOR 2018	\$ 2,107,812

FIXED CIP OBLIGATIONS FOR 2019

Engine 2 Replacement, Bond (final payment)	\$ 85,323
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REMAINING CIP FUNDS AVAILABLE FOR REQUESTED PROJECTS

\$ 2,022,489

IV. CIP FY 2019 – 2026 Appropriations Chart

CIP FY 2019 - 2026 Appropriation Chart (Summary)

	Notes	CRF Balances	2019	2020	2021	2022	2023	2024	2025	2026
CIP Projected Availability			\$ 2,107,812	\$ 2,128,890	\$ 2,160,823	\$ 2,193,236	\$ 2,226,134	\$ 2,270,657	\$ 2,316,070	\$ 2,362,392
Fixed CIP Obligations										
Engine 2 Replacement, Bond	1		85,323							
Total Fixed Obligations			\$85,323	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Effective Availability Other			\$2,022,489	\$2,128,890	\$2,160,823	\$2,193,236	\$2,226,134	\$2,270,657	\$2,316,070	\$2,362,392
Other CIP Annual Contributions			0	0	0	0	0	0	0	0
Net to Annual Appropriations		\$ -	\$ 2,022,489	\$ 2,128,890	\$ 2,160,823	\$ 2,193,236	\$ 2,226,134	\$ 2,270,657	\$ 2,316,070	\$ 2,362,392
Annual Appropriations										
FIRE DEPARTMENT		-	280,000	0	0	0	320,000	220,000	650,000	2,000,000
HIGHWAY AGENT		-	390,000	470,000	650,000	790,000	735,000	560,000	600,000	640,000
ADMIN/BOARD OF SELECTMEN		-	0	0	0	400,000	0	0	0	0
POLICE DEPARTMENT		-	0	253,000	250,000	0	0	0	0	0
SOLID WASTE MANAGEMENT		-	150,000	65,000	91,000	0	0	136,000	0	0
RECREATION		-	0	300,000	125,000	0	0	0	0	0
TRAILS COMMITTEE		-	400,000	240,000	255,000	240,000	240,000	0	0	0
SCHOOL DEPARTMENT		900,019	800,000	800,000	800,000	800,000	800,000	800,000	800,000	0
Total Annual Appropriations		\$ 900,019	\$ 2,020,000	\$ 2,128,000	\$ 2,171,000	\$ 2,230,000	\$ 2,095,000	\$ 1,716,000	\$ 2,050,000	\$ 2,640,000
Variance			\$ 2,489	\$ 890	(\$10,177)	(\$36,764)	\$131,134	\$554,657	\$266,070	(\$277,608)

CIP FY 2019 - 2026 Appropriation Chart (Details)

	Notes	CRF Balances	2019	2020	2021	2022	2023	2024	2025	2026
Effective Availability Other			\$ 2,022,489	\$ 2,128,890	\$ 2,160,823	\$ 2,193,236	\$ 2,226,134	\$ 2,270,657	\$ 2,316,070	\$ 2,362,392
OTHER CIP ANN'L CONTRIBUTIONS										
Total Other contributions			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net to Annual CIP Appropriations			\$ 2,022,489	\$ 2,128,890	\$ 2,160,823	\$ 2,193,236	\$ 2,226,134	\$ 2,270,657	\$ 2,316,070	\$ 2,362,392
ANNUAL APPROPRIATIONS										
FIRE DEPARTMENT										
Ambulance Replacement			280,000							
Ambulance Replacement							320,000			
Forestry Truck Replacement								220,000		
Engine Replacement									650,000	
Public Safety Substation										2,000,000
Sub-Total		-	\$280,000	\$0	\$0	\$0	\$320,000	\$220,000	\$650,000	\$2,000,000
HIGHWAY AGENT										
Road Improvements			390,000	420,000	450,000	480,000	520,000	560,000	600,000	640,000
Wood Chipper				50,000						
Small Rubber Track Excavator						100,000				
5 Ton Dump Truck Replacement					200,000					
5 Ton Dump Truck Replacement						210,000				
5 Ton Dump Truck Replacement							215,000			
Sub-Total		-	\$390,000	\$470,000	\$650,000	\$790,000	\$735,000	\$560,000	\$600,000	\$640,000
ADMIN/BOARD OF SELECTMEN										
Town Complex Beautification						\$300,000				
Town Beach Parking Lot Paving						\$100,000				
Sub-Total		-	\$0	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0
POLICE DEPARTMENT										
Locker & Meeting Rooms Expansion				253,000	250,000					
Sub-Total		-	\$0	\$253,000	\$250,000	\$0	\$0	\$0	\$0	\$0

	Notes	CRF Balances	2019	2020	2021	2022	2023	2024	2025	2026
ANNUAL APPROPRIATIONS (continued)										
SOLID WASTE MANAGEMENT										
Truck Replacement			\$150,000							
Trailer Replacement (2007)				\$65,000						
Wheel Loader Replacement					91,000					
Trailer Replacement (2010)								68,000		
Trailer Replacement (2010)								68,000		
Sub-Total		-	\$150,000	\$65,000	\$91,000	\$0	\$0	\$136,000	\$0	\$0
RECREATION										
Griffin Park Passive Rec Area Phase II				75,000						
Spruce Pond Phase I				225,000	125,000					
Sub-Total		-	\$0	\$300,000	\$125,000	\$0	\$0	\$0	\$0	\$0
TRAILS COMMITTEE										
Rail Trail Rainforest Re-pavement			175,000							
Greenway Recreation Trail			225,000	240,000	255,000	240,000	240,000			
Sub-Total		-	\$400,000	\$240,000	\$255,000	\$240,000	\$240,000	\$0	\$0	\$0
SCHOOL DEPARTMENT										
Roof work at Middle School	2	42,212	585,900	290,000						
Replenish Capital Needs & Bldg CRF			83,195	417,318	691,382	693,491	670,321	681,238	675,265	
HVAC Replacements at Center & Middle			130,905	92,682	108,618	106,509	129,679	118,762	124,735	
Capital Reserve - Future Bldg and/or Reno	3	810,375								
School Building Grounds	4	18,597								
Repair/Replace Septic	5	1,647								
Paving/Parking Repair	6	27,189								
Sub-Total		\$900,019	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$0
TOTAL ANNUAL APPROPRIATIONS			\$2,020,000	\$2,128,000	\$2,171,000	\$2,230,000	\$2,095,000	\$1,716,000	\$2,050,000	\$2,640,000
VARIANCE			\$2,489	\$890	(\$10,177)	(\$36,764)	\$131,134	\$554,657	\$266,070	(\$277,608)
OTHER ANNUAL APPROPRIATIONS										
Primary High School Bond	7		2,142,000	2,091,000	2,040,000	1,989,000	1,942,250	1,895,500	1,827,500	1,742,500
Secondary High School Bond			379,713	-	-	-	-	-	-	-
Golden Brook School Bond	8		3,160,904	3,071,078	2,979,250	2,892,550	2,805,850	2,719,150	2,632,450	2,545,750
State Building Aid Received (Offset)			(721,929)	(602,995)	(602,995)	(602,995)	(602,995)	(602,995)	(602,995)	(602,995)
School District Bonds Total Payments			\$ 4,960,687	\$ 4,559,083	\$ 4,416,255	\$ 4,278,555	\$ 4,145,105	\$ 4,011,655	\$ 3,856,955	\$ 3,685,255
Total cost/1000 town valuation School Bonds			2.12	1.93	1.84	1.76	1.68	1.59	1.50	1.40
Fire Department Quint Bond	9		96,586	96,586	96,586	96,586	96,586	96,586	96,586	96,586
Total cost/1000 town valuation Quint Bond			0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04

CIP FY 2019-2026 Footnotes

Fixed CIP Obligations:

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

Other CIP Annual Contributions:

None

Capital Reserve Funds:

- 2 Unexpended CIP funds from prior years for School District Roof Repairs and Replacement (established in 2011).
- 3 Unexpended CIP funds from prior years for future School Building, Renovation and Land Acquisition (established in 2016).
- 4 Unexpended CIP funds from prior years for School Building and Grounds (established in 2007).
- 5 Unexpended CIP funds from prior years for School District Repair/Replace Septic (established in 2002).
- 6 Unexpended CIP funds from prior years for School District Paving/Parking Repairs (established in 2006).

Other Annual Appropriations:

- 7 Primary High School Bond - 20 year term with last payment in 2026
- 8 Golden Brook School Bond - 20 year term with last payment in 2038
- 9 Fire Department Quint Bond - 10 year term with last payment in 2027

TAX VALUATION PROJECTION

PROPERTY VALUATION	% Increase	YEAR	PROJECTED CIP TAX RATE	\$ AVAILABLE
\$2,318,825,060		2018	\$0.90	\$2,086,943
\$2,342,013,311	1.0	2019	\$0.90	\$2,107,812
\$2,365,433,444	1.0	2020	\$0.90	\$2,128,890
\$2,400,914,945	1.5	2021	\$0.90	\$2,160,823
\$2,436,928,670	1.5	2022	\$0.90	\$2,193,236
\$2,473,482,600	1.5	2023	\$0.90	\$2,226,134
\$2,522,952,252	2.0	2024	\$0.90	\$2,270,657
\$2,573,411,297	2.0	2025	\$0.90	\$2,316,070
\$2,624,879,523	2.0	2026	\$0.90	\$2,362,392

V: Requested Capital Projects and Action Taken

A. Fire Department

Project Title: Ambulance Replacement

Proposed by: Chief Thomas L. McPherson

Estimated Cost: \$280,000 requested for FY2019

Proposal: 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 sub-committee assigned the request a Classification I (Urgent) with funding of \$280,000 in FY2019.

Project Title: Ambulance Replacement

Proposed by: Chief Thomas L. McPherson

Estimated Cost: \$320,000 requested for FY2023

Proposal: 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 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 Replacement
Proposed by: Chief Thomas L. McPherson
Estimated Cost: \$220,000 requested for 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 sub-committee assigned the request a Classification IV (Deferrable) based on the timing of this request with funding of \$220,000 in FY 2024.

Project Title: Engine-1 Replacement
Proposed by: Chief Thomas L. McPherson
Estimated Cost: \$650,000 requested for FY2025

Proposal: Engine-1 is a 2006 KME with approximately 78,330 miles and approximately 6,750 engine hours. It is equipped with 1,000 gallons of water and has a Waterous 2,000 gpm rated pump. It also carries 30 gallons of Class B Foam. Engine-1 is also equipped with one of two of the department's hydraulic rescue tools. As with any new vehicle purchased, Engine-1 ran as a primary unit during its first year of break in period both serving the town as well as responding on mutual aid requests. The scheduled rotation of our fleet is safe and cost effective. The service requirements placed on these vehicles coupled with the many intricate systems requires a tremendous amount of service as they age.

CIP Recommendation: The sub-committee assigned the request a Classification IV (Deferrable) based on the timing of this request with funding of \$650,000 in FY 2025.

Project Title: Public Safety Sub-Station
Proposed by: Chief Thomas L. McPherson
Estimated Cost: \$2,000,000 requested for FY2026

Proposal: The longest and farthest response time from the existing station location is Route 28. On average it takes 8 to 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 sub-Committee assigned this request a Classification V (Premature) with funding of \$2,000,000 shown in FY 2026.

B. Highway Department

Project Title: Roads
Proposed by: Jack McCartney, Highway Agent
Estimated Cost: \$390,000 requested for FY 2019, Total of \$3,670,000 for Years 2020 – 2026

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. Alleviates substandard conditions/deficiencies and improves quality of existing services.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$390,000 in FY2019, \$420,000 in FY2020, \$450,000 in FY2021, \$480,000 in FY2022, \$520,000 in FY2023, \$560,000 in FY2024, \$600,000 in FY2025 and \$640,000 in FY2026.

Project Title: Wood Chipper
Proposed by: Jack McCartney, Highway Agent
Estimated Cost: \$50,000 requested for FY 2019

Proposal: This proposal requests a Wood Chipper for brush and tree work due to storm damage, and annual brush and tree work where needed. Improves quality of existing services and provides added capacity to serve to growth.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding of \$50,000 in FY2020.

Project Title: Small Rubber Track Excavator
Proposed by: Jack McCartney, Highway Agent
Estimated Cost: \$100,000 requested for FY 2020

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 of 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 III (Desirable) with funding of \$100,000 in FY 2022.

Project Title: 5-Ton Truck Replacement
Proposed by: Jack McCartney, Highway Agent
Estimated Cost: \$200,000 requested for FY 2021

Proposal: To replace aging equipment due to wear and tear related problems, and to add additional services presently done through subcontractors. The request is for the replacement of this truck in 2021. 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) funding of \$200,000 in FY 2021.

Project Title: 5-Ton Truck Replacement
Proposed by: Jack McCartney, Highway Agent
Estimated Cost: \$210,000 requested for FY 2022

Proposal: To replace aging equipment due to wear and tear related problems, and to add additional services presently done through subcontractors. The request is for the replacement of this truck in 2022.

CIP Recommendation: The sub-committee assigned a Classification III (Desirable) with funding of \$210,000 in FY 2022.

Project Title: 5-Ton Truck Replacement
Proposed by: Jack McCartney, Highway Agent
Estimated Cost: \$215,000 requested for FY 2023

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

CIP Recommendation: The sub-committee assigned a Classification III (Desirable) with funding of \$215,000 in FY 2023.

C. Administration/Board of Selectmen

Project Title: Town Complex Beautification

Proposed by: David Sullivan, Town Administrator

Estimated Cost: \$300,000 requested for Year 2019

Proposal: This project is 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. This is a repeat request as the project has not yet been funded.

CIP Recommendation: The sub-committee assigned this request a Classification II (Necessary) with funding of \$300,000 in FY 2022.

Project Title: Town Beach Parking Lot Paving

Proposed by: David Sullivan, Town Administrator

Estimated Cost: \$100,000 requested for FY 2019

Proposal: The proposed project is to design and implement a paved parking area within the current dirt parking lot at the Town Beach. The new parking lot will utilize proper striping to accommodate safe parking with materials to eliminate the issues of puddling and erosion that is common under the current situation. This will allow for approximately double the current amount of parking space available and allow for handicapped accessible parking on a smooth surface.

CIP Recommendation: The sub-committee assigned this request a Classification IV (Deferrable) with funding of \$100,000 in FY2022.

D. Police Department

Project Title: Lockers and Meeting Room Expansion

Proposed by: Chief Gerry Lewis

Estimated Cost: \$503,000 requested for FY 2020 to 2021

Proposal: Staff and personnel increases over the years have exceeded or are at capacity for both male and female lockers. In the next few years additional personnel will definitely require more locker space. Also, the police training facility/conference room is adequate to accommodate the present needs, but the personnel increases will require a larger room. For the above reasons, the department is planning to expand the number of lockers and training space. In addition to the CIP allocation, the Police Department will be looking to apply Impact Fees to this project.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding of \$503,000 over FY 2020-2021.

E. Solid Waste Management

Project Title: Truck Replacement (2007)

Proposed by: Dennis Senibaldi

Estimated Cost: \$150,000 requested for FY 2019

Proposal: To replace a 2005 Sterling Truck which was purchased in 2007. This truck is second line for use because of signification damage in a rollover accident in 2007. It was originally scheduled for replacement in 2017 but instead of funding the purchase, the BOS added \$20,000 to the budget to repair the truck. Some of issues resulting from the accident are not able to be fixed and the truck needs to be replaced or the Transfer Station will only have one reliable truck in service.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$150,000 in FY 2019.

Project Title: Trailer Replacement (2007)

Proposed by: Dennis Senibaldi

Estimated Cost: \$65,000 requested for FY 2019

Proposal: The 2007 trailer has suffered significant wear and tear and has deteriorated faster than other trailers of the same age. The steel support structure is failing and cannot be repaired further.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding of \$65,000 in FY 2020.

Project Title: Loader Replacement (2009)

Proposed by: Dennis Senibaldi

Estimated Cost: \$91,000 requested for FY 2021

Proposal: The 2009 Takeuchi loader is a used machine with 90 hours when it was purchased in 2010. The loader has been moved to the second line and is used as a backup for moving the waste stream into the trailers. The machine has electrical issues and replacement is a better option as repairs could be wasted dollars. The recommendation from the department is to purchase another used loader with 250 hours or fewer and a warranty.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding of \$91,000 in FY 2021.

Project Title: Trailer Replacement (2010)

Proposed by: Dennis Senibaldi

Estimated Cost: \$68,000 requested for FY 2024

Proposal: To replace a 2010 trailer.

CIP Recommendation: The sub-committee assigned a Classification III (Desirable) with funding of \$68,000 in FY 2024.

Project Title: Trailer Replacement (2010)

Proposed by: Dennis Senibaldi

Estimated Cost: \$68,000 requested for FY 2024

Proposal: To replace the second 2010 trailer.

CIP Recommendation: The sub-committee assigned a Classification III (Desirable) with funding of \$68,000 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 requested for FY 2019

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 \$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 sub-committee assigned this request a Classification II (Necessary) with funding of \$75,000 in FY 2020.

Project Title: Spruce Pond Fields Project

Proposed by: Cheryl Haas, Recreation Coordinator

Estimated Cost: \$350,000 requested for FY 2019

Proposal: The Spruce Pond Fields Project is a proposal to construct recreation fields on land off Route 28 adjacent to Spruce Pond residential development (Tax Map Sheet 3-B Lot 601). This is a repeat request for phase one (of a two-phase project) of the Spruce Pond Field Project. Phase I of the Spruce Pond recreational project is the construction of a rectangular multi-use field, approximately 330’ x 240’. This field was sized with input from the Windham Soccer and Lacrosse organizations to make sure it would accommodate their needs and be put to the best possible use. This field can also be used to accommodate football and flag football, which are two new organizations that have become popular in Windham. Over the years, the participation in youth sports has increased significantly in Windham leading to scheduling conflicts and lack of maintenance to fields. Construction on the project is ready to begin.

CIP Recommendation: The sub-committee assigned this request a Classification II (Necessary) with funding of \$350,000 in FY 2020 through 2021.

G. Trails Committee

Project Title: Rail Trail Rain Forest Re-pavement

Proposed By: Mark Samsel

Estimated Cost: \$175,000 requested for FY 2019

Proposal: The project involves engineering, excavation, rebasing, drainage and re-pavement of 1,800 feet of the rainforest section of the Rail/Trail. 2018 marks the 12th anniversary of the paving of the original rail/trail. The most challenging part of the trail is this an 1,800 foot stretch call the “rainforest” that runs through cut ledge, a lined cut of 35 to 40 feet of 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 needs 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 deterioration of the pavement. This is a repeat request. The last time the CIP committee assigned this request a Classification II (Necessary) with funding of \$130,000

CIP Recommendation: The sub-committee in 2016 assigned this request a Classification II (Necessary) with funding of \$175,000 in FY2019.

Project Title: Greenway Recreation Trail Expansion and Improvement

Proposed by: Wayne Morris

Estimated Cost: \$1,200,000 requested for FY 2019

Proposal: The project has an estimated cost of \$1,200,00 and involves creating a capital reserves fund for 5 years (\$240,000 per year). Improvements will include paving 2.27 miles (approx. 12,000') of the Greenway Recreational Trail (GRT). This portion of the GRT is predominantly located to the West of Rt. 93 and begins near the intersection of Meetinghouse Rd and Old Mill Rd, and runs Northeasterly to intersect with the Western right-of-way of Rt. 93. The NH DOT has installed two twelve-foot (12') box culverts under the highway to facilitate this connectivity between the GRT and the Rail Trail. The resulting corridor of nearly seven (7) miles would serve to interconnect miles of rail trail in the towns of Derry and Salem.

A 2015 study by the Southern NH Planning Commission monitoring use of the RRT, showed 11,000 trips between the months of October and November. Averaging 397 daily trips. On Columbus Day, 2,645 trips were recorded.

No grants are available. This project would increase Windham's recreational trails and connect several different communities. Derry and Salem are actively improving their connecting trail systems. Improving this area would also afford users to access scenic areas of Foster's Pond Conservation area, Mitchell Pond and several other adjacent undeveloped areas in Windham.

In 2014 the CIP Committee ranked the project Classification II (Necessary and needed within 1-3 years). More recently, the CIP Committee ranked the project Classification I (Urgent), however the project was contingent on the Town receiving a grant to off-set costs. In 2018, the CIP Committee gave the project a Classification I to start a Capital Reserve Fund in 2019.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$225,000 in FY 2019 to start funding a capital reserve fund over five years for this project.

H. Windham School District

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

Proposed by: Bill Hickey, Business Administrator, Windham School District

Estimated Cost: \$83,195 requested for FY 2019, Total of \$3,829,015 for Years 2020 – 2025

Proposal: The request is a partial replenishment of the Capital Needs Assessment (CNA) account for future needs of \$83,195 in 2019. The District is utilizing most of the current funds in the CNA account for necessary projects throughout the District related to security, safety and drinking water.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$83,195 in FY2019, \$417,318 in FY2020, \$691,382 in FY2021, \$693,491 in FY2022, \$670,321 in FY2023, \$681,238 in FY2024, and \$675,265 in FY2025.

Project Title: HVAC Replacements at Center and Middle Schools

Proposed by: Bill Hickey, Business Administrator, Windham School District

Estimated Cost: \$130,905 requested for FY 2019, Total of \$680,985 for Years 2020 – 2025

Proposal: The request is for funding to replace (1) HVAC Rooftop Unit at Windham Center School and (6) HVAC Rooftop Units at Windham Middle School. The units vary in age and manufacture and contribute to the air quality (ventilation) and heating in the schools respectively. There are several units in (3) of the Districts' schools needing to be replaced over the next eight years. The amount of the request for the 2019 CIP is \$130,905.

CIP Recommendation: The sub-committee assigned a classification I (Urgent) with funding of \$130,905 in FY2019, \$92,682 in FY2020, \$108,618 in FY2021, \$106,509 in FY2022, \$129,679 in FY2023, \$118,762 in FY2024, and \$124,735 in FY2025.

Project Title: Middle School Roof Repairs/Replacement

Proposed by Bill Hickey, Business Administrator, Windham School District

Estimated Cost: \$585,900 requested for FY 2019, and \$290,000 for FY 2020

Proposal: The Windham School District is seeking funding to repair/replace several sections of the Windham Middle School Roof as identified by Russo Barr Associates. The sections identified were recommended for replacement in 2015, as they were identified in poor condition when the inspection was done in 2014. An additional five sections are recommended for repair/replacement in 2020 at an estimated cost of \$290,000. The amount of this part of the request is \$585,900.

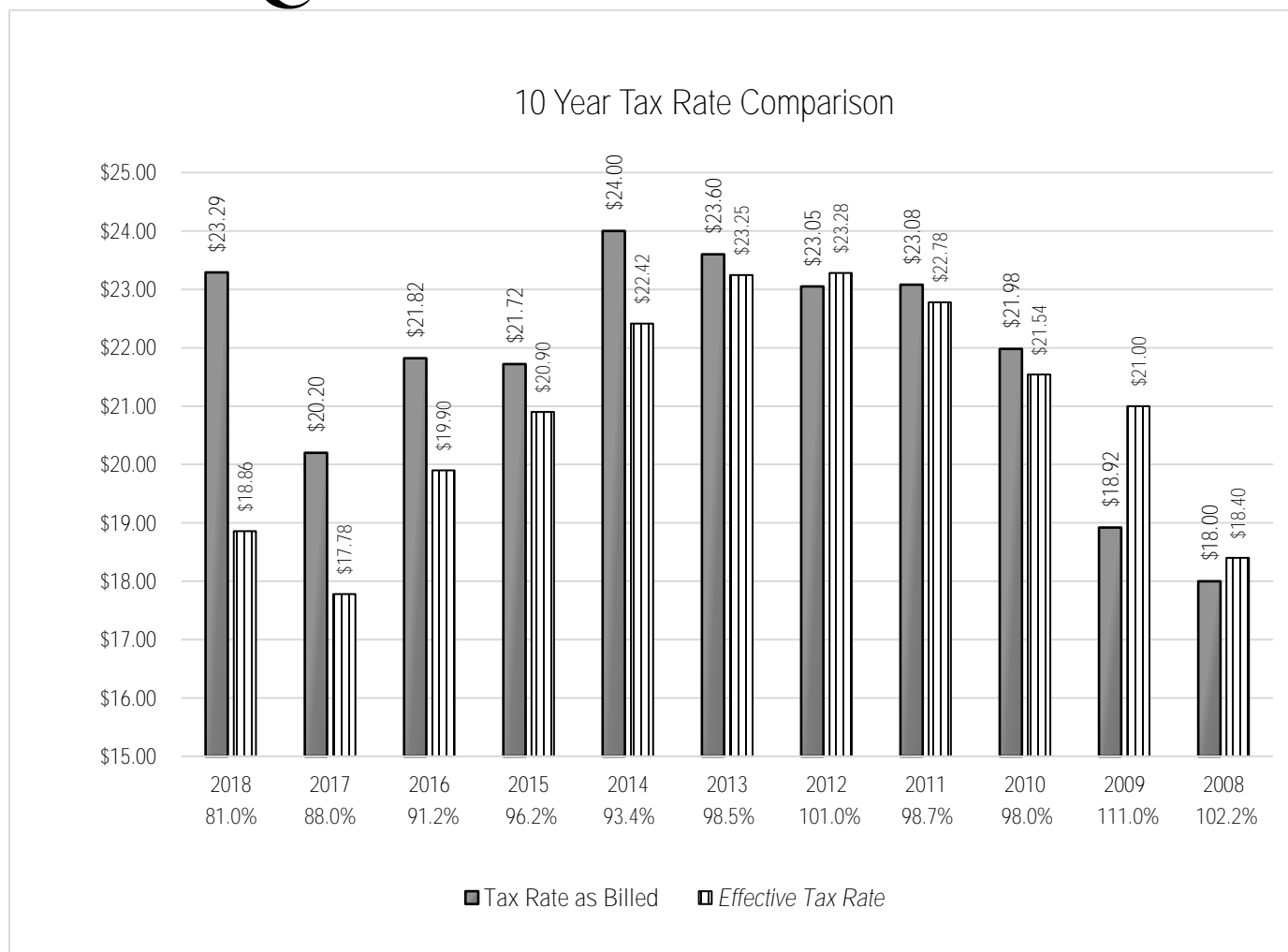
CIP Recommendation: The sub-committee assigned a classification I (Urgent) with funding of \$585,900 in FY2019, and \$290,000 in FY2020

Respectfully submitted for the Committee,

Rob Gustafson

Rob Gustafson, Chair

TAX RATE & DISBURSEMENT COMPARISONS



The above chart presents a graphical depiction of the Town’s overall tax rate from 2008 to 2018 showing both the Annual Tax Rate, as well as the Effective Tax Rate.

The **Annual Tax Rate** is determined based on the overall assessed valuation of all taxable properties in Town, and is the rate used to calculate each property’s tax bill. Assessed values are different than “market” value and, in fact, generally represent a percentage of overall market value. Annually, the Town submits real estate sales data to the NH Department of Revenue so that they may conduct an Equalization Study, the results of which is the Town’s Equalization Rate (ER). The ER is a statistical figure that represents the ratio of the total assessed value of **properties** in a community to those **property's** true market values.

The Effective Tax Rate is calculated by multiplying the Annual Tax Rate by the Equalization Rate. This rate provides a comparison of tax rates from year to year based on the assumption that properties are at 100% valuation. The Effective Rate provides a clearer perspective as to the overall trend in changes from year to year, although, as highlighted below, both rates result in the same amount of actual taxes paid.

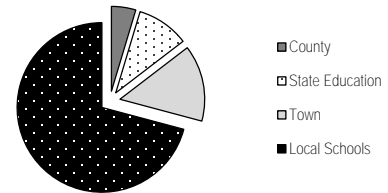
	Assessed Value	Ratio	Tax Rate	Tax Bill
Annual Tax Rate	\$ 350,000	81%	\$ 23.290	\$8,151
Effective Tax Rate	\$ 432,098	100%	\$ 18.864	\$8,151

On the following page, we’ve compiled the 2018 Town Appropriations and FY2018 School appropriations, along with the State and County taxes, to give taxpayers a greater understanding of where their tax monies are spent in a given year.

Average Home Value 400,000.00
Tax Rate 23.29
Total Tax Bill: 9,316.00

BREAKDOWN OF TAX RATE:

County	1.08	432.00
State Education	2.32	928.00
Town	3.39	1,356.00
Local Schools	16.50	6,600.00
Tax Rate per thousand:	23.29	9,316.00



COST OF SERVICES:

COUNTY:		Taxes on 200,000.00	Taxes on 400,000.00	Taxes on 600,000.00	% Bill
Home Assessed Value					
Total County Portion of Tax Bill		216.00	432.00	648.00	4.64%
STATE EDUCATION:		Taxes on 200,000.00	Taxes on 400,000.00	Taxes on 600,000.00	
Home Assessed Value					
Total State Education Portion of Tax Bill		464.00	928.00	1,392.00	9.96%
TOWN:	2018 Appropriations	Taxes on 200,000.00	Taxes on 400,000.00	Taxes on 600,000.00	
Town Officers' Salaries	3,330.00	0.13	0.26	0.39	0.00%
Administration	709,535.00	27.61	55.21	82.82	0.59%
Town Clerk's Expenses	294,360.00	11.45	22.90	34.36	0.25%
Tax Collector's Expenses	147,280.00	5.73	11.46	17.19	0.12%
Election & Registration	36,300.00	1.41	2.82	4.24	0.03%
Cemeteries	41,450.00	1.61	3.23	4.84	0.03%
General Government Buildings	417,305.00	16.24	32.47	48.71	0.35%
Appraisal of Property	189,790.00	7.38	14.77	22.15	0.16%
Information Technology	252,920.00	9.84	19.68	29.52	0.21%
Town Museum	5,000.00	0.19	0.39	0.58	0.00%
Searles Building	8,510.00	0.33	0.66	0.99	0.01%
Legal Expenses	50,400.00	1.96	3.92	5.88	0.04%
Retirement Service Charges	4,000.00	0.16	0.31	0.47	0.00%
Insurance	352,780.00	13.73	27.45	41.18	0.29%
Contracted Police and Fire Services	5.00	0.00	0.00	0.00	0.00%
Police Department	3,233,350.00	125.80	251.59	377.39	2.70%
Dispatching	475,110.00	18.48	36.97	55.45	0.40%
Fire Department	3,404,995.00	132.48	264.95	397.43	2.84%
Emergency Management	10,670.00	0.42	0.83	1.25	0.01%
Community Development	522,250.00	20.32	40.64	60.96	0.44%
Town Highway Maintenance	1,177,420.00	45.81	91.62	137.43	0.98%
Street Lighting	18,890.00	0.73	1.47	2.20	0.02%
Solid Waste Disposal	936,765.00	36.45	72.89	109.34	0.78%
Health & Human Services	46,690.00	1.82	3.63	5.45	0.04%
General Assistance	40,540.00	1.58	3.15	4.73	0.03%
Library	1,151,010.00	44.78	89.56	134.34	0.96%
Recreation	234,010.00	9.10	18.21	27.31	0.20%
Historic Commission	9,000.00	0.35	0.70	1.05	0.01%
Conservation Commission	6,350.00	0.25	0.49	0.74	0.01%
Senior Center	5,620.00	0.22	0.44	0.66	0.00%
Cable TV Expenses	119,080.00	4.63	9.27	13.90	0.10%
Long Term Notes - P & I	182,301.36	7.09	14.19	21.28	0.15%
Tax Anticipation Note - Interest	500.00	0.02	0.04	0.06	0.00%
Capital Outlay	1,085,000.00	42.21	84.43	126.64	0.91%
Operating transfers out	0.00	0.00	0.00	0.00	0.00%
Trust Accounts	180,000.00	7.00	14.01	21.01	0.15%
Special Articles	2,074,000.00	80.69	161.38	242.07	1.73%
Total Town Portion of Tax Bill		678.00	1,356.00	2,034.00	14.56%
LOCAL SCHOOLS:	FY2018 Appropriations	Taxes on 200,000.00	Taxes on 400,000.00	Taxes on 600,000.00	
Golden Brook School	5,319,782.00	345.99	691.99	1,037.98	7.43%
Center School	5,114,818.00	332.66	665.33	997.99	7.14%
Middle School	5,382,466.00	350.07	700.14	1,050.22	7.52%
High School	8,319,883.00	541.12	1,082.24	1,623.36	11.62%
SAU	1,456,251.00	94.71	189.43	284.14	2.03%
School District	25,145,354.00	1,635.44	3,270.87	4,906.31	35.11%
Total Local Schools Portion of Tax Bill		3,300.00	6,600.00	9,900.00	70.85%
TOTAL TAX BILL PAYMENT:		4,658.00	9,316.00	13,974.00	100.00%

COMPARATIVE STATEMENT

<i>Unaudited</i>	2018 APPROP INCL 2017 CARRYOVERS	RECEIPTS, REIMBS & GRANTS	TOTAL AMT AVAILABLE	EXPENDED 2018	CARRYOVERS FROM 2018 TO 2019	BALANCES UNEXPENDED (OVERDRAFTS)
<u>GENERAL GOVERNMENT</u>						
Town Officer's Salaries	3,330		3,330	3,321		9
Administration	709,535		709,535	611,572	19,175	78,788
Town Clerk's Expenses	294,360		294,360	295,794		(1,434)
Tax Collector's Expenses	147,280		147,280	143,909		3,371
Election and Registration	36,300		36,300	23,884		12,416
Cemetery	47,650		47,650	32,832	6,200	8,618
General Gov't Bldgs	417,305		417,305	414,876	2,100	329
Appraisal of Property	189,790		189,790	185,484		4,306
Information Technology	252,920		252,920	262,341		(9,421)
Town Museum	5,000		5,000	2,984	980	1,036
Searles Building	8,510		8,510	10,869		(2,359)
Legal Expenses	50,400		50,400	64,516		(14,116)
<u>PUBLIC SAFETY</u>						
Police Department	3,233,350	6,029	3,239,379	3,203,669	29,690	6,020
Contracted Details	5		5	-		5
Dispatching	475,110		475,110	464,797		10,313
Fire Department	3,404,995	5,039	3,410,034	3,330,422	1,047	78,566
Emergency Management	10,670		10,670	4,391		6,279
Community Development	522,250		522,250	491,950		30,300
<u>HWYS/STREETS/BRIDGES</u>						
Town Maintenance	1,323,220	16,471	1,339,691	1,138,807	79,665	121,219
Street Lights	18,890		18,890	18,064		826
<u>SANITATION</u>						
Solid Waste Disposal	936,765	4,912	941,677	928,433		13,244
<u>HEALTH</u>						
Health and Human Services	46,690		46,690	45,827		863
<u>WELFARE</u>						
General Assistance	40,540		40,540	52,720		(12,180)
<u>CULTURE & RECREATION</u>						
Library	1,151,010		1,151,010	1,124,219		26,791
Recreation	260,335		260,335	219,041	24,432	16,862
Historic Comm.	9,000		9,000	5,764		3,236
Conservation Comm.	6,350		6,350	1,448		4,902
Senior Center	5,620		5,620	5,614		6
Cable TV Expenses	119,080		119,080	112,268		6,812
<u>DEBT SERVICE</u>						
Long Term Notes - P + I	182,301		182,301	182,301		
Interest - TANS	500		500			500
<u>CAPITAL OUTLAY</u>						
Road Improvements	300,000		300,000	300,000		
Highway 5 Ton Truck 2016	180,000		180,000		180,000	
Town Vault Project	22,969		22,969	22,889		80
Phone System Replacement	3,167		3,167	2,725		442
Library Carpeting/Floors/Repainting	21,255		21,255			21,255
Dispatch Command Center	280,000		280,000	279,335	664	1

<i>Unaudited</i>	2018 APPROP INCL 2017 CARRYOVERS	RECEIPTS, REIMBS & GRANTS	TOTAL AMT AVAILABLE	EXPENDED 2018	CARRYOVERS FROM 2018 TO 2019	BALANCES UNEXPENDED (OVERDRAFTS)
<u>CAPITAL OUTLAY CONT.</u>						
Road Improvements	300,000		300,000	300,000		
Highway 5 Ton Truck 2016	180,000		180,000		180,000	
Town Vault Project	22,969		22,969	22,889		80
Phone System Replacement	3,167		3,167	2,725		442
Library Carpeting/Floors/Repainting	21,255		21,255			21,255
Dispatch Command Center	280,000		280,000	279,335	664	1
<u>OPERATING TRANSFERS OUT</u>						
Rail Trail Non-Capital Reserve Fund						
<u>MISCELLANEOUS</u>						
Retirement Svc Charges	4,000		4,000	900		3,100
Insurance	352,780		352,780	351,783		997
Facilities/Grounds Improvement Fd	100,000		100,000	60,205	39,795	
Property Maintenance Trust	50,000		50,000	50,000		
Earned Time Trust	30,000		30,000	30,000		
Searles Revenue Fund	32,500		32,500	30,216		2,284
Conservation Land Purchase	2,000,000		2,000,000			2,000,000
Town Forest Improvements	6,000		6,000	1,198		4,802
Fire Quint Engine	15,715		15,715	14,578		1,137
275th Anniversary Celebration	719		719	719		
Marston-Finn Dam Grant	300,000		300,000		300,000	
Acceptance/State Land Conveyance	1,500		1,500			1,500
Consultant Services - Water Line	40,000		40,000	11,590	28,410	
<u>OTHER GOVT'L DIVISIONS</u>						
School District	44,130,183		44,130,183	44,130,183		
County	2,531,334		2,531,334	2,531,334		
Village Districts	21,190		21,190	21,190		
TOTALS	65,123,765	32,452	65,156,217	61,532,411	1,148,008	2,475,798

EXPENDABLE HEALTH TRUST

Month	Income	Premiums	Claims	Fees	Interest	End Balance
						\$ 70,202.30
Jan	\$ 26,373.05	\$ 89,337.09	\$ 2,567.15	\$ -	\$ 12.04	\$ 4,683.15
Feb	\$ 16,776.24	\$ -	\$ 2,634.09	\$ 63.25	\$ 1.38	\$ 18,763.43
Mar	\$ 21,549.45	\$ 7,818.48	\$ -	\$ 63.25	\$ 5.34	\$ 32,436.49
Apr	\$ 21,848.18	\$ 3,269.53	\$ -	\$ 63.25	\$ 7.43	\$ 50,959.32
May	\$ -	\$ 3,269.53	\$ -	\$ 63.25	\$ 13.26	\$ 47,639.80
Jun	\$ 48,148.76	\$ -	\$ -	\$ 63.25	\$ 19.27	\$ 95,744.58
Jul	\$ 25,749.95	\$ -	\$ -	\$ 63.25	\$ 25.45	\$ 121,456.73
Aug	\$ 21,082.61	\$ -	\$ -	\$ 63.25	\$ 31.63	\$ 142,507.72
Sep	\$ 21,890.96	\$ -	\$ -	\$ 63.25	\$ 36.22	\$ 164,371.65
Oct	\$ 28,739.26	\$ 16,347.65	\$ -	\$ 63.25	\$ 41.74	\$ 176,741.75
Nov	\$ 22,582.20	\$ 95,874.46	\$ -	\$ 63.25	\$ 25.83	\$ 103,412.07
Dec	\$ 26,015.80	\$ 99,326.38	\$ -	\$ 63.25	\$ 5.16	\$ 30,043.40
Totals	\$ 280,756.46	\$ 315,243.12	\$ 5,201.24	\$ 695.75	\$ 224.75	

The Expendable Health Trust fund was used in 2018 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 pays 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 2018:

Funded from Town operating budget	\$1,071,511
Funded from trust (employee co-pays)	\$ 315,243
Total	\$1,386,754

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 2018, \$30,705 in payments for retiree insurance premiums were funded from the Trust.

FINANCE DIRECTOR

The 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.

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.

In 2018, the Finance office worked with multiple lending institutions to issue leases for a few town vehicles, as well as a \$2,000,000 loan for conservation land as approved under Article 4 of the 2018 Town Meeting. That loan could not be closed due to legal issues with the warrant language that was modified during last year's deliberative session.

My thanks go to all administrative staff for working together and going above and beyond during 2018, especially during my extended absence due to health reasons.

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	2018	2017	2016
Gross Appropriations (Approved Budget)	\$17,426,517	\$15,596,920	\$14,070,909
Less: General Fund Revenues (see Chart A)	(\$9,812,402)	(\$8,478,521)	(\$7,367,124)
Plus: Overlay (abatements)	\$93,232	\$88,030	\$98,700
Plus: War Service Credits	\$257,750	\$253,750	\$239,750
Net to Raise via taxation	\$7,965,097	\$7,460,179	\$7,042,235
Town Tax Rate	\$3.39	\$3.24	\$3.08

Chart A – General Fund Revenue (for tax rate)	2018	2017	Difference
Licenses, Permits & Fees	\$4,253,650	\$4,156,510	\$97,140
State Revenues	1,095,014	1,111,262	(16,248)
Income from Departments, Other Taxes & Interest, Grants & Intergovernmental	868,001	916,505	(48,504)
Capital Reserve Funds	0	4,735	(4,735)
Sale of Municipal Property	27,001	129,265	(102,264)
Cable Franchise Fees	295,000	305,000	(10,000)
Interest on Investments	22,000	16,000	6,000
Transfers In from other funds (Searles, Trust Funds)	132,500	32,507	99,993
Funds from Other Sources (Bond/Conserv, Rev funds)	2,000,000	850,000	1,150,000
Use of prior year fund balance as voted by ballot	0	100,000	(100,000)
Use of prior year fund balance to reduce the tax rate	639,236	856,737	(217,501)
<i>Total GF Revenue for tax rate (see chart above)</i>	<i>\$9,332,402</i>	<i>\$8,478,521</i>	<i>\$853,881</i>
Impact of Funds directly offsetting appropriations (Warrant Article 12)	480,000	0	480,000
Net GF Revenue on which the tax rate is set	\$9,812,402	\$8,478,521	\$1,333,881

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.

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.

As illustrated in the Town Only Tax Breakdown and Chart A above:

- Approximately 46% of the Town’s annual budget is raised through general taxation. The other approximately 54% is from other revenue sources as noted in Chart A.
- Of the \$9.81 million general fund revenue collected in 2018, 16.1% came from State funding (Meals & Rooms Distribution, State Highway Block Grant, and Other State revenue including the \$480,000 for Warrant Article 12) and 6.5% was from use of fund balance, with the remaining 77.4% 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 2018 can be found below.

Budgeted versus Actual Revenue Highlights

As seen in the Revenue report below which reflects the budgeted revenues for 2018 and the actual revenues for 2018 and 2017, this year’s revenues were \$2,175,362 under the budgeted amounts (76.29% of budget) due to the \$2,000,000 conservation loan that was not closed this year and the \$480,000 grant for the Castle Hill bridge that will be received in the future (starting in 2019). After removing the impact of those two items (neither of which affects taxes), the revenues are \$304,638 over the budget (104.6% of adjusted budget).

Comparing actual 2018 and 2017 revenues, the General Fund revenues decreased by \$874,814, mostly due to a drop of \$850,000 in proceeds from bond issuance (no bonds were issued during 2018). The remaining decrease of \$24,814 represents a 0.4% drop from the previous year. Notable increases include \$85,482 in motor vehicle permit fees, \$89,088 in building permits, \$66,626 in other licenses/permits, \$114,628 in income from departments, and \$128,493 in income from trust funds. These increases were offset by the already mentioned \$850,000 drop in proceeds from bond issuance, a decrease in revenues of \$277,256 from the Highway Block Grant (\$285,146 of the 2017 Highway Block Grant funds consisted of a one-time payment required by SB38 which did not repeat in 2018 and is not expected to happen again), \$96,809 in sale of town property and \$100,000 in fund balance use. Due to an increase in gross appropriations that was only partially offset by the increase in revenues, the amount needed to be raised through taxation increased by \$504,918. 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.

REVENUE REPORT - VARIANCE ANALYSIS AS OF DECEMBER 31, 2018

<i>Unaudited</i>	Estimated Revenue	Actual Revenue	Actual Revenue	Incr (Decr)	2018 % of
SOURCES OF REVENUE:	For 2018	12/31/2018	12/31/2017	18 vs. 17	Estimate Rec'd
TAXES					
Yield/Excavation Tax	\$ 3,000	\$ 3,391	\$ 3,739	(347)	113.0%
Interest & Penalties on Taxes	155,000	159,041.78	179,040.39	(19,999)	102.6%
Misc. Taxes - PILOT	10,045	21,304.70	10,045.71	11,259	212.1%
Boat Taxes	16,000	16,506.61	17,048.38	(542)	103.2%
Subtotal Taxes	\$ 184,045	\$ 200,245	\$ 209,873	\$ (9,629)	108.8%
INTERGOVERNMENTAL REVENUES					
Highway Block Grant	341,224	341,031.14	618,286.81	(277,256)	99.9%
Rooms and Meals	742,470	742,470.20	740,115.90	2,354	100.0%
Subtotal Intergovernmental Rev.	\$ 1,083,694	\$ 1,083,501	\$ 1,358,403	\$ (274,901)	100.0%
LICENSES AND PERMITS					
M V Permit Fees	3,850,000	3,913,808.91	3,828,326.43	85,482	101.7%
Building Permits	245,000	266,292.89	177,204.61	89,088	108.7%
Subtotal M V/Building Permits	\$ 4,095,000	\$ 4,180,102	\$ 4,005,531	\$ 174,571	102.1%
Other Licenses and Permits:					
Dog Licenses	21,500	21,727.00	21,153.50	574	101.1%
Animal Officer Fees	450	525.00	1,750.00	(1,225)	116.7%
Planning Board Fees	85,000	108,243.02	44,620.10	63,623	127.3%
Board of Adjustment Fees	9,000	8,334.00	9,181.00	(847)	92.6%
Town Clerk Miscellaneous	42,000	44,573.56	39,661.88	4,912	106.1%
Gun Permits	700	750.00	1,160.00	(410)	107.1%
Subtotal Other Licenses/Permits	\$ 158,650	\$ 184,153	\$ 117,526	\$ 66,626	116.1%
CHARGES FOR SERVICES					
Cable TV Fees	295,000	297,831.09	314,860.19	(17,029)	101.0%
Special Duty-Contracted Police	17,500	18,423.15	29,978.13	(11,555)	105.3%
Welfare Reimbursements	14,560	64,797.43	21,136.21	43,661	445.0%
Community Dev Miscellaneous	10,500	12,236.84	11,156.66	1,080	116.5%
Police Dept Miscellaneous	2,600	2,150.20	7,362.05	(5,212)	82.7%
Ambulance Fees	460,000	472,666.00	429,849.96	42,816	102.8%
Fire Dept Miscellaneous	21,500	25,634.78	17,511.57	8,123	119.2%
Transfer Station Fees	37,500	52,492.30	17,422.71	35,070	140.0%
Police - Accident Reports	2,000	2,250.25	1,582.00	668	112.5%
Recreation - Beach Income	3,671	3,671.18	3,694.65	(23)	100.0%
Subtotal Charges for Services	\$ 864,831	\$ 952,153	\$ 854,554	\$ 97,599	110.1%
MISCELLANEOUS REVENUES					
Interest on Deposits	22,000	33,743.81	15,984.53	17,759	153.4%
Sale of Town Property	27,001	32,454.12	129,263.00	(96,809)	120.2%
Other State/Fed Grants/FEMA	491,320	11,615.72	85,680.09	(74,064)	2.4%
Insurance/Other Reimb/Refunds	55,000	78,487.96	57,730.96	20,757	142.7%
Parking Fines	1,650	1,580.00	2,150.00	(570)	95.8%
Town Building Rent	2,850	3,125.00	3,250.00	(125)	109.6%
Selectmen Miscellaneous	32,000	49,906.25	12,199.11	37,707	156.0%
Donations	21,500	24,618.96	7,000.00	17,619	114.5%
Treasurer's Miscellaneous	1000	1007.6	714.56	293	100.8%
Town Clerk - Copy Fees	125	113.88	346.02	(232)	91.1%
Subtotal Miscellaneous Revenue	\$ 654,446	\$ 236,653	\$ 314,318	\$ (77,665)	36.2%
OTHER FINANCING SOURCES					
Income from Trust Funds	100,000	128,497.66	5.06	128,493	128.5%
Proceeds from Bond Issuance	2,000,000	0.00	850,000.00	(850,000)	0.0%
Income from Capital Reserve Funds	0	0.00	4,735.00	(4,735)	N/A
Income from Revenue Funds	32,500	32,500.00	32,500.00	0	100.0%
Forestry Fund	0	0	6,000	(6,000)	N/A
Fund Balance	0	0.00	100,000.00	(100,000)	N/A
Grants/Donations Accepted/Expended	0	0.00	19,172.06	(19,172)	N/A
Subtotal Other Financing Sources	\$ 2,132,500	\$ 160,998	\$ 1,012,412	\$ (851,414)	7.5%
TOTAL REVENUES	\$ 9,173,166	\$ 6,997,804	\$ 7,872,618	\$ (874,814)	76.3%

Balance Sheet

The following represents the General Fund balance sheet as of December 31, 2018 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, 2018

ASSETS:	
Cash	\$19,314,404
Taxes receivable, net	1,869,566
Accounts receivable	144,811
Restricted cash - performance bonds	463,760
Other assets	9,324
<hr/>	
Total Assets	\$21,801,865
LIABILITIES & FUND BALANCES:	
Liabilities	
Accounts payable and accruals	\$42,857
Tax abatements payable	(1,248,199)
Deposits	463,760
Deferred revenue	950,627
Due to other governments, funds	19,930,007
<hr/>	
Total Liabilities	20,139,052
Fund Balances	
Nonspendable fund balance	\$0
Committed fund balance	984,719
Assigned fund balance	162,309
Unassigned fund balance	515,785
<hr/>	
Total Fund Balances	1,662,813
<hr/>	
Total Liabilities & Fund Balances	\$21,801,865

Town Debt

The full Statement of Bonded Indebtedness at the end of 2018 is as follows: our only debt consists of the fire engine loan taken in May 2016 and the Fire Quint Aerial Truck loan taken in May 2017. Town budget funds will be required to pay the debt service throughout the term of the bonds.

Fire Engine Loan:

The third of four annual payments for the fire engine loan taken in May 2016 was made in July 2018. The last payment will be made in July 2019.

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
					84,061.79
2019	7/31/19	84,061.79	1,260.93	85,322.72	0
		\$84,061.79	\$1,260.93	\$85,322.72	

Fire Quint Aerial Truck Loan:

The first of ten annual payments for the Fire Quint Aerial Truck loan taken in May 2017 was made in March 2018. An additional principal payment of \$12,229.70 was made in August 2018 from the fire impact fees fund. The remaining 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.

Remaining Principal at the end of 2018: \$759,463.87

	Beginning Principal	Principal Paid	Interest Paid	Remaining Principal	Total Payment
3/31/2019	\$ 759,463.87	\$ 77,540.98	\$ 19,045.16	\$681,922.89	\$ 96,586.14
3/31/2020	\$ 681,922.89	\$ 79,600.58	\$ 16,985.56	\$602,322.31	\$ 96,586.14
3/31/2021	\$ 602,322.31	\$ 81,624.29	\$ 14,961.85	\$520,698.02	\$ 96,586.14
3/31/2022	\$ 520,698.02	\$ 83,651.86	\$ 12,934.28	\$437,046.16	\$ 96,586.14
3/31/2023	\$ 437,046.16	\$ 85,729.79	\$ 10,856.35	\$ 51,316.37	\$ 96,586.14
3/31/2024	\$ 351,316.37	\$ 87,835.43	\$ 8,750.71	\$ 63,480.94	\$ 96,586.14
3/31/2025	\$ 263,480.94	\$ 90,041.20	\$ 6,544.94	\$173,439.74	\$ 96,586.14
3/31/2026	\$ 173,439.74	\$ 92,277.85	\$ 4,308.29	\$ 81,161.89	\$ 96,586.14
3/31/2027	\$ 81,161.89	\$ 81,161.89	\$ 2,016.08	\$ -	\$ 83,177.97
Total:		\$ 759,463.87	\$ 96,403.22		\$ 855,867.09

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 2018. 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 2018. The Town has not renewed the line of credit for 2019, and plans to open a new Tax Anticipation line of credit during 2019.

School District Payments

Payments to the Windham School District for 2018 are summarized as follows:

Due to School District as of December 31, 2017	\$ 17,596,886
Total School District Funds Raised through 2018 Tax Rate	44,130,183
Total Transferred Out to School District during 2018	<u>(42,096,886)</u>
Balance due to School District as of December 31, 2018	\$ 19,630,183

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):	2018	2017	2016	2015
Available for tax rate setting	\$939,236	\$1,156,737	\$1,235,325	\$1,194,131
Amount used to reduce next year's tax rate	\$639,236	\$856,737	\$935,235	\$890,000
Remainder	\$300,000	\$300,000	\$300,000	\$304,131

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 disbursements reflect five refunds of Police impact fees totaling 12,209.16 and two refunds of Fire impact fees totaling 5,567.61 upon the request of the affected property owners based on the funds not being expended within 6 years after being collected.

	Balance 12/31/2017	Income	Disbursements	Interest	Balance 12/31/18
Cable TV Trust Fund	336,663.20	22,000.00	25,450.70	996.16	334,208.66
Searles Special Revenue	11,009.86	29,225.38	30,216.44	43.76	10,062.56
Searles Donation Fund	594.33			1.79	596.12
Friends of Searles	365.34			1.07	366.41
Expendable Health Trust	70,202.30	280,756.46	321,140.11	224.75	30,043.40
Cemetery Operation Fund	117,542.25	5,200.00	200.00	360.33	122,902.58
Conservation Land Trust	88,797.06	306,647.74	38,266.29	927.72	358,106.23
Road Bond Fund	9,312.31			25.56	9,337.87
Law Enforcement Fund	977.13			2.93	980.06
Recreation-Lacrosse	(0.00)				(0.00)
Recreation-Programs	8,724.83	56,255.18	56,146.04	22.06	8,856.03
Griffin Park Passive Recreation	11,671.74		11,674.14	2.40	0.00
Conservation Special	2,173.56			6.53	2,180.09
Police Public Safety Revolve Fd	77,693.55	184,231.50	237,648.16	271.22	24,548.11
Fire Public Safety Revolve Fd	33,625.56	18,851.15	21,295.11	107.80	31,289.40
Police Fed Asset Forfeiture	0.00				0.00
Subdivision Fees	65,672.58	68,082.07	67,555.76	192.46	66,391.35
Rte 28 Emergency Fund	11,342.01			34.06	11,376.07
Rail to Trail Fund	101.04			0.31	101.35
Fire Cistern Special Rev Fund	502.12			1.51	503.63
Forest Maintenance Fund	55,805.50		1,197.76	165.25	54,772.99
Police Impact Fee	120,402.70	32,501.00	20,405.55	359.79	132,857.94
Fire Impact Fee	214,981.94	58,251.36	30,958.73	649.91	242,924.48
School Impact Fees (Separate)	455,179.20	215,005.38	322,560.00	1,122.73	348,747.31
Total	1,693,340.11	1,277,007.22	1,184,714.79	5,520.10	1,791,152.64

The collective cash balances for the special funds were invested as follows as of December 31, 2018 (represents bank statement balances exclusive of deposits in transit and outstanding checks):

Citizens Bank Operating Accounts – earning 0.30%	\$1,536,685.81
Enterprise Bank Investment Account – earning 0.25%	\$252,407.49
TD Bank Merchant Account – earning 0.00%	\$2,059.34

Performance Bonds:

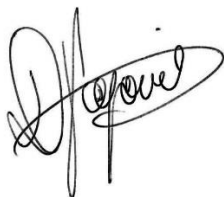
As of 12/31/2018, the following bonds/escrow accounts are held in custody by the Town Treasurer, either for the completion of projects approved by the Planning Board or for other town requirements. These funds are collected and expended through Planning Board and/or Board of Selectmen approval.

Project	Type	Current Balance
13 & 15 Rockingham	Letter of Credit	10,000.00
13 & 15 Rockingham	Cash	2,000.35
126 Rockingham	Cash	8,500.35
70 & 72 Range Rd	Letter of Credit	40,000.00
Chadwick Place	Letter of Credit	105,000.00

Project	Type	Current Balance
Chapin Rd	Cash	20,025.17
Cricket Ridge	Cash	12,616.92
Gateway Park	Cash	2,009.50
Gateway Park Completion	Cash	131,607.35
Granite Woods	Letter of Credit	192,269.00
Highclere	Letter of Credit	340,797.90
Jenny's Hill	Insurance Company Bond	21,000.00
Johnny Hill Estates	Insurance Company Bond	102,290.71
London Bridge South	Letter of Credit	180,817.45
McIntosh Hollow	Letter of Credit	20,472.00
Medicus	Cash	6,034.56
Napa Estates	Cash	105,311.85
Netherwood	Insurance Company Bond	14,600.00
7 Rockingham Rd	Insurance Company Bond	7,005.52
Ryan Farm Phase 1	Letter of Credit	7,200.00
Ryan Farm Phase 2	Letter of Credit	320,640.00
Stone Arch	Letter of Credit	30,000.00
Thorndike Estates	Insurance Company Bond	114,795.95
Village Center	Cash	14,887.03
Walkers Woods	Letter of Credit	124,425.78
Wall St./International	Cash	33,345.81
Weston Estates	Cash	53,802.47
Winslow Homes	Letter of Credit	24,831.60
Wood Side South II	Cash	73,618.52
Wood Meadow Phase I	Letter of Credit	133,010.40
Wood Meadow Phase II	Letter of Credit	108,877.65
Wood Meadow Phase III	Letter of Credit	78,198.60
Total Performance Bonds		\$2,439,992.44

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 2018

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.

ASSESSMENTS FOR 2018 BUILDING PERMIT ISSUANCES

			--- ASSESSMENT DATE (PERMIT ISSUED) ---			--- COLLECTION DATE (C.O. ISSUED) ---			
NAME	LOT #	STREET	DATE		SCHOOL	PUBLIC SAFETY	DATE	SCHOOL	PUBLIC SAFETY
GBS Walker Woods	6-C-110	60 Sheffield St	1/2/2018		\$3,848.00	\$1,621.00	9/11/2018	\$3,848.00	\$1,621.00
DHB Homes	24-F-1101	27 Wilson Rd	1/26/2018		\$4,288.00	\$1,621.00			
DiPeitro Homes	14-B-2807	35 London Bridge Rd	2/16/2018		\$6,357.87	\$1,460.00			
Balise Trust	21-G-600	231-A Range Rd	2/22/2018		\$4,288.00	\$1,621.00			
Ruby Holdings LLC	11-A-1701	3 Highclere Rd	2/22/2018		\$6,357.87	\$1,460.00			
Stone Hedge Builders	17-I-300	18 Chadwick Cir	3/2/2018	+55		\$1,460.00	8/14/2018		\$1,460.00
Stone Hedge Builders	17-I-300	6 Chadwick Cir	3/6/2018	+55		\$1,460.00			
Stone Hedge Builders	17-I-300	11 Chadwick Cir	3/6/2018	+55		\$1,460.00			
GBS Walker Woods	6-C-108	56 Sheffield St*	3/7/2018		\$3,848.00	\$1,621.00	7/27/2018	\$3,848.00	\$1,621.00
Morgan St LLC	13-C-123	39 Morgan St	3/16/2018	+55		\$1,460.00	9/17/2018		\$1,460.00
Shrestra	17-L-89	12 Grove St	3/19/2018		\$6,357.87				
Beaudet	16-R-184D	2 Second St	3/27/2018		\$6,357.87				
Meadow Creek Homes LLC	25-R-8002	26 Settlers Ridge Rd	4/3/2018		\$4,288.00	\$1,621.00	10/10/2018	\$4,288.00	\$1,621.00
Medicus	13-A-90	22 Roulston Rd	4/12/2018			\$24,094.44			
Pallini/Harvey	16-C-11	36 Gaumont Rd	4/18/2018	(sc)	\$6,357.87		11/21/2018	\$6,357.87	
London Bridge So Inc	14-B-2606	4 Ashton Park	4/20/2018		\$6,357.87	\$1,460.00	11/15/2018	\$6,357.87	\$1,460.00
Meadow Creek Homes LLC	25-R-8005	32 Settlers Ridge Rd	4/24/2018		\$4,288.00	\$1,621.00			
Bergeron	25-R-9004	29 Settlers Ridge Rd	4/25/2018		\$4,288.00	\$1,621.00			
Cockroft	25-C-1	4 Jordan Rd	4/30/2018	(sc)	\$6,357.87		11/8/2018	\$6,357.87	
DiPeitro Homes	7-A-794	20 Ludlow Rd	4/30/2018		\$6,357.87	\$1,460.00			
Meadow Creek Homes LLC	25-R-8007	36 Settlers Ridge Rd	5/7/2018		\$4,288.00	\$1,621.00			
Petrillo	7-A-788	8 Leeds Rd	5/9/2018		\$6,357.87	\$1,460.00			
Morgan St LLC	13-C-123	20 Morgan St	5/15/2018	+55		\$1,460.00	10/10/2018		\$1,460.00
Meadow Creek Homes LLC	25-R-8010	28 Glendenin Rd	5/17/2018		\$4,288.00	\$1,621.00			
Meadow Creek Homes LLC	25-R-8003	28 Settlers Ridge Rd	5/17/2018		\$4,288.00	\$1,621.00			
Meadow Creek Homes LLC	25-R-8004	30 Settlers Ridge Rd	5/17/2018		\$4,288.00	\$1,621.00			
Morgan St LLC	13-C-123	26 Morgan St	5/18/2018	+55		\$1,460.00	10/14/2018		\$1,460.00
Morgan St LLC	13-C-123	45 Morgan St	5/18/2018	+55		\$1,460.00			
Angle Wood Pond Realty	18-L-300	55 Range (2 Sharma-Master)	5/21/2018						
Canobie Lake Vet Hospital	17-H-30	72 Range Rd	5/23/2018			\$2,691.36			
Ruby Holdings LLC	11-A-1727	18 Highclere Rd	5/23/2018		\$6,357.87	\$1,460.00			
Ruby Holdings LLC	11-A-1709	23 Highclere Rd	5/23/2018		\$6,357.87	\$1,460.00			
Ruby Holdings LLC	11-A-1717	42 Highclere Rd	5/23/2018		\$6,357.87	\$1,460.00			
JL Powell Construction	25-R-9020	29 Glendenin Rd	5/24/2018		\$4,288.00	\$1,621.00			
DHB Homes	24-F-1109	37 Wilson Rd	6/6/2018		\$4,288.00	\$1,621.00			
DiPeitro Homes	20-D-2314	46 Burnham Rd (3)	6/12/2018		\$4,288.00	\$1,621.00			
Stone Hedge Builders	17-I-300	1 Chadwick Cir	06/21/18	+55		\$1,460.00			
Webster, M.	25-F-105	33 Abbot Rd	6/21/2018		\$6,357.87				
GBS Walker Woods	6-C-111	62 Sheffield St*	6/25/2018		\$3,848.00	\$1,621.00			
Boyle	20-D-2301	32 London Bridge Rd	6/26/2018		\$6,357.87	\$1,460.00			
Morgan St LLC	13-C-123	14 Morgan St	6/26/2018	+55		\$1,460.00			
Hassey	13-C-11	24 Stonehedge	7/17/2018		\$6,357.87	\$1,460.00			
GBS Walker Woods	6-C-107	54 Sheffield St*	7/19/2018		\$3,848.00	\$1,621.00			
Morgan St LLC	13-C-123	16 Morgan St	7/23/2018	+55		\$1,460.00			
London Bridge So Inc	14-B-2603	3 Ashton Park	7/27/2018		\$6,357.87	\$1,460.00			
Letizio	11-C-13	55 Enterprise Drive	8/2/2018		-	\$7,325.92			
Meadow Creek Homes LLC	25-R-8008	38 Settlers Ridge Rd	8/3/2018		\$4,288.00	\$1,621.00			
Meadow Creek Homes LLC	25-R-9001	23 Settlers Ridge Rd	8/3/2018		\$4,288.00	\$1,621.00			
Ruby Holdings LLC	11-A-1726	20 Highclere Rd	8/3/2018		\$6,357.87	\$1,460.00			
Ruby Holdings LLC	11-A-1722	32 Highclere Rd	8/3/2018		\$6,357.87	\$1,460.00			
Morgan St LLC	13-C-123	18 Morgan St	8/22/2018	+55		\$1,460.00			
Dane Development	20-D-4002	10 Burnham Rd	8/23/2018		\$6,357.87	\$1,460.00			
Draeger	7-A-2050	21 Dunraven	9/4/2018		\$6,357.87	\$1,460.00			
Bergeron	20-E-235	3 Buttrick Rd	9/6/2018		\$6,357.87	\$1,460.00			
Stone Hedge Builders	17-I-300	22 Chadwick Cir	09/06/18	+55		\$1,460.00			
NH Catholic Charities	12-A-500	21 Searles Rd	9/11/2018			\$76,429.00			
KCL Homes	7-A-2100	19 Dunraven	9/12/2018		\$6,357.87	\$1,460.00			
Angle Wood Pond Realty	18-L-300	2 Sharma Rd (Unit 104)	9/13/2018			\$1,029.78			
Debra Ann Trust	21-V-205	19 Ministerial Rd	9/14/2018		\$6,357.87	\$1,460.00			
Hatfield	20-D-4008	22 Burnham Rd	9/14/2018		\$6,357.87	\$1,460.00			

			--- ASSESSMENT DATE (PERMIT ISSUED) ---			--- COLLECTION DATE (C.O. ISSUED) ---			
NAME	LOT #	STREET	DATE		SCHOOL	PUBLIC SAFETY	DATE	SCHOOL	PUBLIC SAFETY
16 London Bridge Rd LLC	16-C-5	30 Gaumont Rd	9/17/2018		\$6,357.87	\$1,460.00			
7 Rock Realty	13-A-4	7 Rockingham Rd	9/19/2018			\$4,712.00			
Stone Hedge Builders	17-I-300	14 Chadwick Cir	09/20/18	+55		\$1,460.00			
Stone Hedge Builders	17-I-300	20 Chadwick Cir	09/20/18	+55		\$1,460.00			
Lebel	21-F-41	167 Range Rd	9/24/2018		\$6,357.87	\$1,460.00			
Meadow Creek Homes LLC	25-R-9002	25 Settlers Ridge Rd	9/24/2018		\$4,288.00	\$1,621.00			
Remi-Sons	6-C-112	55 Sheffield St*	9/28/2018		\$3,848.00	\$1,621.00			
Stone Hedge Builders	17-I-300	24 Chadwick Cor	10/1/2018	+55		\$1,460.00			
Morgan St LLC	13-C-123	43 Morgan St	10/10/2018	+55		\$1,460.00			
DiPietro Homes	7-A-793	21 Ludlow Rd	10/23/2018		\$6,357.87	\$1,460.00			
Stonebrook Land Dev	21-C-62	6 Thorndike Rd	10/23/2018		\$6,357.87	\$1,460.00			
Meadow Creek Homes LLC	25-R-9008	22 Glendenin Rd	10/25/2018		\$4,288.00	\$1,621.00			
Dreamscape Dev	21-C-90	9 Thorndike Rd	10/26/2018		\$6,357.87	\$1,460.00			
London Bridge So Inc	14-B-2610	12 Ashton Park	10/29/2018		\$6,357.87	\$1,460.00			
Morgan St LLC	13-C-123	24 Morgan St	10/29/2018	+55		\$1,460.00			
GBS Walker Woods	6-C-118	53 Sheffield St*	10/30/2018		\$3,848.00	\$1,621.00			
Dreamscape Dev	21-C-91	7 Thorndike Rd	11/14/2018		\$6,357.87	\$1,460.00			
Angle Wood Pond Rt	18-L-300	9 Sharma Way (pump house)	11/15/2018			\$264.00			
Angle Wood Pond Rt	18-L-300	2 Sharma Way (bank)	11/27/2018			\$1,441.80			
Meadow Creek Homes LLC	25-R-8015	38 Glendenin Rd	12/10/2018		\$4,288.00	\$1,621.00			
16 London Bridge Rd LLC	16-P-191	27 Third Street	12/18/2018		\$6,357.87				
Meadow Creek Homes LLC	25-R-9017	23 Glendenin Rd	12/18/2018		\$4,288.00	\$1,621.00			
Wood Meadow Land	25-R-9016	21 Glendenin Rd	12/18/2018		\$4,288.00	\$1,621.00			
Meadow Creek Homes LLC	25-R-9014	17 Glendenin Rd	12/20/2018		\$4,288.00	\$1,621.00			
Draeger	7-A-2101	12 Dunraven	12/21/2018		\$6,357.87	\$1,460.00			

ASSESSMENTS IN PRIOR YEARS (COLLECTED IN 2018 AT ISSUANCE OF CERTIFICATE OF OCCUPANCY)

			--- ASSESSMENT DATE (PERMIT ISSUED) ---			--- COLLECTION DATE (C.O. ISSUED) ---			
NAME	LOT #	STREET	DATE		SCHOOL	PUBLIC SAFETY	DATE	SCHOOL	PUBLIC SAFETY
Mark Harvey	24-F-193	67 Heritage Hill Rd	12/6/2016		\$6,357.87	\$1,460.00	1/5/2018	\$6,357.87	\$1,460.00
ADC	11-A-?	1 Pilgrim Rd	07/19/17		\$6,357.87	\$1,460.00	1/11/2018	\$6,357.87	\$1,460.00
David Robitaille	16-Q-211	18 Viau Rd	05/22/17	(1)	\$6,357.87		1/25/2018	\$6,357.87	
Taschereau Investment Properties	21-F-605	11 Weston Rd	07/08/16		\$4,288.00	\$1,621.00	1/29/2018	\$4,288.00	\$1,621.00
DiPietro Homes	20-D-3030	4 Bennington Rd	07/12/17		\$6,357.87	\$1,460.00	1/29/2018	\$6,357.87	\$1,460.00
DHB Homes LLC	24-F-1116	24 Wilson Rd	11/30/2016		\$4,288.00	\$1,621.00	2/5/2018	\$4,288.00	\$1,621.00
DiPietro Homes	20-D-3022	20 Bennington Rd	05/14/16		\$6,357.87	\$1,460.00	2/16/2018	\$6,357.87	\$1,460.00
Brian Harvey	16-P-505	59A Ministerial Rd	07/26/17		\$6,357.87	\$1,460.00	2/16/2018	\$6,357.87	\$1,460.00
Scott O'Brien	16-B-8	9 Ash St	04/28/17	(1)	\$6,357.87		2/20/2018	\$6,357.87	
DHB Homes	24-F-1105	3 Marden Rd	08/15/17		\$4,288.00	\$1,621.00	2/21/2018	\$4,288.00	\$1,621.00
DHB Homes	24-F-1108	35 Wilson Rd	2/22/2017		\$4,288.00	\$1,621.00	3/1/2018	\$4,288.00	\$1,621.00
DHB Homes	24-F-1107	4 Marden Rd	07/31/17		\$4,288.00	\$1,621.00	3/8/2018	\$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	3/19/2018	\$6,357.87	\$1,460.00
Maplevale Bldrs LLC	6-C-114	39 Sheffield Rd	3/11/2015		\$3,848.00	\$1,621.00	3/20/2018	\$3,848.00	\$1,621.00
Morgan St Dev.	13-C-123	7 Morgan St	07/11/17	+55		\$1,460.00	3/27/2018		\$1,460.00
Morgan St Dev.	13-C-123	9 Morgan St	07/11/17	+55		\$1,460.00	3/27/2018		\$1,460.00
Morgan St Dev.	13-C-123	35 Morgan St	07/21/17	+55		\$1,460.00	3/27/2018		\$1,460.00
Morgan St Dev.	13-C-123	33 Morgan St	07/21/17	+55		\$1,460.00	3/27/2018		\$1,460.00
DHB Homes	24-F-1115	26 Wilson Rd	3/23/2017		\$4,288.00	\$1,621.00	3/28/2018	\$4,288.00	\$1,621.00
GBS Walker Woods	6-C-109	58 Sheffield St*	10/31/2017		\$3,848.00	\$1,621.00	3/30/2018	\$3,848.00	\$1,621.00
Morgan St Dev.	13-C-123	5 Morgan St	07/11/17	+55		\$1,460.00	4/30/2018		\$1,460.00
Morgan St Dev.	13-C-123	11 Morgan St	07/11/17	+55		\$1,460.00	4/30/2018		\$1,460.00
Morgan St Dev.	13-C-123	29 Morgan St.	07/21/17	+55		\$1,460.00	5/2/2018		\$1,460.00
Delbar Construction	20-E-331	61 Bear Hill Rd	10/6/2017		\$6,357.87	\$1,460.00	5/7/2018	\$6,357.87	\$1,460.00
Stone Hedge Builders	17-I-300	9 Chadwick Circle	07/07/17	+55		\$1,460.00	5/17/2018		\$1,460.00
Stone Hedge Builders	17-I-300	5 Chadwick Cir	08/17/17	+55		\$1,460.00	5/17/2018		\$1,460.00
Stone Hedge Builders	17-I-300	13 Chadwick Cir	08/17/17	+55		\$1,460.00	5/17/2018		\$1,460.00
Rob and Kim Doe	22-L-73	35 West Shore Rd	09/19/17		\$6,357.87	\$1,460.00	5/17/2018	\$6,357.87	\$1,460.00
DMH Dev	13-D-501	11 Doiron Rd	3/6/2017		\$6,357.87	\$1,460.00	5/25/2018	\$6,357.87	\$1,460.00
DHB Homes	24-F-1114	28 Wilson Rd	3/25/2017		\$4,288.00	\$1,621.00	5/31/2018	\$4,288.00	\$1,621.00
Robert Peterson	19-B-701	1 Glance Rd	06/20/17		\$6,357.87	\$1,460.00	6/7/2018	\$6,357.87	\$1,460.00
DiPietro Homes	20-D-2305	26 London Bridge Rd	06/28/17		\$4,288.00	\$1,621.00	6/14/2018	\$4,288.00	\$1,621.00
Morgan St Dev.	13-C-123	13 Morgan St	07/11/17	+55		\$1,460.00	6/14/2018		\$1,460.00
Morgan St Dev.	13-C-123	12 Morgan St	09/11/17	+55		\$1,460.00	6/14/2018		\$1,460.00

			--- ASSESSMENT DATE (PERMIT ISSUED) ---			--- COLLECTION DATE (C.O. ISSUED) ---			
NAME	LOT #	STREET	DATE		SCHOOL	PUBLIC SAFETY	DATE	SCHOOL	PUBLIC SAFETY
Bergeron Homes	11-A-1657	2 Floral St	08/15/17		\$4,288.00	\$1,460.00	6/21/2018	\$4,288.00	\$1,460.00
DHB Homes	24-F-1110	39 Wilson Rd	06/26/17		\$4,288.00	\$1,621.00	6/25/2018	\$4,288.00	\$1,621.00
Morgan St Dev.	13-C-123	17 Morgan St	07/11/17	+55		\$1,460.00	6/28/2018		\$1,460.00
Morgan St Dev.	13-C-123	37 Morgan Str	11/14/2017			\$1,460.00	6/29/2018		\$1,460.00
DHB Homes	24-F-1113	30 Wilson Rd	06/26/17		\$4,288.00	\$1,621.00	7/10/2018	\$4,288.00	\$1,621.00
DiPietro Homes	20-D-2313	44 Burnham Rd(1)	12/14/2017		\$4,288.00	\$1,621.00	7/19/2018	\$4,288.00	\$1,621.00
Morgan St Dev.	13-C-123	31 Morgan St	07/11/17	+55		\$1,460.00	7/24/2018		\$1,460.00
Meadow Creek*	25-R-8001	24 Settler Ridge Rd	06/01/17		\$4,288.00	\$1,621.00	7/30/2018	\$4,288.00	\$1,621.00
Morgan St Dev.	13-C-123	3 Morgan St	07/07/17	+55		\$1,460.00	8/1/2018		\$1,460.00
Bergeron Homes	25-R-9005	31 Settlers Ridge Rd	12/19/2017		\$4,288.00	\$1,621.00	8/23/2018	\$4,288.00	\$1,621.00
Morgan St Dev.	13-C-123	27 Morgan St	09/11/17	+55		\$1,460.00	8/30/2018		\$1,460.00
Stone Hedge Builders	17-I-300	3 Chadwick Circle	11/3/2017			\$1,460.00	8/30/2018		\$1,460.00
Joel Santos	20-D-2600	16 London Bridge Rd	09/22/17		\$6,357.87	\$1,460.00	9/4/2018	\$6,357.87	\$1,460.00
Alan Carpenter	25-G-145	35 Emerson Rd	07/14/17		\$6,357.87		9/7/2018	\$6,357.87	
JKR Properties	21-H-14A	22 or 20 Lakeshore Rd	11/15/2017		\$6,357.87	\$1,460.00	9/18/2018	\$6,357.87	\$1,460.00

IMPACT FEES - AMOUNT DISBURSED 2018

Disbursed To:	Date:	Purpose:	Type	Amount	Originally Assessed
Windham School District	6/19/2018	Annual bond payments	School	\$322,580.00	N/A
Northway Bank	8/28/2018	Added Payment on Quint Loan	Public Safety	\$12,229.70	N/A
Port One Architects	12/18/2018	Feasibility Study - Police/Fire Renovations	Public Safety	\$17,500.00	N/A
MacThompson LLC	2/6/2018	Refund: not spent within 6 yrs	Public Safety	\$7,267.25	2011
Daniel Shattuck	2/6/2018	Refund: not spent within 6 yrs	Public Safety	\$1,629.43	2011
Indian Rock Office Park LLC	8/28/2018	Refund: not spent within 6 yrs	Public Safety	\$3,283.25	2010
James and Meghan Capasso	8/28/2018	Refund: not spent within 6 yrs	Public Safety	\$516.62	2012
22 Roulston Road LLC	9/25/2018	Refund: not spent within 6 yrs	Public Safety	\$5,080.22	2012
183 Rockingham Rd LLC	9/25/2018	Overpayment Refund	Public Safety	\$3,857.81	2013

INDEPENDENT AUDIT 2017



PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

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

INDEPENDENT AUDITOR'S REPORT

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

We have audited the accompanying financial statements of the governmental activities, major fund, and aggregate remaining fund information of the Town of Windham as of and for the year ended December 31, 2017, 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, 2017, 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.

Other Matters

Required Supplementary Information – Accounting principles generally accepted in the United States of America require that the Management’s Discussion and Analysis (pages 3-10), Schedule of Funding Progress for Other Postemployment Benefit Plan (page 41), Schedule of the Town’s Proportionate Share of Net Pension Liability (page 42), and Schedule of Town Contributions (page 43) 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.

Plodzik & Sanderson
Professional Association

September 10, 2018

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, 2017. 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 four components:

1. government-wide financial statements
2. fund financial statements
3. notes to the financial statements
4. required supplementary information

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 \$24.7 million at the end of 2017, which represents a decrease of \$1.5 million, or 5.61%, 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, 2017 and December 31, 2016:

		12/31/2017	12/31/2016	% Change
Cash, receivables & other assets		23,767,277	23,522,890	1.04%
Capital assets, net		37,760,801	37,958,555	-0.52%
	Total Assets	61,528,078	61,481,445	0.08%
Deferred outflows of resources		2,513,027	4,150,509	-39.45%
Accrued liabilities & payables		18,668,639	19,973,572	-6.53%
Bonds, leases & long-term liabilities		18,754,499	19,215,660	-2.40%
	Total Liabilities	37,423,138	39,189,232	-4.51%
Deferred inflows of resources		1,888,641	243,438	675.82%
Net position:				
Net investment in capital assets		36,560,123	37,649,158	-2.89%
Restricted		530,828	507,982	4.50%
Unrestricted		(12,361,625)	(11,957,856)	-3.38%
	Total Net Position	24,729,326	26,199,284	-5.61%

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 (\$36.6 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 (\$531 thousand or 2.1%) 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 18 – Governmental Activities Net Position for further details). The remaining portion (-\$12.3 million or -50.0%) 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, 2017 and December 31, 2016:

		12/31/2017	12/31/2016	% Change
Program revenues:				
Charges for services		1,217,282	1,234,198	-1.37%
Operating grants and contributions		417,601	329,405	26.77%
	Total program	1,634,883	1,563,603	4.56%
General revenues:				
Property & other taxes		7,618,887	7,141,183	6.69%
Licenses & permits		4,096,997	3,906,453	4.88%
Grants & contributions		844,968	940,606	-10.17%
Other general revenues		730,343	1,093,078	-33.18%
	Total general	13,291,195	13,081,320	1.60%
	Total revenues	14,926,078	14,644,923	1.92%
Program expenses:				
General government		3,383,288	3,502,860	-3.41%
Public safety		7,817,626	7,553,678	3.49%
Highways and streets		2,429,010	2,097,849	15.79%
Health and welfare		81,393	60,063	35.51%
Sanitation		884,960	994,394	-11.01%
Culture, recreation, conservation		1,780,290	1,788,078	-0.44%
Interest		19,469	13,554	43.64%
	Total expenses	16,396,036	16,010,476	2.41%
Increase(decrease) in net position		(1,469,958)	(1,365,553)	-7.65%
Net position, beginning (restated)		26,199,284	27,564,837	-4.95%
Net position, ending		24,729,326	26,199,284	-5.61%

The Town's net position decreased by \$1.5 million, or (5.61%) during 2017, as compared to a decrease of \$1.4 million, or (4.95%) in the previous year. The primary funding source for governmental activities are taxes (51% of all revenues) and licenses/permits (27% of all revenues). Total 2017 revenues of \$14.93 million were lower than the 2016 revenues of \$16.40 million, leading to the decrease in net position. Revenue in 2017 was higher than the 2016 revenue by \$281 thousand, or 1.92%. This increase was mostly driven by an increase of \$478 thousand in property and other tax revenues and an increase of \$191 thousand in License and permits, offset by decreases of \$363 thousand in other general revenues and \$96k in grants and contributions.

Total expenses during 2017 of \$16.4 million were higher than 2016 expenses of \$16 million by \$386 thousand, or 2.41%. The largest increases were in the highways and streets category of \$331 thousand and in public safety category of \$264 thousand (mainly due to changes in GASB68 balances related to pensions).

Financial Analysis of Town of Windham Funds

Governmental Funds. At the end of 2017 and 2016, the combined fund balances for all governmental funds were as follows (details in Exhibit C-3):

	2017	2016
General Fund	\$1,864,756	\$1,910,547
Other Governmental Funds	1,712,628	1,402,771
Total Governmental Fund Balance	\$3,577,384	\$3,313,318

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, 2017 to December 31, 2016, the total fund balance on the Governmental Funds Balance Sheet as of December 31, 2017 of \$3.6 million was higher than the \$3.3 million as of December 31, 2016. 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 \$1.7 million increased by approximately \$310 thousand as compared to the 2016 restated balance. These other governmental funds are restricted for the purposes originally established at the time of appropriation. The largest single funds on December 31, 2017 were the Public Safety Impact Fees Fund with a fund balance of \$335 thousand (increasing by \$46 thousand over the previous year) and the Cable and Health Expendable Trust with a fund balance of \$407 thousand (increasing by \$9 thousand over the previous year). The most significant activity within the other individual funds were the increase of \$244 thousand in the Land Purchase Conservation Fund balance and the increase of \$46 thousand in the Public Safety Impact Fees balance, 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 2017. 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>2017</u>	<u>2016</u>
Total fund balance – budgetary basis	\$1,503,780	\$1,691,354
Portion designated as nonspendable	(0)	(16,100)
Portion designated as committed	(386,219)	(180,127)
Portion designated as assigned	(178,325)	(238,390)
Available for tax rate setting (Unassigned)	<u>\$939,236</u>	<u>\$1,256,737</u>

The amount of the December 31, 2016 fund balance used to reduce the 2017 tax rate was \$857 thousand, as compared to \$935 thousand used for the 2016 tax rate. After this reduction, the net unassigned fund balance as of December 31, 2017 ended up at \$0.9 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 \$14.7 million, along with the use of \$957 thousand in fund balance, supported the overall actual expenditures of \$14.9 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 \$15.6 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 \$573 thousand.

	Final Budget	Actual (Budgetary Basis)	Variance
Revenues	\$13,752,941	13,803,019	50,078
Bond Proceeds	850,000	850,000	-
Transfers In	4,742	81,810	77,068
Expenditures	(15,384,420)	(14,938,430)	445,990
Transfers Out	(180,000)	(180,000)	-
Net	(\$956,737)	(\$383,601)	573,136

Actual revenues and transfers in were higher than the final budgeted amounts by a combined \$127 thousand. This was primarily due to various differences in actual amounts collected by the Town, including increases in taxes (\$106 thousand), charges for services (\$105 thousand) and license and permit fees (\$90 thousand) through the end of fiscal 2017, as compared to budgeted amounts set in the fall of 2016. 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 \$168 thousand in miscellaneous revenue and a drop of \$83 thousand in intergovernmental revenue.

Actual expenditures and transfers out were less than the final budget by \$446 thousand, resulting in a positive budgetary variance. The majority of the savings was in the highways and streets category (\$139 thousand), primarily due to funds being allocated to other departments, and culture and recreation (\$69 thousand), offset by higher than budgeted spending in public safety (\$87 thousand). 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, 2017 totaled \$14.7 million, as compared to \$13.9 million for the previous year, or an increase of \$815 thousand, or 5.9%. This was primarily due to an increase in bond proceeds (\$515 thousand) due to the fire truck bond for the quint, taxes (\$387 thousand) and licenses and permits (\$191 thousand), offset by a \$232 thousand decrease in miscellaneous revenues. The increase in licenses and permits is due to an overall increase in motor vehicle registration revenue and increased building permit revenue in 2017.

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:	2017	2016	% Change
Taxes	\$7,428,864	\$7,041,752	5.5%
Licenses and Permits	4,096,997	3,906,203	4.9%
Intergovernmental	1,178,108	1,270,011	-7.2%
Charges for Services	888,773	803,224	10.7%
Miscellaneous	210,277	442,294	-52.5%
	13,803,019	13,463,484	2.5%
Bond Proceeds	850,000	334,816	153.9%
Operating transfers in	81,810	121,636	-32.7%
Total	\$14,734,829	\$13,919,936	5.9%

Expenditures (including principal and interest payments on debt) and other uses totaled \$15.1 million for the year ended December 31, 2017, as compared to \$14.2 million for the previous year, or an increase of 6.3%. Public safety represented the highest category of spending at 46% of the total spending for General Fund activities in 2017, compared to 47% in 2016. 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:	2017	2016	% Change
General Government	2,796,680	2,820,335	-0.8%
Public Safety	6,981,594	6,684,133	4.5%
Highways and Streets	1,067,417	1,064,068	0.3%
Health and welfare	81,393	60,063	35.5%
Sanitation	858,922	876,125	-2.0%
Culture, Recreation, Conservation	1,440,569	1,364,370	5.6%
Capital outlay	1,626,140	1,098,842	48.0%
Debt Service	85,715	171,494	-50.0%
Total	14,938,430	14,139,430	5.7%
Operating transfers out	180,000	80,000	125.0%
Total	15,118,430	14,219,430	6.3%

The most significant increase in expenditures over the previous year was in Capital Outlay due to the \$850 thousand spent during 2017 to purchase and equip the quint 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, 2017 amounted to \$37.8 million, net of accumulated depreciation, representing a decrease of \$198 thousand over the previous year balance of \$38.0 million. The net decrease in value is driven by the excess of the depreciation expense of the town assets over the capital investments during 2017. The following summary shows a yearly comparison of net capital assets by category (see Note 8 in the Notes to the Basic Financial Statements for more detailed information):

Capital Assets	2017	2016	Change
Infrastructure	15,921,202	16,607,627	(686,425)
Construction in Progress, Land and land improvements	14,817,915	13,936,790	881,125
Buildings and improvements	4,355,029	4,583,742	(228,713)
Vehicles and equipment	2,666,655	2,830,396	(163,741)
Total capital assets, net	37,760,801	37,958,555	(197,754)

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 2017 include:

- The Town acquired public safety equipment in the form of 5 cruisers and a message trailer for the Police Department, paid for a quint fire truck that was delivered in 2018 to the Fire Department and also acquired a pickup truck for the Highway Department and a trailer for the Transfer Station.
- The Town paved portions of East Nashua Rd, Balmorra, Tulley, Fordway Extension, Gov. Dinsmore and Blossom Rd.
- The Town also built the passive recreation area at Griffin Park, replaced the HVAC system for the Town Hall building and upgraded the town phone system.

Long-term Debt. During 2017, the Town borrowed \$850,000 towards the purchase of a new quint fire engine - the first of ten annual payments was made in 2018 and the full balance will be paid by 2027.

Two leases were entered into during 2017 - a three year lease for a Transfer station trailer (\$22 thousand payments to be made from 2018 to 2020) and a 3 year lease for Police Department vehicles (\$63 thousand payments to be made from 2017 to 2019).

\$183 thousand remains due on all capital leases as of December 31, 2017. See Note 12 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 2017 fiscal year increased 1.1% over the previous year (to \$2,305,084,080 in 2017 from \$2,279,643,640 in 2016) as the Town is continuing to experience new development.
- The total property taxes that were uncollected as of year-end, including liens and tax deeded property, amounted to \$2.0 million as of December 31, 2017, lower than the \$2.3 million as of December 31, 2016. Current year uncollected as a percentage of the total tax levy was 4.4% as of December 31, 2017, which is a decrease from prior year's 4.7%.

Several factors were taken into consideration as Town officials developed the budget for the 2017 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 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, 2017

	General	Other Governmental Funds	Total Governmental Funds
ASSETS			
Cash and cash equivalents	\$ 19,464,363	\$1,355,300	\$20,819,663
Investments	-	146,038	146,038
Accounts receivable (net)	276,134	34,958	311,092
Taxes receivable	1,957,873	76,000	2,033,873
Intergovernmental receivable	-	27,500	27,500
Interfund receivable	3	84,600	84,603
Restricted assets:			
Cash and cash equivalents	504,111	-	504,111
Total assets	<u>\$ 22,202,484</u>	<u>\$1,724,396</u>	<u>\$23,926,880</u>
LIABILITIES			
Accounts payable	\$ 233,297	\$ 11,765	\$ 245,062
Intergovernmental payable	17,896,710	-	17,896,710
Interfund payable	84,600	3	84,603
Escrow and performance deposits	508,945	-	508,945
Total liabilities	<u>18,723,552</u>	<u>11,768</u>	<u>18,735,320</u>
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue - Property taxes	1,329,030	-	1,329,030
Unavailable revenue - Highway block grant	285,146	-	285,146
Total deferred inflows of resources	<u>1,614,176</u>	<u>-</u>	<u>1,614,176</u>
FUND BALANCES			
Nonspendable	-	356,721	356,721
Restricted	73,513	100,594	174,107
Committed	821,065	918,649	1,739,714
Assigned	190,745	336,664	527,409
Unassigned	779,433	-	779,433
Total fund balances	<u>1,864,756</u>	<u>1,712,628</u>	<u>3,577,384</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 22,202,484</u>	<u>\$1,724,396</u>	<u>\$23,926,880</u>

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, 2017

	General	Other Governmental Funds	Total Governmental Funds
REVENUES			
Taxes	\$ 7,437,842	\$ 259,433	\$7,697,275
Licenses and permits	4,096,997	-	4,096,997
Intergovernmental	1,178,108	27,500	1,205,608
Charges for services	888,773	328,508	1,217,281
Miscellaneous	268,729	518,576	787,305
Total revenues	13,870,449	1,134,017	15,004,466
EXPENDITURES			
Current:			
General government	2,809,045	404,548	3,213,593
Public safety	7,198,724	267,669	7,466,393
Highways and streets	1,060,217	-	1,060,217
Sanitation	920,847	-	920,847
Health	40,162	-	40,162
Welfare	41,231	-	41,231
Culture and recreation	1,432,162	68,869	1,501,031
Conservation	3,801	43,626	47,427
Debt service:			
Principal	81,977	-	81,977
Interest	3,738	-	3,738
Capital outlay	1,420,767	39,442	1,460,209
Total expenditures	15,012,671	824,154	15,836,825
Excess (deficiency) of revenues over (under) expenditures	(1,142,222)	309,863	(832,359)
OTHER FINANCING SOURCES (USES)			
Transfers in	6	-	6
Transfers out	-	(6)	(6)
Note proceeds	850,000	-	850,000
Capital lease inception	246,425	-	246,425
Total other financing sources (uses)	1,096,431	(6)	1,096,425
Net change in fund balances	(45,791)	309,857	264,066
Fund balances, beginning, as restated (see Note 20)	1,910,547	1,402,771	3,313,318
Fund balances, ending	\$ 1,864,756	\$1,712,628	\$3,577,384

NOTE 8 – CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2017 is as follows:

	Balance, beginning	Additions	Disposals	Balance, ending
At cost:				
Not being depreciated:				
Land	\$ 13,663,933	\$ -	\$ -	\$ 13,663,933
Construction in progress	-	834,285	-	834,285
Total capital assets not being depreciated	13,663,933	834,285	-	14,498,218
Being depreciated:				
Land improvements	1,699,923	90,000	-	1,789,923
Buildings and building improvements	9,096,028	-	-	9,096,028
Vehicles and equipment	6,506,696	444,421	(306,324)	6,644,793
Infrastructure	46,192,127	636,763	-	46,828,890
Total capital assets being depreciated	63,494,774	1,171,184	(306,324)	64,359,634
Total all capital assets	77,158,707	2,005,469	(306,324)	78,857,852
Less accumulated depreciation:				
Land improvements	(1,427,066)	(43,160)	-	(1,470,226)
Buildings and building improvements	(4,512,286)	(228,713)	-	(4,740,999)
Vehicles and equipment	(3,676,300)	(490,771)	188,933	(3,978,138)
Infrastructure	(29,584,500)	(1,323,188)	-	(30,907,688)
Total accumulated depreciation	(39,200,152)	(2,085,832)	188,933	(41,097,051)
Net book value, capital assets being depreciated	24,294,622	(914,648)	(117,391)	23,262,583
Net book value, all capital assets	\$37,958,555	\$ (80,363)	\$ (117,391)	\$37,760,801

Depreciation expense was charged to functions of the Town based on their usage of the related assets. The amounts allocated to each function are as follows:

General government	\$ 38,363
Public safety	151,370
Highways and streets	1,705,557
Sanitation	63,686
Culture and recreation	126,856
Total depreciation expense	<u>\$ 2,085,832</u>

*Find the full 2017 Audited Financial Statements on our website at
windhamnh.gov/211/Finance-Office*

STATEMENT OF APPROPRIATIONS

General Government:	
Town Officer's Salaries	3,330
Administration	709,535
Town Clerk's Expenses	294,360
Tax Collector's Expenses	147,280
Election and Registration Expenses	36,300
Cemeteries	41,450
General Government Buildings	417,305
Appraisal of Property	189,790
Information Technology	252,920
Town Museum	5,000
Searles Building	8,510
Legal Expenses	50,400
Retirement Service Charges	4,000
Insurance	352,780
Public Safety:	
Contracted Police Services	5
Police Department	3,233,350
Dispatching	475,110
Fire Department	3,404,995
Emergency Management	10,670
Community Development	522,250
Highways, Streets and Bridges:	
Town Maintenance	1,177,420
Street Lighting	18,890
Sanitation:	
Solid Waste Disposal	936,765
Health/Welfare:	
Health and Human Services	46,690
General Assistance	40,540
Culture and Recreation:	
Library	1,151,010
Recreation	234,010
Historic Commission	9,000
Conservation Commission	6,350
Senior Center	5,620
Cable TV Expenses	119,080
Debt Service:	
Long Term Notes (Principal and Interest)	182,301
Interest Expense - Tax Anticipation Notes	500

Capital Outlay/Special Articles:	
Road Improvements	300,000
Fire Department - Radios	180,000
Town Common Beautification	25,000
Castle Hill Rd Bridge	480,000
Library Roofing Replacement	70,000
Greenway Trail	30,000
Searles Revenue Fund	32,500
Acceptance of State Land Conveyance	1,500
Consultant Services - Water Line	40,000
Land Acquisition Petition Article	2,000,000
Operating Transfers Out:	
Property Maintenance Trust	50,000
Earned Time Trust	30,000
Facilities Trust	100,000
Total Appropriations:	\$ 17,426,517

2018 TAX RATE COMPUTATION

Total Town Appropriations	\$17,426,517		
LESS: Revenues	9,173,166		
LESS: Fund Balance to Reduce Taxes	639,236		
ADD: Overlay	93,232		
ADD: War Service Credits	257,750		

Net Town Appropriations	7,965,097		
Approved Town Tax Effort		7,967,097	
Town Rate:			3.39
Approved School Tax Effort		38,748,171	
Local School Rate:			16.50
State Education Taxes		5,381,912	
State School Rate:			2.32
Approved County Tax Effort		2,531,334	
County Rate:			1.08

Total of Town, School, State and County		54,626,614	
LESS: War Service Credits		(257,750)	
PLUS: Village District Commitments		21,190	

PROPERTY TAXES TO BE RAISED:		\$54,390,054	-----
TOTAL TAX RATE			\$ 23.29

SUMMARY INVENTORY OF VALUATION

DESCRIPTION OF PROPERTY

2018 VALUATION

VALUE OF LAND ONLY:

Current Use	\$ 89,700
Residential	879,091,800
Commercial/Industrial	<u>76,897,100</u>

Total of Taxable Land \$ 956,078,600

VALUE OF BUILDINGS ONLY:

Residential	\$1,283,164,050
Manufactured Housing	48,800
Commercial/Industrial	<u>91,869,140</u>

Total of Taxable Buildings \$1,375,081,990

PUBLIC UTILITIES \$ 29,534,800

VALUATION BEFORE EXEMPTIONS \$ 2,360,695,390

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

MODIFIED ASSESSED VALUATION OF ALL PROPERTIES \$ 2,360,205,960

Deaf Exemptions - 1 @ \$15K	\$ 15,000
Blind Exemptions - 4 @ \$15K	\$ 60,000
Elderly Exemptions -	
16 @ \$160K	\$ 2,560,000
13 @ \$190K	2,449,100
24 @ Full Exemption	6,175,900

Disabled Exemption - 3 @\$160K \$ 461,400

Solar Exemption – 2 @23K \$ 46,000

TOTAL AMOUNT OF EXEMPTIONS (11,767,400)

NET VALUATION ON WHICH TAX RATE IS COMPUTED \$ 2,348,438,560

LESS: Public Utilities: (29,534,800)

NET VALUATION ON WHICH STATE EDUCATION TAX
RATE IS COMPUTED \$ 2,318,903,760

TAX COLLECTOR

DEBIT REPORT

UNCOLLECTED TAXES BEGINNING OF YEAR:	2018	Prior Year
Property Taxes	0.00	1,258,904.63
Land Use Change Taxes	0.00	76,000.00
Yield Taxes	0.00	1,122.95
Excavation Tax	0.00	0.00
TAXES COMMITTED THIS YEAR:		
Property Taxes	54,388,765.00	0.00
Land Use Change Taxes	0.00	0.00
Yield Tax	3,367.28	0.00
Excavation Tax		0.00
OVERPAYMENTS		
Overpayments/Refunds	201,785.27	24,402.69
Miscellaneous	2.00	
INTEREST COLLECTED ON DELINQUENT TAXES:	22,456.24	51,043.46
COLLECTED PENALTIES/FEES:	157.50	3,296.00
TOTAL DEBITS	<u>\$54,616,533.29</u>	<u>\$1,414,769.73</u>

CREDIT REPORT

REMITTED TO TREASURER:		
Property Taxes	52,944,237.50	1,258,904.63
Land Use Change Taxes	0.00	76,000.00
Yield Taxes	2,163.36	1,122.95
Interest	22,456.24	51,043.46
Penalties/Fees	157.50	3,296.00
Overpayments/Refunds	201,785.27	24,402.69
Miscellaneous	2.00	0.00
Excavation Tax		0.00
ABATEMENTS MADE:		
Property Taxes	0.00	0.00
Yield Taxes	0.00	0.00
Land Use Change Taxes	0.00	0.00
UNCOLLECTED TAXES END OF YEAR:		
Property Taxes	1,444,527.50	0.00
Land Use Change Taxes	0.00	0.00
Yield Taxes	1,203.92	0.00
Excavation Tax	0.00	0.00
TOTAL CREDITS	<u>\$54,616,533.29</u>	<u>\$1,414,769.73</u>

SUMMARY OF TAX SALE/LIEN ACCOUNTS
DEBIT REPORT

	2017 Levy	2016 Levy	2015 - 2007 Prior Levies
UNREDEEMED LIENS:			
Beginning of Year	0.00	353,577.42	350,063.83
LIENS EXECUTED:			
During Fiscal Year	439,590.30	0.00	0.00
INTEREST & COSTS:			
Collected After Execution	8,669.41	15,827.50	92,089.68
TOTAL DEBITS	<u>\$448,259.71</u>	<u>\$369,404.92</u>	<u>\$442,153.51</u>

CREDIT REPORT

REMITTANCE TO TREASURER:			
Redemptions	124,142.60	59,362.08	237,139.66
Interest & Costs	8,669.41	15,827.50	92,089.68
ABATEMENTS:		0.00	0.00
UNREDEEMED LIENS:			
Balance End of Year	315,447.70	294,215.34	112,924.17
TOTAL CREDITS	<u>\$448,259.71</u>	<u>\$369,404.92</u>	<u>\$442,153.51</u>

Respectfully submitted,



Ruth Robertson, Tax Collector

TOWN CLERK

I am pleased to present the narrative portion of the Town Clerk's Department for 2018. 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 in-person, by mail, and online).
- Election (voter registration, address change, party change, absentee ballots, testing of ballot machines, validating ballots, candidacy filing, coordination of all Election officials and training, reconciliation, and post-Election processes, among many other tasks).
- Census upkeep (maintain current resident list for all properties in Town).
- Record Keeper- Official record keeper for the Town, preserve and maintain all permanent records, and any other statutory records requirements in a safe and secure area.
- Local Registrar - Issuance and validation of all Births, Deaths, Divorces, and Marriages on behalf of the State.
- Dog Registration- Maintain registrations and issuance of all dog licenses and tags in person, 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.
- OHRV (four wheelers, snow mobiles, trailbikes) Agent for the State.
- Notary Public- 4 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, Sat hours will be scheduled for previous Sat.) Specific Saturday hours are posted on the Town website.

Staff-

Nicole Bottai, Town Clerk
Nancy Charland, Deputy Town Clerk
Hannah Davis, Assistant Town Clerk
Candis Johnson, part-time Assistant Town Clerk

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, and various Committees throughout Town. I've also been attending many conferences, meetings, seminars, and in addition, I have furthered my education and now after 3 years am a certified Town Clerk. My ultimate goal is to eventually become a Master Town Clerk for my community.

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. It is essential to always remain fully aware of what the latest projects and updates that may be occurring throughout all of the State Divisions and to all of our vendors.

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 quite the Election year, starting off with our annual Town Meeting in March, a State Primary in September, Special Town Election in October, and closing with the General Election in November. I can't tell you how many times we have received compliments from the voters, the Attorney General's office auditors, party appointed attorneys, and observers on how well our operation is run, and how organized everything is in Windham. The Town Moderator, Peter Griffin and I have worked very well together for the past 10 years and have fine-tuned the Election process so that it's nearly seamless. There are numerous 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 and educational sessions (if possible) leading up to each and every Election to ensure that the safety, traffic, set-up, training, and any last minute details are being taken care of for our voters, volunteers, and Election officials.

For the setup of these Elections, we have had the privilege of having Troop 263 helping to set up and take down with the Elections. The whole troop, scouters, and committee have dedicated themselves to the Town with all of the Election setups and take downs. We constantly say that it's such a fantastic way for the community to come together. We appreciate them and thank them immensely.

I would also like to take this moment to thank all of the ballot clerks, other Election officials, volunteers, and high school students that helped this past year. Without you, these Elections would never be as successful as they have been. On behalf of the Town of Windham Elections Division, a heartfelt thank you 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 2018, 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 Systems 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 acts as a records management application. We now have another image repository application that addresses the physical location of the record (box number, section, bay etc.) and stores private and public records into various silos. At this point, Inception Technologies has scanned in the following records: Meeting minutes (all years), Election Records, which includes voter checklists (all years), Annual Town Reports (all years), Legal/Court Cases (all years), and Appointments (all years). We now have the ability to scan and upload into the application in house and we will be able to finish this major project.

My staff and I have been able to look at various records and "audit" to make sure that the records were properly indexed. Once we feel that the records are ready to go "live" to the public and staff, you will have the capability to access the public digital records for research and accessibility. We are developing 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.

New in 2019:

New Resident Bags- In the end of 2018, I worked with other Departments throughout town and gathered as much information as possible pertaining to what a new resident would be looking for when they move into Windham. With help from Wendi Devlin, Administration Assistant we were able to create a handbook of all information such as important numbers, history of town, form of government, overviews of all departments, all committees/boards and information about, and so much more! I also reached out to the Senior Center, Helping Hands, Mom's Club, Newcomers Club, Garden Club, and various other clubs to have them supply information to put into the bag. We have been handing these bags out, and the new residents are loving them and are so appreciative to have them. A huge thanks to the Library for donating these totes, and adding magnets and other useful information for the residents. Also, thank you to my fellow Department Heads for working on the summaries needed to help the new resident understand everyone's function and where they need to go for what. Lastly, thank you to all of the various Clubs and organizations involved to help entice and welcome the new residents into our lovely community.

Windham's Top Dog- We came up with a fun idea for your dog to win a fun raffle basket. Starting from January 1 until April 30, if dog registrants come in and register their dog, they will automatically get submitted for a chance to win a generous basket donated by Windham Vets and Windham dog businesses. So far in the basket we have: A free wellness check and free rabies shot (reciprocal to any Windham vet), 6 months of free Heart guard and Frontline (donated by Windham Animal Hospital), the "right" to the #1 dog tag in Town, a free dog groom from Classy Canine, gift certificate to Woof Woof, toy basket holder, toys, bully sticks, treats and dog food samples donated by Simply Dogs, and a lot of other neat stuff! To date, people are very excited about this and are happy that their dog can win a lot of great things.

Windham Baby bags- I'm actively working with the Library and the Mom's Club to give our newest residents a fun gift bag as well. The Library has generously donated tote bags, a baby book, and information about being a new parent to the bag. The Mom's Club has donated white bibs and we are hoping to put a neat welcoming message on the bib along with other helpful information and fun stuff to the newest baby in town.

Dealership Informational chart- My staff and I have been communicating to local dealerships in the southern region and have developed a template for them to issue to the NH purchasers of the new car. We are essentially providing the purchaser as much information as possible to help them when they leave the dealership to go to their Town. Some information includes- What's your next step? New plates or transfer, estimate link for your new car, and more helpful guidance. We are confident that this small detail will help registrants understand the process better and find the most cost effective ways when registering their car.

Electronic signatures- Next time you come in to register your car, you will be signing the signature pad (if your name is listed on the registration) and will notice that your signature will reflect on the registrations that are printed out. Windham was the first pilot throughout the entire State for our vendor to successfully execute this vision. People are loving the fact that they don't have to sign multiple times for the same document; especially people and companies with more than one car! We are also loving this for the sheer efficiency factor. We can complete your transaction as quickly as possible and send you on your way to enjoy the rest of your day!

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, and enhancements on registering cars and dogs online so stand by for these exciting features! Please make sure you subscribe to us on Facebook, Instagram, 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 directly.

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 and look forward to serving you with happiness for a long time.

GENERAL FUND REVENUES COLLECTED:

	2017	2018
Local Motor Vehicle Fee	\$3,824,320.93	\$3,850,784.65
Municipal Agent Fee	46,565.00	47,540.00
* State Motor Vehicle Fees	1,010,186.77	1,040,586.91
Titles	6,438.00	6,428.00
Dog Licenses	20,930.60	22,139.20
Income from Dog Officer	1,775.00	575.00
Sale of Town Information (copy fees)	493.97	218.25
Boats (Town)	17,048.38	16,508.05
UCC Filings / Other Misc	4331.95	3,138.00
Vital Records (Town)	9,006.00	10,867.00
* Vital Records (State)	12,984.00	14,575.00
OHRV / Hunting & Fishing (Town)	507.00	505.00
* OHRV/ Hunting & Fishing (State)	13,169.50	13,412.50
Total	<u>4,967,757.10</u>	<u>5,027,277.56</u>
REMITTED TO TREASURER:	\$4,967,757.10	\$5,027,277.56
Quantity of Motor Vehicle Permits Issued:	19,664	18,893
Quantity of Dog Licenses Issued	2,742	2,801

**The State totals that are collected through the Town Clerk’s Department are paid to the State through ACH daily, as well as monthly invoices.*

Respectfully submitted,



Nicole Bottai, CMC, Town Clerk

TOWN TREASURER

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

General Fund Cash Balance on January 1, 2018	\$ 18,438,438.64
Cash Receipts:	
Tax Collector – Property Taxes, Interest, Etc.	54,604,164.99
Town Clerk	3,996,155.75
Community Development	395,106.75
Transfer Station	54,492.30
Police Department	25,153.60
Fire Department	498,300.78
Cable Franchise Fees	297,831.09
State of NH – Meals & Rooms Distribution	742,470.20
State of NH – Highway Block Grant	341,031.14
Other Intergovernmental –EM, State Grants, Etc.	11,615.72
Sale of Town Property	34,454.12
Insurance & Other Miscellaneous Reimbursements	78,487.96
Donations/Gifts/Grants	29,618.96
Administration & Miscellaneous Revenues	251,099.63
Interest on Investments	33,743.81
Transfers In from Special Revenue, Property Trust Funds	132,197.66
Timing of Transfers Impact	(75,475.24)
Subtotal Cash Receipts	\$ 61,446,449.22
Cash Disbursements:	
Selectmen's Warrants	(18,857,111.65)
School District Transfers	(42,096,886.00)
Transfer Out to Property/Earned Time Trust Funds	(80,000.00)
Transfer Out to Village Districts	(21,189.00)
Subtotal Cash Disbursements	\$(61,055,186.65)
General Fund Cash Balance on December 31, 2018	\$ 18,829,701.21

The Tax Collector also received \$163,647.74 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, 2018 (represents bank statement balances exclusive of deposits in transit and outstanding checks):

Citizens Bank Operating Account – earning 0.30%	\$7,827,380.94
Citizens Bank Investment Account – earning 1.50%	\$11,242,456.07
TD Bank Ambulance Account – earning 0.0%	\$56,184.80

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	
CEMETERIES									
Cemetery-on-Hill	1,189.03			1,189.03	0.12	0.12	0.00	0.24	1,189.27
Perpetual Care	61,890.00			61,890.00	1,088.24	11.66	0.00	1,099.90	62,979.89
Neglected Lots	500.00			500.00	0.06	0.06	0.00	0.12	500.12
Garaphella Park	1,000.00			1,000.00	0.12	0.12	0.00	0.24	1,000.24
Martha Clark Fund	2,000.00			2,000.00	0.24	0.24	0.00	0.48	2,000.48
Dora Haseltine Fund	500.00			500.00	0.06	0.06	0.00	0.12	500.12
Cemetery-on-the-Plains	17,574.89			17,574.89	9,286.19	255.81	0.00	9,542.00	27,116.89
Cemetery Trustees	0.00			0.00	25,777.83	2.58		25,780.41	25,780.41
Maintenance Fund	64,500.00	5,200.00	0.00	69,700.00	160.89	6.67	0.00	167.56	69,867.56
L. Anderson Hall Fund	1,300.00			1,300.00	0.12	0.12	0.00	0.24	1,300.24
LIBRARY									
Public Library Fund	3,000.00			3,000.00	0.36	0.36	0.00	0.72	3,000.72
Library Books	1,000.00			1,000.00	0.12	0.12	0.00	0.24	1,000.24
ARMSTRONG MEM. BLD.	337.78			337.78	694.28	0.12	0.00	694.40	1,032.18
SCHOOLS									
Searles School Repairs	0.00				409.09	0.06		409.15	409.15
Eliz. Wilson Fund	1,000.00			1,000.00	0.12	0.12	0.00	0.24	1,000.24
School Dist. 2,3,4,6	4,022.00			4,022.00	0.36	0.36	0.00	0.72	4,022.72
MINISTERIAL FUNDS	1,989.63			1,989.63	0.24	0.24	0.00	0.48	1,990.11
NEEDY PERSONS	1,400.00		0.00	1,400.00	4,440.23	0.59		4,440.82	5,840.82
REPAIR TOWN BLDGS	1,979.65			1,979.65	0.24	0.24	0.00	0.48	1,980.13
IRENE HERBERT SCHSHIP	14,075.00		0.00	14,075.00	681.65	1.50		683.15	14,758.15
COBBETTS PD VILL. DIST.	12,719.56			12,719.56	1,080.48	1.39		1,081.87	13,801.43
CAPITAL RES. FUNDS									
Fire Apparatus	122.45		0.00	122.45	0.08	0.02		0.10	122.55
Nesmith Library	0.00		0.00	0.00	0.15	0.00	0.15	0.00	0.00
S.D. Repair/Replace Septic	0.00		0.00	0.00	1,646.19	0.12		1,646.31	1,646.31
S.D.Paving/Parking	25,957.68		0.00	25,957.68	1,230.70	2.70		1,233.40	27,191.08
School Bldg Roof Rprs&Rplcmnt	42,100.00		0.00	42,100.00	110.06	4.24		114.30	42,214.30
School Bldg Roof Rprs&Rplcmnt	810,125.00	0.00	0.00	810,125.00	209.42	81.02		290.44	810,415.44
S.D. Special Ed	100,000.00	0.00		100,000.00	2.19	10.00		2.19	100,012.19
School Bldg/Grounds Maint	17,673.45			17,673.45	922.21	1.86		924.07	18,597.52
EXPENDABLE TRUST FD									
Property Maintenance	1,079.83	0.00	50,000.00	51,079.83	8.04	2.30		10.34	51,090.17
Earned Time	274,646.22	30,000.00	0.00	304,646.22	4,423.00	29.23		4,452.23	309,098.45
Town Museum	4,453.36		0.00	4,453.36	108.67	0.47		109.14	4,562.50
Town Facilities	100,000.00	0.00	88,530.00	11,470.00	4.38	8.28		12.66	11,482.66
Campbell Farm	0.00	50,000.00		50,000.00	0.19	4.96		5.15	50,005.15
Griffin Park Passive Rec	0.00	15,490.84	9,592.48	5,898.36	0.00	1.10		1.10	5,899.46
GRAND TOTALS:	1,568,135.53	100,690.84	148,122.48	1,620,703.89	52,286.32	428.84	0.15	52,705.01	1,673,408.89

Respectfully submitted for the Trustees,

Doreen Demone

Doreen Demone, Chair

POLICE DEPARTMENT

It is my pleasure to provide you with the 2018 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

In 2018, the department made a slight change to the organizational structure by adding an additional Sergeant to the ranks. This was accomplished within the existing complement of personnel. Doing so allowed us to insert a Sergeant to oversee Investigations, as well as the School Resource Officers, thus allowing more efficient supervision of these positions.

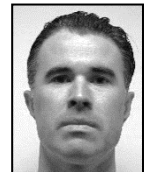
In July, Sergeant Bryan Smith, a 13-year veteran of the department, was assigned as the Detective Sergeant and Officer Shane Mirisola, an 8-year veteran of the department, was promoted to Sergeant and assigned to Patrol. With the promotion of Sergeant Mirisola, Officer Phil O'Loughlin, a 12-year veteran of the department, was assigned as the new School Resource Officer for Windham Middle School.

The year brought the departure of two (2) Police Officers - Nick Eddy, a 10-year veteran of the department, took a supervisory position with another department, and Ngoc Tran, a recent hire from 2017, who decided to leave law enforcement.



In response to these departures, in March the department hired George Frangomihalos, a 10-year certified Police Officer from New York City. George is an Air Force veteran, and while serving with NYPD was a member of the Counterterrorism Unit that oversaw the World Trade Center.

In October, the department hired Edward Hudson, a certified Police Officer with the Rye, NH, Police Department. Ed is a graduate of UMass, as well as the New England School of Law and served with Rye for 2 years before coming to Windham.



As the year comes to a close we are actively conducting background processes on promising candidates to fill the two (2) remaining Police Officer vacancies.

In addition to the departure of two officers, our Community Service Officer, Anna Jenoski, left employment with the Town. As of the end of the year we are actively searching for a replacement for this valuable position.

Finally, in an effort to offset costs associated with overtime and staffing in the Communications Center we brought on staff two (2) per-diem Dispatchers, both of whom are certified and working for another department. Each periodically works for us, thereby reducing the cost(s) associated with filling open shifts with other full-time staff.

COMMUNICATIONS

As described in the 2017 Annual Report, a warrant article in the amount of \$280,000.00 passed allowing us to update and enhance our radio system and the Dispatch Center by the end of 2018. Throughout the year we met with our radio vendor and finalized the design for furniture, equipment and technology. Finally, in December, the existing Communications Center was dismantled followed by a complete renovation of the room and installation of new dispatch consoles and related equipment. As the year came to a close, all funds were expended and equipment installation was being finalized with full operation expected within the first few weeks of 2019.

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. One advancement in our training curriculum this year saw us combine a number of separate training disciplines into a single "Response to Resistance" program. Under this approach officers are confronted with various scenarios and are required to consider and choose the appropriate response and tools they carry for that response – just as if they were working on patrol. Previously, officers were trained to respond specifically based on the type of training being conducted, which in reality was not helpful in the decision making process at a call. This year department personnel acquired over 1,500 hours of training, an average of nearly 80-hours per person.

MISCELLANEOUS

Emergency Community Alerts – In 2017 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. As of the end of 2018, nearly 1,000 individuals have signed-up for the alerts

If you would like 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. It should be noted that because of our proximity to I-93, as well as being a bedroom community to the Boston region, a significant amount of our activity centers on traffic related matters.

Calls for Svc	M/V Stops	MV Arrests	Verbal Warning	Written Warning	Summons Issued	DWI	Drug Arrests	All Arrests
19,008	3,247	79	1,927	474	558	37	15	281

STAFFING

According to the Office of Strategic Initiatives (State of NH) in 2017, of 238 towns that comprise New Hampshire, Windham was ranked #9 in population growth from the year 2000 to 2016 and was **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 ranked #4 in growth since the year 2000. Up until this year, the department had not seen an increase in patrol personnel for 17-years, essentially 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 / 2 PD)	7
Captain	2	Prosecutor	1
Sergeant	5	Community Service Officer	1
Detective	1	Administrative Secretary	1
School Resource Officer	2	Records Clerk (P/T)	1
Patrol Officer	10		
TOTAL	21	TOTAL	11

None of this information takes into consideration the existing (and increasing) 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.

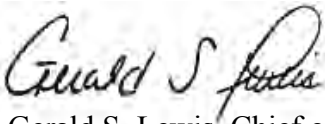
All this being said, it has come time that we recognize the impact of this growth and respond in kind with measured and thoughtful progression within the ranks of the Police Department. In 2018, the Board of Selectmen approved our request for an additional patrol officer for the department; therefore, our authorized strength has increased by one (1) officer with the hopes of expanding in the coming years.

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.

Respectfully submitted,



Gerald S. Lewis, Chief of Police

FIRE DEPARTMENT

As we close out 2018, our department reached yet another milestone with our highest call volume to date of 2,011 Calls for Service. This high demand in services also represented 38% simultaneous calls, which kept your firefighters very busy handling multiple calls frequently. New England is traditionally unpredictable and the wild weather did not disappoint, giving us everything from significant wind and snow events, to prolonged record high temperatures, to incredible amounts of rain. Each of these brought with it their own challenges which were met head on each time.

Residents are again reminded that the Fire Department and Emergency Management Office utilize Twitter and Facebook as alternate ways to reach out to residents during emergency events. Follow us on Twitter [@WindhamFD](#) and on Facebook, [Windham Fire and Emergency Management](#), where residents can see on-going department incident and training events, storm-related information, bulletins and fire prevention information.

Beginning in 2019, the Fire Department joined forces with New Hampshire Forest and Lands to offer its citizens the option of obtaining their Open Burning Permits online. Residents now have the option of going to the website www.firepermit.com and choosing “Windham” at the bottom of the page. Through this easy online process, residents are now able to purchase their permits 24 hours a day, 7 days a week provided permits are being issued. Another change for 2019 relative to open burning is residents will be allowed to open burn between the hours of 5:00PM and 9:00AM. The exception to this rule is, if the ground is completely snow covered and/or it is physically raining, you do not need a permit; however, you do need to notify the Fire Department. The rule for burning brush has also changed in that residents can now purchase a permit 48 hours in advance of the day you plan to burn, and you will need to obtain a permit each time. The cost of online permits is \$3.00, which is non-refundable. This fee is paid to a “third party” vendor hired by the State to manage the online system. Because this is only an option, residents may still choose to obtain their yearly permits free of charge by coming to the Fire Department. If you have any questions please contact the Fire Department at 434-4907.

We continue to participate in a successful program titled “Adopt-A-Cistern/Hydrant”. This program which began in 2011, asks for assistance from residents who live close to one of the community's fire cisterns or hydrants. While it is not your responsibility to do so, you could perform a valuable public service if, while clearing your driveways and walkways, you would take a few minutes more and remove the snow from the closest cistern or hydrant to your home. Once the storm has passed, Fire Department personnel do clear the cisterns and hydrants of snow, however, during the weather event personnel may be busy handling other emergency calls; ultimately delaying the opening of the cisterns/hydrants. Since the inception of this program, several residents and businesses have stepped up and begun assisting us in this endeavor, and this has proven a very positive program. If you are interested in participating, you are asked to call Deputy Chief Stephen Brady at 434-4907. Your assistance is greatly appreciated.

PERSONNEL

2018 was a year the department worked through change and growth. With the departure of two, long-term employees, Lieutenant Jay Moltenbrey and Lieutenant Scott Delaney, we welcomed two new Firefighters. In January, Zacharey Zins, the fourth generation of the Zins family to work for the Fire Department, was hired. Zacharey graduated from Windham High School in 2015, and then attended Laconia Technical College where he earned his Associates Degree in Fire Science in 2017. While attending college, he also participated in a live-in program, where he worked at the Gilford Fire Department. In May of 2017, Zacharey, who is also a Nationally Registered EMT, began his full-time career with the Franklin Fire Department, where he remained until joining Windham. In February, the department hired Travis Arel, who was previously employed with the Loudon Fire Department. Travis, graduated from Merrimack High School in 2008 and, upon graduation, attended Laconia Technical College where he received his Associates Degree in Fire Science in May 2011. Travis is also a Nationally Registered Advanced EMT. We welcome them both to our department.

CALL VOLUME

As stated earlier, the high demand for services and simultaneous call volume continued to keep our members extremely busy. Statistically, nearly 75% of the call volume was related to Emergency Medical Services (EMS), while the remaining calls were Fire or Haz-Mat related incidents. Personnel responded to 2,011 Emergency Calls for Service, which represents nearly a 10% increase from the previous year and, of those, approximately 38% percent were simultaneous calls for service. The average duration for an EMS call remains approximately 2 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 stated in the past, overtime cost covers pay for all full-time personnel for hours worked in excess of their normal 40-hour workweek. This may include coverage of personnel who have taken earned time, which is time personnel accumulate on a weekly basis for use toward bereavement leave, vacation, sick and personal time. Overtime also includes callback coverage, which occurs when off-duty personnel are called back to the Station to provide additional support to on-duty Firefighters, or to staff the Fire Station while on-duty personnel are actively engaged in an emergency. "Callback" is the Operational Demand portion of the overtime budget. Other areas which may create overtime include paying for staff meetings, and any other events that personnel are required to work beyond their normal 40-hour work week.

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

Although the Town of Windham has not officially adopted the National Fire Protection Association (NFPA) standards we, as a Department, are guided by these standards which have been written to ensure the safety of the public and Firefighters as they respond to the emergency needs of their communities. Of the many NFPA standards that guide the fire service, NFPA 1710 sets the standard for emergency response times and staffing. NFPA 1710 requires that emergency medical calls be responded to within 4-6 minutes, 90% of the time. It has been proven statistically that when pre-hospital care has been provided within 4-6 minutes for calls such as cardiac arrest, one's chances for survival are increased and hospital stays are shortened. NFPA 1710 also requires that emergency personnel respond to fires within 4-6 minutes, 90% of the time, 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 2 Emergency Medical Technicians, (EMTs) and that a Fire Engine be staffed with a minimum of 4 Firefighters. Today, our on duty staffing consists of one (1) Lieutenant and four (4) Firefighters. Each of the four Shifts works a rotating 24-hour schedule, providing constant, round the clock protection for the community.

As in previous years, management and staff worked collectively to meet both the operational demands of the department and the Town's budgetary constraints relating to increased overtime; all the while, attempting not to reduce the number of on-duty personnel. Traditionally in past years, when an emergency medical call was received, on-duty firefighters responded and, if the ambulance (having 2 attendants), was committed to transport the sick or injured, off-duty personnel were called back to augment the reduction in staffing. Today, when on-duty staffing consists of one (1) Lieutenant and four (4) Firefighters, we have changed the way we do business in that there is no immediate "callback" of off-duty personnel when the on-duty crew responds to various emergency and non-emergency related calls.

However, due to continued level funding of overtime by direction of the Board of Selectmen, administration had to make very difficult decisions regarding daily staffing to deal with increased overtime budget shortfalls. These decisions forced us to make numerous adjustments, thus reducing our daily staffing to a number that the department feels is neither safe nor adequate. It is the department's firm belief that any reduction in staffing poses great risk to the health and safety of our firefighters. Reduction

in staffing also reduces 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 increase the risk to 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 early 2018, 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 2019, Management and Staff will continue to work collectively to monitor this issue closely 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.

Feeling the increased demands for services and the upward trend over the last several years and, considering future trends, the department met with the Board of Selectmen earlier in the year to discuss additional staffing needs. From these discussions, and with the Board's support, the department applied for a Federal Grant under SAFER (Staffing for Adequate Fire & Emergency Response) to add an additional four (4) Firefighters which, if approved, would bring daily staffing levels to six (6) per shift. In the sixth round of funding announced in November, the department was notified that it had been awarded this 3-year grant in the amount of \$735,000.00. It should also be noted that the surrounding towns of Hudson, Pelham and Londonderry were also awarded grant funding to hire additional staffing; an unprecedented circumstance. This grant is contingent upon voter approval in March and, as we work to deliver the message of need, your Firefighters ask for your support.

TRAINING

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

EQUIPMENT

In 2018, the department witnessed the culmination of years and years of hard work and perseverance by the membership with the delivery of our new 2018 Pierce 107' Aerial Ladder in August. This state-of-the-art vehicle is a vital piece of equipment and since being put into service, the Firefighters have continually trained in its use.

We also took strides to update the technology we rely so heavily upon. We replaced all of our old Mobil Data Tablets with new cell connected iPads, added Wi-Fi throughout the department, and upgraded the training room with new televisions as part of the Emergency Operations Center upgrades.

With voter support in 2018 and the successful application of state and local grant funding, the department is in its first phase of a Communications build-out where we have replaced all of our aging mobile radios, as well as portable radios. The next phase is completing the infrastructure component that, when complete, will greatly enhance the radio coverage.

In November, the department submitted a federal grant under the Assistance to Firefighters Grant for the replacement of our nearly 20-year old Self Contained Breathing Apparatus Air Compressor in the amount of \$50,000.00. If awarded, the Town's cost share would be 5% of the total cost.

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 the 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 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.

2018 INCOME STATEMENT

Receipts	2017	2018
Ambulance	\$461,547.88	\$398,556.98
Permit Fees	\$13,760.00	\$22,110.00
Copy Fees	\$142.10	\$99.00
Haz-Mat District Reimb.	\$36,681.00	\$15,301.48
Contracted Services*	\$1,850.00	\$2,900.00
Sub-Total	\$513,980.98	\$423,665.98

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

2018 FIRE PERMITS AND INSPECTIONS

TYPE	PERMITS	INSPECTIONS
Brush, Camp Cooking	808	0
Day Care	2	2
Heating Systems	401	401
Fuel Tank Installed	130	130
Fuel Tank Removal	9	9
In-Service	0	315
Place of Assembly	7	7
Water Supply	2	2
Wood Stoves	20	20
Smoke Detector Inspection	87	87
Fire Prevention Programs	0	98
Fire Alarm System	4	4
Sprinkler System	1	1
Fire Drills	0	18
Fire Watch	0	6
Construction Inspections/CO	-	30
Plan Reviews	0	3
Underground Piping	111	111
Interior Piping	59	59
Blasting Permits	9	9
Blasting Complaints	21	21
TOTALS	1,671	1,333

2018 INCIDENT RESPONSE SUMMARY

<i>100 Fire</i>		<i>500 Service Call, continued</i>	
100 Fire, other	2	520 Water problem, other	5
111 Building fire	25	521 Water Evacuation	2
113 Cooking fire, confined to container	2	522 Water or steam leak	4
114 Chimney Fires	2	531 Smoke or odor removal	10
118 Trash / Rubbish Fire	1	541 Animal Rescue	1
131 Passenger vehicle fire	6	550 Public service assistance, other	6
132 Road Freight/ Transport Vehicle Fire	1	551 Assist police or other governmental agency	3
140 Natural vegetation fires, other	9	553 Public service	4
141 Forest, woods or wildland fire	1	554 Assist invalid	23
142 Brush or brush-and-grass mixture fire	2	561 Unauthorized burning	13
151 Outside Rubbish/Trash Fire	2	571 Cover assignment, standby, move-up	16
153 Construction/Demolition Fire	1		
154 Dumpster Fires	1		
161 Outside Storage Fires	1		
162 Outside equipment fire	1		
	<u>Totals 57</u>		<u>Totals 253</u>
<i>200 Overpressure Rupture, Explosion, Overheat (no fire)</i>		<i>600 Good Intent Call</i>	
200 Overpressure/Rupture/Overheat	1	600 Good intent call, other	15
251 Excessive heat, scorch burns with no ignition	4	611 Dispatched & canceled en route	94
	<u>Totals 5</u>	621 Wrong location	1
<i>300 Rescue & Emergency Medical Service Incident</i>		622 No incident found on arrival at dispatch address	27
300 Rescue, EMS Incident, other	1	631 Authorized controlled burning	8
311 Medical Assist, assist crews	8	650 Steam, other gas mistaken for smoke, other	2
320 Emergency medical service incident, other	6	651 Smoke scare, odor of smoke	5
321 EMS call, excluding vehicle accident with injury	996	652 Steam, vapor, fog or dust thought to be smoke	2
322 Motor vehicle accident with injuries	63	661 EMS Call, party transported by non-fire agency	1
324 Motor vehicle accident with no injuries	82	671 Haz-Mat release investigation w/no Haz-Mat	6
331 Lock In	1		<u>Totals 161</u>
352 Extrication of victim(s) from vehicle	1	<i>700 False Alarm & False Call</i>	
381 Rescue or EMS Standby	4	700 False alarm or false call, other	17
	<u>Totals 1,162</u>	710 Malicious, Mischievous False Call	3
<i>400 Hazardous Conditions (No Fire)</i>		721 Bomb Scare - No Bomb	1
400 Hazardous conditions, other	4	730 System Malfunction	4
410 Combustible/Flammable gas/liquid Conditions	2	731 Sprinkler Activation due to malfunction	3
411 Gasoline or other Flammable liquid spill(s)	5	733 Smoke detector activation due to malfunction	19
412 Gas leak (natural gas or LPG)	20	734 Heat Detector Activation due to Malfunction	4
413 Oil or other combustible liquid spill	6	735 Alarm system sounded due to malfunction	18
421 Chemical Hazard (No spill or leak)	1	736 CO detector activation due to malfunction	15
424 Carbon monoxide incident	30	740 Unintentional transmission of alarm, other	12
440 Electrical Wiring/Equipment Problem	12	741 Sprinkler Activation, no fire	1
441 Heat from short circuit (wiring), defective equipment	2	743 Smoke detector activation, no fire - unintentional	48
442 Overheated Motor	2	744 Detector activation, no fire - unintentional	24
444 Power line down	51	745 Alarm system activation, no fire - unintentional	29
445 Arcing, shorted electrical equipment	21	746 Carbon monoxide detector activation, no CO	9
448 Attempted Burning, Illegal Burn	1		<u>Totals 206</u>
	<u>Totals 157</u>	<i>800 Severe Weather & Natural Disaster</i>	
<i>500 Service Call</i>		800 Severe Weather, or Natural Disaster	2
500 Service Call, other	149	813 Wind storm, tornado/hurricane assessment	2
510 Person in distress, other	2	815 Severe Weather, natural Disaster Stand-by	1
511 Lock-out	14		<u>Totals 5</u>
512 Ring, jewelry removal	1	<i>900 Special Incident Type</i>	
		900 Special Incident	4
		911 Citizens Complaint	1
			<u>Totals 5</u>
		Total Yearly Calls	2,011

Respectfully submitted,

Thomas L. McPherson Jr., Fire Chief

COMMUNITY DEVELOPMENT

2018 Highlights - Activity & Growth

In keeping with the Town's moto, "*Old Values – New Horizons*", the new owner of the historic Waterhouse Country Store on the corner of Mammoth Road and Route 111 kept the iconic gambrel style building with its farmer's porch entrance and totally updated the gas service adding new canopies, modern electronic pumps and improved traffic flow. Now owned by the Klemm Family, the improvements nicely blend the old with the new.

The Gateway project, located off Route 111 on Range Road, is beginning to take shape this year. The first of many buildings is getting fit-up for a new Citizen's Bank, a boutique bakery and a nail salon. A Live, Work, Stay and Play development concept will feature residential units, Class A office space, medical offices and other health services, restaurants, various consumer services and green space. A second building is expected to break ground in 2019. We are excited to see this development unfold.

Completion of Exit 3 and the relocated Route 111 has drawn considerable attention to Windham as a viable setting for commercial development. We are now attempting to answer the question "why Windham?" Working with the Southern New Hampshire Planning Commission, with assistance from area Chambers of Commerce, Windham is attempting to define itself as a new regional marketplace north of Massachusetts and south of Manchester.

The master planned "Village Center District" is beginning to take shape. Enterprise Bank and MVC Eye Care are thriving in their new locations. Property developer Chris McCarthy is planning his third building next spring. Neighboring owner Tim Pitcher has renovated two existing historic homes into office space, using one as his company's branch office, "Luckett & Farley". He and owners of other property in this district are continuing interconnectivity conversations, with plans to develop additional commercial and residential space, and create a "walkable" component.

Showing confidence in Windham, new businesses are appearing again, redeveloping existing space on Route 28, Rockingham Road. The higher traffic counts and road improvements have created a desirable location for start-up retail and local service-oriented tenants. We are looking forward to more of this activity in 2019!

Water dominated the conversation this year and is still possibly the most important planning issue. The Windham Economic Development Infrastructure subcommittee has monitored most of the New Hampshire Drinking Water and Groundwater Advisory Commission meetings this year. The Commission was established to address MtBE in water supplies and distribute the ExxonMobil settlement trust fund money to municipalities in need. Quantity concerns and the discovery of contaminants in area wells have focused the need for establishing a sustainable, long-term solution for Windham's water needs. Our Staff and Committee members have been working with lawmakers to extend a municipal water line to the affected areas. Watch for local initiatives and Warrant Articles to acquire the rights and develop waterlines in 2019. We feel this long-term solution will improve the quality of life, help replenish our aquifers, and have additional economic benefits.

Community & Economic Development

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

Some of the continuing efforts facilitated by the Department in 2018 included:

Business Partnerships:

- Welcomed new businesses into Windham;

- Represented the Town of Windham on the Derry/Londonderry Chamber Economic Development Committee, the Greater Salem Chamber of Commerce Economic Development Committee and participated in the Southern NH Planning Commission regional economic development discussions.

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 "Meet & Greet" of Town Officials with area developers, engineers, lenders and real estate professionals.
- Supported the Windham Economic Development Committee efforts to identify commercial development possibilities through zoning changes, infrastructure needs, and marketing opportunities.
- Continued the development of a community development focused website and social media to meet the needs of the residents and businesses.

Department Staff

In 2018, the Department filled its personnel needs. Brian Arsenault accepted the position of Code Enforcement/ZBA Administrator in April, bringing more than 15 years of related municipal experience to this position. Staff includes Mike McGuire, Building Inspector/Deputy Health Officer; Julie Suech, our Department Administrative and Planning Assistant; and Anita Roy, Department Secretary. With a focus on training opportunities, the fully staffed department concentrated on procedural improvements and customer service. We also are appreciative of Anitra Brodeur as Minute Taker for the Conservation Commission and ZBA; and Renee Mallett, Minute Taker for the Planning Board. We couldn't do it without their reliable and dedicated help.

Planning Director Dick Gregory and Community Development Director Rex Norman have demonstrated improved communication 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 continuing research to add electronic filing solutions, including using the existing Munis Software "Tyler Forms" module for building permits, miscellaneous application forms, automated tracking and credit card payments. Continuing in 2019, Rex Norman's focus is economic development, land development opportunities and supporting local businesses.

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 continued improvement in the economy, the Department again saw a sharp increase in our building and construction permitting and inspection activity.

The Department issued the following permits in 2018:

- 95 Certificates of Occupancy (Commercial and Residential)
- New Residential Development
 - 78 Single-family dwellings
 - 2 Single-family homes razed, one for a commercial development and one creating a new subdivision configuration
 - 4 Seasonal homes razed and all reconstructed as year round dwellings

- 174 Additions/Alterations to existing dwellings
- Commercial Development
 - 6 New commercial buildings
 - 4 Redeveloped commercial buildings
 - 2 Tower additions
 - 1 School building
- 323 Building permits
- 425 Electrical permits
 - 9 Solar system installations
- 220 Plumbing permits
- 114 Septic system permits
- 60 Well permits
- 1 Chimney permit
- 13 Fence permits
- 29 Residential sheds
- 32 Residential pools
- 46 Temporary sign permits
- 38 Permanent sign permits
- 2 Minor Cobbetts Pond and Canobie Lake Watershed Permits
- 8 Major Cobbetts Pond and Canobie Lake Watershed Permits

Code Enforcement

The role of Code Enforcement is that of a balancing act and one of the most challenging for the department, to enforce the Town of Windham Land Use and Zoning Ordinances making decisions based on technical judgment of Federal, state and local laws and regulations. The Ordinances were enacted by the Board of Selectmen in March 1954 and have been revised over the years, most recently on March 13, 2018.

The Code Enforcement Administrator meets with Federal and State officials as well as police, fire, health, and attorneys and other individuals to review and explain code enforcement activities, and assists residents, merchants and property owners in complying with Town zoning codes and ordinances. The approach is to enforce the ordinances to ensure that all residents and businesses follow the same rules and to treat everyone with respect to resolve the issues at hand that were brought to our attention.

In 2018, the Community Development Department staff worked to address the following code enforcement items:

- 9 Cases of Unpermitted Temporary Signs
- 5 Cases of Unpermitted Permanent Signs
- 3 Cases of Unpermitted Fence Installations
- 16 Cases of Unregistered Motor Vehicle Concerns
- 2 Cases of Trucks on residential land over the gross vehicle weight limit
- 2 Cases of Non-Compliance with Planning Board Site Approval

The Administrator worked on multiple aspects of municipal land use including research, analysis, report writing and public speaking. Also provided staff support to the Zoning Board of Adjustment (ZBA), which includes reviewing all ZBA applications and providing written analyses, assisting ZBA applicants through

the process and attending ZBA meetings. This year, the ZBA heard 56 new variance applications, a record level in recent years, for residential properties and commercial businesses. The Administrator also provided technical assistance to the Planning Board, Conservation Commission, and other land use boards.

Also, there is on-going effort to rid the town of the roadside signs that promote events being held outside of Windham. Those signs that were removed exceeded two hundred in quantity and do not include the political signs that we witnessed during this election year. The political signs have a specific date of roadside removal in the Town's ordinances, but required some contact with the candidates after the election in November for sign removal.

We would like to recognize Town Council Bernard Campbell for his assistance and guidance that he provided throughout the year.

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;
- 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; and
- 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 and Zoning Board of Adjustment for detailed information on who served and what was accomplished in 2018.

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 in 2019. 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, Director

GENERAL SERVICES DIVISION

HIGHWAY: 2018 was another busy year for the Highway Department, beginning with two, big March snowstorms. It took several weeks to clean up all of the debris left behind from these storms, and the old landfill was also very busy with residents bringing in debris from their properties.

Large projects completed during the year included several roads being paved, with two left to complete the finish paving on come spring. In all, a total of nine roads were done in 2018. Also completed was additional loaming and seeding work at the Senior Center, several larger tree removal projects, and multiple basin and storm drain repairs. Along with these tasks came the usual cold patch work, sign replacements or installations, guardrail and detention area mowing, brush and limb work, road sweeping, basin cleaning, landfill operations, other items involving working with the Transfer Station and Maintenance Department, and assisting other departments as needed.

As always we would like to thank the many vendors who work with us, the residents who often pitch in, and all the other departments who assist us to reach our goals.

We look forward to a productive year in 2019, and will continue to strive to improve Windham's road network and other areas we are involved in, while maintaining reasonable costs and keeping the roads safe.

SOLID WASTE: The Transfer Station, which now operates under the umbrella of the General Services Division, ongoing mission is to provide efficient and effective solid waste disposal services for the residents of Windham. This is done through an ongoing commitment to continuous improvement. Detailed information on the Station's operation can be found on the Town website, www.windhamnh.gov, or found in the Transfer Station brochure available at the Town Hall or Transfer Station.

In an effort to offer improved services, extended operational times at the Transfer Station, and to adjust to longer travel and wait times at various disposal sites, we are slightly adjusting our staffing needs. With the approval of the Board of Selectmen, we eliminated one part-time position in exchange for a full-time position, and will add to that with one more full-time position split between the Highway Department and the Transfer Station. This second, full-time position is dependent upon the Town's budget passing. With these changes we will be able to augment the needs of the Highway Department, Maintenance Department and open the Transfer Station on Tuesdays.

Once again the Transfer Station, in conjunction with the Windham PTA, held its annual electronics collection event at the Windham High School. While our collection tonnage was less than last year, it was still a very successful fundraiser for the PTA. Thank you to all who helped and participated in this event.

This year, several disposal contracts were awarded for the Town's waste. Covanta Energy in Haverhill negotiated an additional three year extension for our MSW (general trash) disposal and Greenworks in Peabody negotiated a five year deal for recycling. Both of these contracts will help stabilize costs over the coming years in an industry that is very volatile.

Per Our NH Solid Waste Permit, an annual operational report was submitted to the NH Department of Environmental Services, which discloses our operation performance for the calendar year.

As always, I would like to thank the staff for their hard work and public service. While each and every employee's service is equally valuable to the operations at the Transfer Station, I would like to recognize and thank long-time employee Wayne Holm. He has stepped up as my second in command over this last year. His hard work, dedication and commitment to the station has made my transition to General Services Manager seamless.

2018 WASTE STREAM STATISTICS


Municipal Solid Waste _____	5,578 tons
Construction & Demolition _____	1,126 tons
Single Stream Recycling _____	899 tons
Metal Recycling _____	317 tons
Oil Recycling _____	2,705 gals

MAINTENANCE: The Maintenance Department had another good year, with two large HVAC projects at the Police and Fire departments completed, along with several smaller projects including shelving work, lighting replacements/upgrades to LED, electrical repairs or upgrades of plugs and switches, plumbing repairs and/or replacements to more efficient toilets that use less water, and numerous other items. The siding project was also completed on the back of the Town Hall.

Staff was also involved with three different elections, several Town events, and numerous events at the Searles building. They also order and distribute supplies as needed to the different facilities, provide cleaning at the park facilities and other smaller buildings, and work with the different departments for meeting set-ups or other needs as they arise. All in all, things went well for the year and we are looking forward to continued improvements in the coming year.

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



Dennis Senibaldi, General Services Manager

NESMITH LIBRARY

In 2018:

- Nesmith Library customers borrowed more than 189,000 items.
- There were 7,720 registered borrowers.
- 5,114 eBooks and 5,993 audio books were borrowed by residents through Nesmith Library's participation in the NH Downloadable books consortium.
- 3,745 eBooks and 752 audio books were borrowed by residents through Nesmith Library's participation in GMILCS and the 3M Cloud Library.
- 2,850 new books were added to the collection.
- Strawberry Festival was fabulous - again - thanks to the Friends of the Library!
- 16,681 materials were borrowed from GMILCS consortium members for Nesmith customers.

Nesmith Library completed year 7 as a member of the Greater Manchester Integrated Library Cooperative System. GMILCS is a nonprofit consortium of 11 public and 2 academic libraries in New Hampshire; sharing state of the art integrated library automation system software (POLARIS), resources, expertise and experience.

In August 2018, we welcomed Patrick Lord and Christine Savukinas to our team. Patrick and Chris are helping us on Sunday afternoons and a few weekdays, as well. We are very happy to have them working with us!

In 2018, we said goodbye to Sarah Williams and Bailey Rodgers. And at the end of 2018, our long time Director, Carl Heidenblad retired.

This year, our large facility project was the roof replacement. The Library was able to stay open throughout the installation with minimal inconvenience to the public. We are pleased to have a sound roof for years to come.

This is the first year I have written this report, and I am grateful for the support that the Library receives from the Town Administration, as well as the Residents of Windham. It is a pleasure for our staff to work with and for the generous, kind residents of our town.

As we close 2018, we mark the passing of an era at the Nesmith Library with the retirement of our Director, Carl Heidenblad. During his tenure here at the Library he has shepherded many changes for the better. Most notably, was guiding the Library through the process of joining the Greater Manchester Integrated Library Cooperation (GMILCS). By joining the consortium, Windham residents were instantly afforded access to a much larger collection of books and materials. He led the Library with great expertise and kindness. He will be sorely missed and we wish him well in the next chapter of his life.

It has been our pleasure to serve you, your friends, families and neighbors in 2018. We look forward to seeing you in 2019!

Registered Patrons	7,720	Program Attendance	9,059
Books Added	2,850	Uses of Multi Purpose & Study rooms	1,689
Total Number of Titles in Collection	76,564	Internet Uses	4,995
Items Circulated	189,489	Volunteer Hours	559
Library Visits	75,200		

Respectfully submitted,

Sylvie Brikiatis

Sylvie Brikiatis, Interim Director

PARKS AND RECREATION

2018 was a busy year with the many programs offered in Windham. From the Daddy/Daughter Dances, to the outdoor classes for toddlers, and the various special events, the Recreation Department had a great year. We tried something new this year, by moving Town Day to a weekday afternoon/early evening. It was a successful change! Many enjoyed the music, bbq, games, and celebrating Windham on this day. We also had a new event at the end of the summer, which was co-sponsored by the Windham Police Association. The 'End of Summer Bash' was well attended by many families in Town. We had a DJ bubble party, frozen treats, and a food truck on site. We look forward to partnering with the Windham Police Association on more community events in the future.

Many of our events/classes are dependent on the weather, and sometimes we have to make changes at the last minute. Due to the amount of snow we had, we were forced to move the Annual Easter Egg Hunt indoors to Windham High School. We appreciate the positive working relationship we share with the School District to accommodate us for events like this throughout the year.

Special Projects:

In addition to events and classes, the Recreation Department is responsible for maintaining the fields, parks, beach, etc. in Windham. Just a few of the projects in 2018 that we worked on were the Nashua Road Tennis Courts and the installation of a new camera system at Griffin Park.

The tennis courts at the Nashua Road complex were resurfaced in June. We encourage all tennis players to check out the courts and use them as an alternative those at Griffin Park and Tokanel Field. This is especially a great option in the springtime, when the High School tennis teams are using Griffin Park.

We have almost completed the camera security system at Griffin Park. We will be finishing the installation in the spring of 2019, and look forward to the project completion. Thank you to Dennis Senibaldi, Earl Bartlett, and Jack McCartney for all their hard work and effort with this project.

Senior Exercise Classes:

We are starting new exercise classes in 2019, after the 'retirement' of our long-time instructor Kate Jackson Cochran. Kate has ventured off to a new career path. She will be deeply missed and we appreciate the years of dedication, instruction, and friendship she provided to our older adults/seniors.

We welcome back Mimi Kolodziej as an instructor for our older adult classes, and we welcome our new instructor, Kevin Burgess, who will be teaching as well. Our classes for older adults/seniors are held at the Senior Center.

Holiday Decorating Contest:

In December, we started a new contest during the holiday season – the Outdoor Holiday Decorating Contest. Windham residents were invited to show off their holiday spirit by entering into this outdoor decorating contest. We were thrilled with the response the first year – almost 20 entries! All the entries were great, and it was very difficult to pick winners! Congratulations to the 2018 winners: the Letourneau Family, the Greenlee Family, and the Gentile Family. We are looking forward to holding this event again in 2019 with even more entries.

In Remembrance:

In June 2018, we lost a long-time volunteer and special friend, Belinda Sinclair. She was a dedicated and amazing volunteer who helped the Recreation Department in many ways. Belinda started the Doggie Costume Parade portion of the Harvest Fest, which has been a huge success since it began. Belinda also played an integral part of getting Santa Claus to us each year for the Tree Lighting. Thank you Belinda and the Sinclair family for being part of the Windham Recreation Department Family.

Many Thanks:

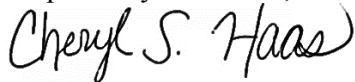
Windham is a special Town due to all the dedicated volunteers, civic groups, and local businesses. Without them, the many events in Windham would not happen and would not be so successful. Thank you to: the residents of Windham, the Boy Scouts, the Girl Scouts, Windham Baseball Softball League, the Windham Garden Club, Windham High School Volunteer Program, Windham Lacrosse, Windham Basketball Club, Windham MOM's Club, Windham Soccer Association, Windham Wolverines, Windham Community Bands, Crossing Life Church, Windham Presbyterian 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, the Brink Family, Ralph Sinclair, Jay Yennaco, Earl Bartlett, Brenda Golden, Kristine Giarrusso, Jil Greeley, Delahunty's, Enterprise Bank, Coco Early, Dance Connection, and Stateline Waste Management.

Thank you also 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, Former Community Service Officer Anna Jenoski, Eric Delong, Daniel Popovici-Muller, Wendi Devlin, Paula Carmichael, Dick Gregory, Julie Suech, Rex Norman, Adel Cerri, Steve Hindes, Wendy Lorentzen, Dennis Senibaldi, Frank Farmer, Kelly McLaughlin, Paul Lutz, Tina Boormeester, Windham Town Beach Lifeguards, WCTV, Windham Fire Department, Windham General Services Division, and Windham Police Department.

In closing, we would like to thank the members of the Windham Recreation Committee who volunteered in 2018: Alberto Chang, Dave Curto, Jon Keating, Khadija Lodhi, and Mark Lucas.

Respectfully submitted,



Cheryl S. Haas, Parks & Recreation Director



Jason Gill, Recreation Committee Chair

INFORMATION TECHNOLOGY

GEOGRAPHIC INFORMATION SYSTEMS

TECHNOLOGY ADVISORY COMMITTEE / SOCIAL MEDIA AND WEB COMMITTEE

The Network, Technology and Secure Use

The primary concerns of this department, and to that end, the entire system has been successfully upgraded to near current standards, with our overall security posture being the first and foremost concern.

Our financial software has been significantly upgraded as well and we look forward to bringing additional online information to residents and employees in 2019.

We are planning on upgrading and delivering on a new Assessment Management system in 2019, changes to that system will increase our overall security of data and access.

The department has been helping with the upgrade/renovation of the Police Department Dispatch Center, a long overdue project that will make keeping citizens safe easier, and law enforcement processes more efficient.

Geographic Information

The Geographic Systems have been at the forefront of cost reduction for all agencies, as the quality and quantity of information continues to expand exponentially, while actually going down in overall cost. Where once getting specific latitude and longitude of a hundred or so fire hydrants, cisterns and other water system features would cost tens of thousands, we did so in conjunction with the Highway Department (Thanks Jack!) in 2018 for far less than a tenth of the cost.

Town Web Site www.WindhamNH.gov

2018 continued to see a small number of residents “sign-up” as members of the community on our web site, I hope to see efforts to encourage more residents to sign-up in 2019. In 2018, the final step in consolidating our main sites into a single “one-stop” site was done as we merged the Police and Economic sites into the Town’s main site.

Another change I am looking forward to in 2019 is the merger of the Technical Advisory and Web Site Committees, the effort going forward is to support, with the help of resident members of that committee along with other employees, improvement to connection with residents. The overall goal is to keep residents informed and aware of where their tax dollars are being spent and why, in addition to opportunities to volunteer and participate in the community for the community.

Respectfully submitted,



Eric Delong, Director/GIS Manager

TAX ASSESSOR

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, Paul Moreau, 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 approximately \$32,000,000 in 2018, or roughly 1.4%, as a result of continuing construction and property reviews. The overall total assessed value of the Town is around \$2,472,000,000.

A draft analysis of the Department of Revenue Administration review of sales information has been completed and it is expected the Town's assessment ratio for 2018 will be approximately 81%.

Individual property information, as well as many other items related to assessing, may be reviewed or obtained by visiting the Assessing Office or online at windhamnh.gov/162/Assessing.

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

ELDERLY EXEMPTION	AMOUNT	AGES	INCOME LIMITS	ASSET LIMITS
<i>\$ off assessed valuation</i>	\$160,000	65-74	Not in excess of \$45,000 if single or \$55,000 if married	Not in excess of \$160,000 excluding value of residence and up to 2 acres
	\$190,000	75-79		
	\$ Full	80 and up		

OTHER EXEMPTIONS	INCOME LIMITS	ASSET LIMITS
DISABLED <i>\$160,000 off assessed valuation</i>	Not in excess of \$45,000 if single or \$55,000 if married	Not in excess of \$160,000 excluding value of residence and up to 2 acres
DEAF <i>\$15,000 off assessed valuation</i>		
BLIND <i>\$15,000 off assessed valuation</i>	No income/asset limits. 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 is eligible.	

VETERAN CREDITS	ELIGIBILITY
Standard/All Veterans <i>Tax Credit \$500</i>	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.
Surviving Spouse <i>Tax Credit \$2,000</i>	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.
Service-connected Disability <i>Tax Credit \$2,000</i>	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

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 22 households in 2018, which is 2 more than last year. The total cost of this assistance was \$45,974.23; which reflects an increase of \$24,286.92. 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.

We hope that our residents will be able to meet their needs, however 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 2018:

Food Vouchers	\$ 10,735.00
Shelter Voucher	28,584.00
Electricity Vouchers	565.33
Oil/Propane	259.90
Gasoline	4,830.00
Miscellaneous	0.00
Shepherd's Pantry	500.00
Total	\$45,974.23

Reimbursements Received	\$ 64,639.21
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Respectfully submitted,

Paula Carmichael

Paula Carmichael, HR Director

EMERGENCY MANAGEMENT

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.

2018 was, again, 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/or wind damage. EM also continued its work in other areas, and some of the highlights as we reflect back on the year were:

- Continued work on Local Emergency Planning Materials
- Improved upon the Emergency Operations Center with upgraded video and WiFi Systems
- The EM web page continues to be improved and updated. It can be found at: windhamnh.gov/209/Emergency-Management; there, you will be able to find the location of all emergency shelters in town, along with other important Emergency Preparation information and links
- Application of various grant funding will remain a high priority for the Town's Emergency Management
- Emergency Management pamphlets are available which cover "Severe Weather", "Shelter", and general Emergency Management information; these were handed out at several Town functions and 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; find us at [@WindhamFD](https://twitter.com/WindhamFD)

As we enter 2019, 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 website: www.windhamnh.gov and click on Departments - Emergency Management where you can email Chief McPherson or call 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 dedication to Emergency Management in the assistance with secretarial and technical support. I also would like to thank our spirited team of volunteers who have continued to stand ready and 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/EM Director

FOREST FIRE WARDEN & STATE FOREST RANGER

This past year we were fortunate enough to have favorable weather conditions in the spring and summer which limited the amount of wildfire activity throughout the state. 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 2018 season threatened structures and one structure was destroyed, a constant reminder that wildfires burn more than just trees. Homeowners should take measures to prevent a wildfire 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. Please help Smokey Bear, your local fire department, and the state's Forest Rangers by being fire wise and fire safe!

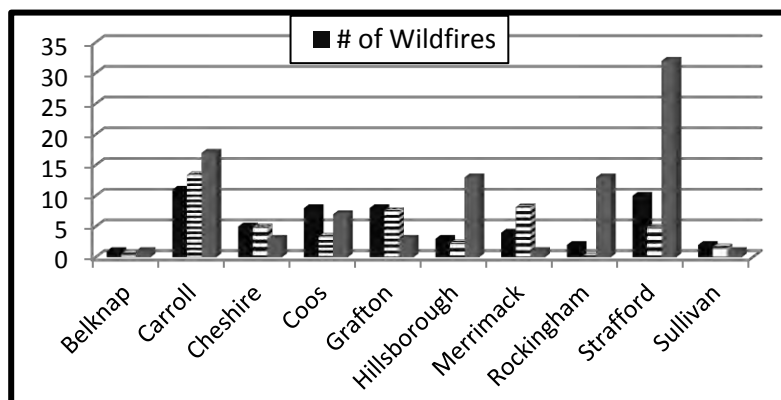
In 2019, we will be recognizing Smokey Bear's 75th birthday! Dressed in a ranger's hat, belted blue jeans, and carrying a shovel, he has been the recognized wildfire prevention symbol since 1944. The NH Forest Protection Bureau and local fire departments will be celebrating Smokey Bear's 75 years of wildfire prevention throughout the year. Smokey's message has always been about personal responsibility – remember his ABC's: Always Be Careful with fire. If you start a fire, put it out when you are done. **“Remember, Only You Can Prevent Wildfires!”**



As we prepare for the 2019 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. 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 for more information. Safe open burning requires your diligence and responsibility. Thank you for helping us to protect New Hampshire's forest resources. For more information please contact the Division of Forests & Lands at (603) 271-2214, or online at www.nhdf.org.

2018 WILDLAND FIRE STATISTICS

(All fires reported as of December 2018)



Year	Number of Wildfires	Wildfire Acres Burned	Number of Unpermitted Fires*
2018	53	46	91
2017	65	134	100
2016	351	1090	159
2015	143	665	180
2014	112	72	53

* Unpermitted fires which escape control are considered Wildfires.

CAUSES OF FIRES REPORTED

(These numbers do not include the WMNF)

Arson	Debris Burning	Campfire	Children	Smoking	Railroad	Equipment	Lightning	Misc.
1	10	4	1	5	0	6	2	24

WINDHAM COMMUNITY TELEVISION

In 2018, 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 for Animals, Master Visionary, Windham Watch, 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, WMS Graduation, WHS Graduation, WCS Concerts, WMS Chorus & Band, WHS Chorus & Band, Candidates Nights, Senior Christmas Party, Santa Visits Windham and the Annual Tree Lighting Festivities, and more!

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, has been utilized a great deal by providing residents a weekly schedule of 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

In 2018, WCTV videographers Tom Case, Barbara Coish, Bob Coole, and Tom Nolan were responsible for coverage of government meetings.

WCTV would like to thank the Cable Advisory Board for all their help and support throughout 2018 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, Coordinator

VITAL STATISTICS RECORDED

AS OF DECEMBER 31, 2018

BIRTHS

Child's name	Parent(s)' name
Tessa Diane	Zachary & Tiffany Hurvitz
Claire Elizabeth	James Sullivan & Nichole Dufresne
Duncan Reed	Ezra & Danielle Allee
Hugo Oliver	Ryota & Rachel Hamaie
Sienna Kristian	Kayla Jolicoeur
Evianna Rae	Christopher Gagne & Morgan Page Mosson
Eva Haile	Nicholas Barraford & Emalee Drake
Kinsley Anne	Owen & Ashley Kossick
Addison Reid	Brian & Gretchen Campbell
Ella Rose	Nicholas & Rebecca Russo
Elora Mae	Christopher Nackel & Krystyna Hinz
Xavier Arora	Barry & Rehnuma Newcombe
Bronson Benjamin	Alexander & Amy Karjala
Gideon Piper	Andrew & Elizabeth Murray
Will Daniel	Edward & Amy Crowley
Holly May	Richard & Sherri Rustin
Hadley Beaver	Bryce Hanrahan & Julie Santamaria
Joanna Mendonca	Enzo & Suelen Feltrin
Lucy Rose	Robert & Caitlin Meissner
Veda Rose	Joshua Bartlett & Brooke Bartlett
Camden Alee	Todd & Kaitlin Ferrell
Parker Jeffrey	Haley Faust
Wesley Cole	Ryan & Lindsey Slauter
Ethan Carter	Robert & Katelyn Scagnelli
Camilla Mae	Garrett & Talia Casey
Adelynn Leah	Joseph & Laura Panniello Jr
Dylan Joseph	Nathan & Kimberly Palmer
Sylvie Ruth	Brian & Ellen Trudel
Noah Edvert	Brian & Josephine Walsh
Paul William	Brian & Josephine Walsh
Nicholas James	Jacob & Katherine Winslow
Henry James	Kevin & Nicole Simpson
Declan Patrick	Patrick Scanlon & Stacey Irek Scanlon

BIRTHS, CONTINUED

Child's name	Parent(s') name
Kathryn Rose	Adam & Caroline Henson
Jaxon Matthew	Gregory & Heather Iworsky
Everly Rose	Lawrence & Tiana Bruno Jr
Vasilissa Alexeevna	Alexis & Elena Rodzianko
Valencia Bella	Joseph Cardarelli & Ali Solimini
Maisie Jane	Daniel & Maren Nolan
Arshanan Longia	Inderjit Singh & Pawandeep Saini
Alexander David	David & Katerina Vazan
Charlee Jade	John & Jacqueline Copeland-Clarke
Harlan Jack	William & Erin Hamilton
Michael Anthony	Michael & Jessica Depiano

DEATHS

Place	Decedent's name	Place	Decedent's name
Windham	Kantsos, Clara	Salem	Venuti, Alfred
Windham	Ellero, Mario	Portsmouth	Walsh, Francis
Windham	Mottes, Elizabeth	Windham	Dorey, Phyllis
Windham	Leccese, Mary	Windham	Carver, Brenda
Manchester	Benner, Donnie	Windham	Bialousz, Robert
Derry	McIntosh, Cornelia	Windham	Costa, Andrew
Derry	Regan, John	Windham	Downing, Leo
Merrimack	McNally, Frank	Windham	Gosselin, Gerard
Windham	Chen, Etang	Derry	Joaquim Jr, Joseph
Windham	Laduke Jr, Maurice	Windham	Perdue, Nelson
Windham	Honnors, Ruth	Hampton	Lugo Giudicelli, Victoria
Windham	Granrath, Katherine	Windham	Ricca, Elena
Derry	Desjardin, James	Windham	Lagos, Isabelle
Derry	Fedele, Ann	Windham	Park Jr, Philip
Windham	Souza, William	Windham	Torrison, Alfred
Windham	Ouellette, Dora	Windham	Paul, Rudolph
Rye	Perrotta, Michelina	Windham	Brooks, Frances
Windham	Delponte, Stephen	Windham	Willett, Marguerite
Manchester	Amabello, Robert	Windham	Cookson, Helen
Derry	Mitchell, David	Windham	Iacozzi, Shirley
Windham	Aho, Neil	Windham	Brusalis, Mary
Windham	Leland, Ruth	Windham	Cowan, Roberta
Manchester	Moniz, Linda	Windham	Murray, Edward
Windham	Nerl, Joseph	Windham	Sagris, Helen

DEATHS, CONTINUED

Place	Decedent's name	Place	Decedent's name
Windham	Capuano, Umberto	Windham	Cillizza Jr, Charles
Windham	Prizio, Theodore	Windham	O'Bryan, Anna
Manchester	Murray, Susan	Derry	Dombrowski, Gloria
Windham	Lemieux, Ellen	Windham	Szemplinski, Wanda
Derry	Daniels Jr, Robert	Windham	Fluet, Pauline
Derry	Mann, Louie	Windham	Morin, Donald
Windham	Bushee, Kevin	Windham	Goulart, Rudolph
Windham	Lomazzo, Lucille	Windham	Ryan Jr, Everett
Windham	Bergeron, Evelyn	Nashua	Deschenes, Geraldine
Windham	Branswell, Patricia	Derry	Manning, Deborah
Derry	Mercurio, Lorraine		

MARRIAGES

Date	Parties wed	Place
1/6	Donald Cote & Annemarie O'Donnell	Hudson
1/6	Brian Ki & Amanda Blanchard	Amherst
2/5	Ryan Schevis & Dallas Grant	Raymond
5/19	Kyle Farwell & Jillian Decelles	Pelham
5/20	Ryan Auer & Cassandra Morgan	Windham
6/1	Lee Lemoine & Sharon Fonos	Derry
7/10	Michael Falter & Isatou Jaiteh	Windham
7/13	Brandon Howes & Holly Donahue	Meredith
7/14	Matthew Mosman & Keri Minasalli	Windham
7/22	John Cherubino & Kristin Bevilacqua	Windham
7/28	Jeffrey Furbush & Hanna Larochelle	Harrisville
8/2	Christian Arnaut & Jennifer Boissonneault	Windham
9/7	Ryan Johnson & Jaclyn Prew	Lincoln
9/22	Nicholas Marquis & Jenna Spang	Meredith
9/25	John Hallet & Dori Boudreault	Windham
9/29	Brian MacPherson & Lauren Meissner	Lisbon
10/6	Brandon Gilbert & Kaylee Solano	Windham
10/21	Brandon Brown & Natasha Zis	Sandown
11/3	Robert Morrill & Kelly Tibbetts	West Chesterfield
11/30	Mark Capozzi & Jennifer Doyle	Meredith
12/13	Darren Frost & Taylor Beaulieu	Nashua
12/29	Michael Forsyth & Angela Arria	Windham

Respectfully submitted,



Nicole Bottai, CMC, Town Clerk

CEMETERY TRUSTEES

2019 brings about the 300th Anniversary of Nutfield; the settlement of which Windham used to be a part. Although we've yet to determine, as this goes to print, what the Trustees might contribute to the festivities here in Town, we do encourage you all to pay a visit to the "Old Burying Ground" in Derry Upper Village, today East Derry's Forest Hill Cemetery, as you enjoy the celebrations. Because it is there, and perhaps in the "Shipley" or "Old Hill" graveyards in Londonderry, that you'll likely find our earliest settlers and their families; this because Windham went without a cemetery until 1749 and, even afterwards, many were laid to rest outside of Town with their families.

We were fortunate to be approached by two Life Scouts this past year, Jassiel Deliz and Alex Lamon, each hoping to gain their Eagle Scout rank by way of a project to benefit the cemeteries. Jassiel undertook coordination of a team to photograph, transcribe, and geotag the graves in the Cemetery on the Plain. The resulting data was then uploaded to the BillionGraves.com website, where users can search for their ancestors or relatives at no charge. As part of his project, Jassiel also tasked his team with documenting any conflicts or errors they uncovered in our cemetery maps. Alex, after working as a member of Jassiel's team, approached the Trustees with the same plan and project for the Cemetery on the Hill. We thank them both for successfully completing their undertakings, which will benefit not only the Trustees but any number of genealogists for years to come, and congratulate them on attaining the rank of Eagle Scout.

In other news, despite the heavy rainfall for a good part of the time, there was no evidence of flooding in the Veterans Section of the Plains. We're pleased to see the repairs to the area, made several years ago, continue to be effective. There are still areas in the New Plains, however, where pooling remains an issue despite additional drainage being added. On the Hill, we continue to monitor and treat the white oak and cedar trees, which were damaged by caterpillars two years ago but are still with us.

As we enter into 2019, the Trustees have several items on our radar, ranging from amendments to our Regulations and fees to changes in our winter operations. Discussion of the former began in the fall, and will hopefully be finalized by spring; codifying and clarifying proper procedures and permissions in efforts to correct a number of ongoing issues in the Cemeteries. Topping the list of projects will be the limbing/cutting back of trees in all Cemeteries; beginning on the Hill where the overhanging branches are becoming a hazard. We will also likely arrange for our annual repair of a small number of our oldest, most damaged stones, and be seeking prices to restore the iron arch at the Cemetery on the Plains.

As always, our continued gratitude goes out to our Custodian, Scott Pumbo, and to Jim and Ross Thornton our interment contractors; all of whom never hesitate to go the extra mile to ensure the success and safety of our cemetery operations.

Our thanks, as well, to American Legion Post 109 and Parks and Recreation Director Cheryl Haas for coordinating another successful Memorial Day parade and service. Although we do the work on the Cemeteries, it is their efforts that make the day memorable.

In closing, the Trustees welcome all suggestions. Your continued support is appreciated, and we look forward to serving you in the coming year.

Respectfully submitted for the Trustees,



Wendi A. Devlin, Chair

DEPOT ADVISORY COMMITTEE

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

2018 primarily focused on grounds maintenance. During the year, the Windham Rail Trail Alliance and volunteers 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 Windham Depot Advisory Committee thanks the Town and community for its continued support and to 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

EMPLOYEE SURVEY REVIEW COMMITTEE

In 2018, the Board of Selectmen undertook the second annual Employee Satisfaction Survey. Key changes were made in the survey distribution and tabulation/analysis of the results, including utilizing Survey Monkey and establishment of a Review Committee to scrutinize the responses and bring forward action items to the Board. The latter was comprised of departmental, both union and non-union, representatives who met regularly over a two to three month period. Members included Planning Director Dick Gregory, Police Officer Terri Moore, Assessing Administrative Assistant Jennifer Zins, Deputy Fire Chief Steve Brady, Assistant Library Director Sylvie Brikiatis, Library Administrative Assistant Cindy Bushell, and Administrative Assistant Wendi Devlin. The Committee presented the results of their efforts to the Board of Selectmen on October 1, at a well-attended meeting at the Searles School.

Of the 102 regular full and part-time employees who had access to the survey, 67 (62%) responded, which represented an increase in participation of 44% over 2017. Respondents revealed many positives throughout their answers, including:

- Most value and appreciate their co-workers and Department Heads
- Most aren't planning on leaving anytime soon
- They recognize the value of their contributions
- They genuinely enjoy their job and working with the public
- They end each day with a sense of accomplishment and pride

However like many organizations, whether public or private sector, several prominent themes arose during the Committee's review; areas of concern shared by a large portion of the respondents. The Committee identified the following areas as being in need of "Immediate Action":

- Compensation, benefits, and the need to be wage competitive as it pertained to succession planning, recruitment and retention;
 - The Committee recommended the Board contract with a third party to complete a comprehensive wage and benefit analysis. *This action item was supported by the Board and Municipal Resources, Inc. has been retained.*
- Facilities and the overall maintenance, health/safety, security of same; as well as adequacy of equipment/furniture;
 - The Committee recommended a Municipal Complex/Facilities Re-Use Committee be formed to study the feasibility/viability of remaining in the historic Town Center buildings versus a new building on Fellows Road, along with a long-range plan to maintain the former buildings.
- Earned Time and the disparity of accrual rates based upon hire dates, lack of earned time for part time employees, and minimum usage requirements and the negative impacts of same for new employees;
 - The Committee recommended the Board consider 1) standardizing accrual rates for all full time employees (while maintaining current caps), 2) implementing a pro-rated earned time scale for part time employees, and 3) eliminating, for a period of time, the minimum usage requirement for new hires. *To date, the Board has implemented an indefinite lifting of the minimum usage requirement for new hires for the first 12 months of their employment.*

- Accountability including a lack thereof in some cases, favoritism, lack of communication, and the need for greater training/professional development opportunities;
 - The Committee recommended a two-pronged approach in this case of implementation of Guardian Tracking Software, which provides immediate feedback to employees and greater communication opportunities, and making greater use of training available to the Town through Primex, the NH Municipal Association and others. *The Board has approved funding to purchase Guardian Tracking, and supports increased training opportunities as recommended. As part of the latter, and in response to a small number of related survey responses, the Board of Selectmen will also participate in Sexual Harassment/Bullying training and has encouraged members of other Town boards and committees to do the same.*

In considering all of the above, and working collaboratively with the Committee, the Board has taken strides towards acknowledging and addressing the final theme revealed by the survey, that of morale issues. On behalf of the Committee, I thank the Board for their support. We look forward to the coming year and continued discussion regarding those action items still outstanding, and those that may be revealed by the 2019 survey.

In closing, I would like to thank my fellow Committee members for their time and dedication to this undertaking, Town Administrator David Sullivan and Selectman Jennifer Simmons for their support of our efforts, and the employees who took the time to tell us not only what we're doing wrong, but what we're doing right.

Respectfully submitted for the Committee,

Paula Carmichael

Paula Carmichael, HR Director, Chair

FORESTRY COMMITTEE

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.

2018 McIlvaine Town Forest highlights include:

- Committee members and volunteers performed trail maintenance 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.
- The Committee has been monitoring wildlife through the use of a game camera placed at various locations in the Forest. We look forward to having a location on the Town website where we can share our photos.
- New McIlvaine Town Forest signage created and installed at various trail junctions.
- We are seeing a reduction in illegal OHRV (Off Highway Recreational Vehicle) damage in the McIlvaine Town Forest.
- A gate has been installed to prevent unauthorized access into the Forest from behind the Town landfill on Marblehead Road.
- McIlvaine descendants visited the family's original homestead cellar hole and stone cutting remnants.
- McIlvaine Town Forest By-Laws, passed by Town voters in 2017, allows the placement of hunting stands or blinds in the forest between August 1st and January 31st. Four hunting stands that were still on the property after the 1/31/2018 deadline were removed by a NH Fish & Game Conservation Officer. They were taken to Concord and stored in a Fish & Game facility.

In 2019, 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

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 items such as:

- Town Master Plan Review
- Gateway Project
- Gaumont Road
- Range Road
- Roulston Road
- Village District
- Enterprise Drive
- West Shore Road
- London Bridge Road

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

- London Bridge Road
- Sawtelle Road
- Glendenin Road
- Rail Trail
- Timberlane Road
- Heritage Hill Road
- Searles 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. 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

HISTORIC DISTRICT / HERITAGE COMMISSION

The Historic District/Heritage Commission is a Town Land Use Board appointed by the Board of Selectmen. Its purpose is to preserve Windham's Historic Districts and Heritage Landmarks, especially those that are included in the Historic Cultural Resource List. This document can be reviewed on the Town of Windham website. The Commission has two separate, yet related, duties/charges. The first is to oversee buildings and land use within the six designated Historic Districts, while the second is to encourage documentation and preservation of historic resources in the Town of Windham. During 2018, the Commission continued to work on both fronts with efforts to restore, renovate and, as a last resort, to document historic buildings prior to demolition. A high priority for 2019 will be raising public awareness of any issues concerning the diminishing historic locations in our Town.

This year, we were very fortunate to add two new members to the Commission, Peter Noel and Michael Spindel, each of whom brings a specific set of skills that will bode well for the upcoming year. During the year, we also lost Joanne Dickey as a regular member but, fortunately, she will remain as a consultant.

Historic Cultural Resource List:

The Commission worked diligently over the summer to continue updating and recording the Historical Cultural Resource List. This list of over 300 sites allows the Community Development Department to quickly flag a plan that would impact any historical town assets, and provide notification to the Historic District/Heritage Commission.

Historical Town Records:

The Commission is continuing to collect, index and archive all Commission and Historical records for digitizing into the Town Records designated for this purpose.

Original Windham Historic Town Center:

The future landscape of our Town is on the drawing boards and we hope that the visions of Rural Oasis do not fade into a memory. Working closely with the Town Center Beautification Committee, the American Legion Veterans Post 109, and the Recreation Director the HD/HC has worked to develop the Town Common, which includes a Veterans Memorial dedicated this year.

Indian Rock:

With the re-routing of traffic on Route 111 (Indian Rock Road) and the creation of Enterprise Drive, access was opened to Indian Rock. This rock, as mentioned in L.A. Morrison's "History of Windham", is a significant part of the Town's past and lends credence to the first Indian settlers in Windham. The Commission will be working with the Town to come up with a fitting memorial in this location once the land boundaries are finalized with the State.

Armstrong Memorial Building:

During 2018, the HD/HC worked with the Museum Trustees to place the Armstrong Memorial Building on the National Historic Register. With the assistance Historic Preservation consultant, Lisa B. Mausolf, the Armstrong Memorial Building was entered into the National Register of Historic Places on September 11, 2018 by the National Park Services. This is a very prestigious award, which allows for the protection and the integrity of the building structure and surrounding area.

Historic Workshops:

During the year, Commission members participated in several workshops provided by the New Hampshire Humanities Council. The presentations covered such subjects as:

- “Brewing in New Hampshire an Informal History of Beer in the Granite State from Colonial Times to the Present”, presented by Glenn Knoblock;
- “New Hampshire's One-Room Rural Schools: The Romance and the Reality”, with Steve Taylor;
- “New Hampshire Roads Taken – Or Not”, with Steve Taylor, and;
- “The Great Sheep Boom and Its Enduring Legacy”, also presented by Steve Taylor.

Looking forward to 2019:

The Commission has much activity planned for the upcoming year, including:

- Documenting and preserving remaining Granite Finger Posts in town.
- Organizing the Town’s 300th Nutfield Anniversary in coordination with the Town’s Annual Strawberry Festival and the Towns of Derry and Londonderry to be combined over the summer.
- Working with the Town Planning Board, the Gage Land Sheep Pen will be placed on the 2019 Zoning Ballot as a proposed zoning amendment to designate it as an Historic District. If successful, the Sheep Pen will join The Depot, Stickney Cellar, Town Common, Simpson Cellar, Union Hall, and the Searles School and Chapel on the Windham Historic Districts List.
- Continuation of discussion and development of the approved land swap of the Gage Property between the Town and the School District.
- Documenting and/or preserving:
 - Whitehead Log Cabin, Bowery Brae
 - Robert Armstrong House
 - Indian Rock
 - London Bridge
 - Dinsmore Plaque

Respectfully submitted for the Commission,

Frank Farmer

Frank Farmer, Chair

LOCAL ENERGY COMMITTEE

The Windham Local Energy Committee (LEC) supported a number of activities to promote improved reliability, occupant comfort and improved energy efficiency in municipal buildings and to inform Town residents on methods and issues related to achieving residential energy efficiency. These include:

- a. LED lighting installation in the Police and Fire Departments;
- b. HVAC system replacement for the Police and Fire Departments;
- c. Re-assessment of solar photovoltaic systems for the Fellows Road Complex;
- d. Preparing a document describing methods and issues related to implementing do-it-yourself (DIY) residential energy savings measures; and
- e. Assembling a presentation relating LEC member experiences with and benefits arising from residential solar, photovoltaic system installation.

LEC membership increased with the addition of Messers. John Gage, Michael Horan, and Joel Taft. Mr. Michael Misiewicz, Mr. Peter Tousignant and Drs. Patrick Manzo and Mark Kovacs continued their LEC participation through 2018.

HVAC Upgrade Police and Fire Departments - P. Manzo and M. Kovacs

The Heating Ventilation and Air Conditioning (HVAC) Systems for both the Police and Fire Departments were over 20 years old. They were near the end of life and becoming increasingly unreliable. Therefore, the Administration decided to replace these units with new ones that would be more reliable and economical and requested the Local Energy Committee (LEC) to assist. This effort began in March.

As the first step in this activity the LEC reviewed the “as built” drawings on the systems where a number of discrepancies were noted. Interviews with the Chiefs and with department personnel indicated that there were several problem areas in both buildings. In addition, the proprietary control systems were undocumented and written in ASCII computer code rather than a more modern alternative. The LEC also interviewed several HVAC companies in order to determine what was needed to update and improve these systems. In particular, it was determined that we needed to require a selected vendor to:

- Update the “as built” drawings to reflect the systems in place
- Replace the main HVAC units with modern, high performance units
- Replace the dampers, sensors, and controls with new units
- Replace the control system with a modern “open source” system
- Install and balance the system
- Provide training to selected Town personal on the proper use of the control system

An RFP was issued to affect the above, and two proposals were received. After detailed reviews of the proposals and with the concurrence of the Town Administration and the Department Chiefs, the LEC provided a recommendation and briefed that recommendation to the Board of Selectmen (BOS). The BOS authorized the Fire Department installation with current funding, and directed the Town Administrator to proceed with the Police Department later if year-end funds became available. Note that although these units will be significantly more efficient than the old units, the LEC evaluated the option of installing a higher efficiency unit instead of the proposed units. However, the LEC determined that the additional cost of these units would not be recovered by the energy savings and, therefore, selected the proposed units as the best option.

Fire Department installation began in October and became operational in November. Fire Department personnel appear to be pleased with the new units; only staff training for the control system remains. Police Department work began in November and is 60% complete as of December 31; installation completion, final balancing and training will occur in early 2019.

Lighting Upgrades for Police and Fire Stations - P. Serian

In 2017, the LEC completed its assessment of lighting efficiency upgrades for the Police and Fire Stations. During 2018, the LEC received proposals from LRS Inc., the Eversource upgrade contractor. The proposal included replacing the existing fluorescent lamps and fixtures with new LED lamps and fixtures. The project scope also included the installation of occupancy sensors in spaces with variable occupancy. This Lighting Upgrade received a Grant from Eversource for 50% of the cost. The estimated total energy cost savings for both the Police and Fire Station are \$6,888 per year amounting to a 3.3-year simple payback. The lifetime of the lamps far exceeds the payback of the system. The fixtures are expected to last at least 25 years. The project was successfully implemented in 2018, and both the Police and Fire Station are enjoying better quality light and reduced energy costs.

In the Fall, the Department Chiefs requested some additional lighting upgrades which the Board of Selectman approved in late December. The Town is waiting for Eversource's approval for the 50% cost sharing prior to this additional work proceeding.

Re-Assessment of Solar Energy for Fellows Road Buildings - P. Manzo and M. Kovacs

The Town's 3-year electrical energy supply contract will end in October 2019. In response, the LEC is re-opening its feasibility assessment for solar power installations at the Fellows Road buildings. The LEC terminated this assessment in late 2016 having learned that the current contract would impose significant penalties for reduced electricity purchases arising from a solar, PV installation. The Committee is conducting the current assessment under the following guidelines:

- a. Only the Nesmith Library will be considered since it recently had a roof installed - a significant additional cost driver for a roof-mounted solar system expected to last 25 years plus;
- b. Only Purchase Power Agreements (PPA) with a possible future buyout will be considered to avoid large, near-term capital expenditures in light of major recent Windham capital investment.

In December the LEC obtained an estimate for a Nesmith solar PV installation incorporating a fixed monthly fee and a potential - but not required - buyout option in years 6 through 25. The Committee will use this estimate to compare costs for continued electrical purchase under current and projected electrical rates against solar PV costs. The LEC anticipates providing a recommendation to the Town Administration in January 2019.

Citizen Education for Windham

Recently, the LEC has focused on improving the reliability and energy efficiency of Windham's municipal buildings. Late in 2018, the Committee decided to increase its efforts in 2019 on informing Town residents on methods and approaches for their achieving better energy efficiency and lower energy bills. The LEC initiated the following energy efficiency efforts which will yield presentations to and publications for residents interested in implementing energy efficiency measures.

- 1.) **Home Solar System: LEC Member Personal Experiences– M. Misiewicz and P. Tousignant**
LEC is developing a presentation of member personal experiences with solar, photovoltaic system procurement, installation, operation and financial considerations. This presentation should be beneficial for Town residents considering a solar PV system.
- 2.) **Do-It-Yourself (DIY) Approaches for Home Energy Efficiency Improvement - J. Taft**
LEC is preparing a document covering a range of home energy efficiency measures which can be implemented by the home handyman. These include assessing and controlling moisture and heat loss in areas from the basement to the attic, lighting efficiency and water usage. This material - reflecting improvements carried out by an LEC member - should be helpful to residents who want to perform their own improvements and equally helpful to those wishing to evaluate professionally-performed service. This material will be available via the Town website (Local Energy Committee page) by Spring 2019.

Respectfully submitted for the Committee,

Mark Kovacs

Mark Kovacs, Chair

MUSEUM TRUSTEES

The Trustees of the Windham Museum are charged with the development and oversight of the Town Museum, which is located in the historic Armstrong Building at 3 North Lowell Road. It houses purchased, recovered, and donated artifacts of Windham's past.

Kim Monterio, one of the original three Museum Trustees, decided to step down as Trustee but graciously agreed to stay involved as a special consultant. Kim's professional experience in historic preservation and her knowledge of Windham's history were instrumental in the establishment of the Museum and the organization of the artifacts. The Museum would not be what it is today without Kim's many years of work.

Carol Pynn became a regular Trustee after having served as an alternate. The board was happy to welcome Diane Farmer as a new Alternate Trustee. Diane was a founding member of the Windham Historical Society and has served many years as Secretary of the Society. She has been an active volunteer at the Museum since its inception.

The Trustees worked with the Historic District/Heritage Commission to get the Armstrong Memorial Building listed on the National Register of Historic Places. Historic preservation consultant Lisa B. Mausolf was engaged to handle the application process and the building was added to the Register by the National Park Service on September 11, 2018. This is a link to the press release from the NH Division of Natural & Cultural Resources: www.dncr.nh.gov/news_events/2018_armstrong_building_nr/. The press release notes the building "has been honored by the United States Secretary of the Interior with placement on the National Register of Historic Places, for both architecture and its history in the community."

The Museum's collection grew significantly with the addition of artifacts from the Campbell Farm through the generosity of the descendants of Alan Campbell. The Campbells settled on the property on Kendall Pond Road in 1733, and the collection is composed of items tied to hundreds of years of Windham's history. The Museum Trustees are very grateful to the Campbell Farm Sub-Committee, Joan Normington, who photographed the entire collection, and Wendy Williams and Amy Regan who catalogued the artifacts. Organizing and displaying these artifacts will be a top priority for 2019.

Museum Trustee Derek Saffie has been working on building out the Museum website. With the assistance of photographer Joan Normington, Derek has added photos of items in the Museum's collection which are accessible through this link: www.windhamnh.gov/438/Collections.

The Museum was the site of a number of activities with the Windham Historical Society during the year. Meetings are held on the third Wednesday of the month between September and June and are announced in The Windham Independent. The Museum is always open to the public on the evenings the Historical Society meet. Events in 2018 included:

- A genealogy workshop was conducted by Muriel Normand of the American-Canadian Genealogical Society.
- The Museum hosted busloads of third graders who had a chance to view artifacts and pictures of Windham's past and hear stories of what life was like before central heat and indoor plumbing.
- The Society hosted its annual Mystery Tour in July with attendees gathering at the Museum and then traveling to Taylor's Mill in East Derry.
- October's meeting was "How Superstitious Are You?"
- The Open House held during the annual Tree Lighting in December brought a record number of visitors.

Respectfully submitted for the Trustees,

Jean Manthorne

Jean Manthorne, Chair

NESMITH LIBRARY TRUSTEES

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 develops policy and provides fiscal oversight which is critical to the life and direction of the library. 2018 was the year of appreciation at Nesmith Library!

TRUSTEES:

2018's election results welcomed new Trustees, Alberto Chang and Karen Moltenbrey, and Tara Picciano/me. We gave fond farewell to outgoing Karen Marcil, thanking her for her many years of service (2011-2018). We congratulated Mark Branoff, for his re-election to the Board of the New Hampshire Library Trustee Association (NHTLA) as Treasurer, representing Nesmith Library.

We as Trustees strive to ensure that Nesmith Library services match Windham's changing needs, interests and priorities within budget.

- 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, for his *almost* 25yrs of service to our Library. This was his final year before a well deserved retirement and he set a high bar of standards we have become accustomed to. He has attended over 1000 Board meetings and never presented a budget that he exceeded in his entire career at Nesmith Library. This year he was almost to the dollar. He has understood library trends and technology, building and property management, development of staff, and above all, the good will of Nesmith patrons, the public and town officials. He has provided excellent service and helped create an expansive and relevant collection with his passion for leading the best library possible. Thank you Carl Heidenblad!

STAFF:

Whether it is children's, teen or adult programs, a meeting room, a quiet place to study, a computer, the Internet, an e-Book, an e-Reader, WiFi access, a book, a magazine, a newspaper, a DVD, or music CD, the Nesmith Library staff is ready to help. The Trustees value the staff's commitment and enjoyed a day of appreciation, thanks to the generosity of Alberto Chang and his family.

- Congratulations to our 2018 Assistant Director, Sylvie Brikiatis, also President of the New Hampshire Library Association (NHLA), Liaison to the Board of Directors for the NHLTA, and starting in 2019, the Interim Director of Nesmith Library.
- We welcomed Christine Savakinas and Patrick Lord this year and said goodbye to Baily Rogers and Sara Williams.

FRIENDS:

The Trustees would like to thank the 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, creativity and donations!

- Hundreds of people came out to the 35th 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.

FACILITY:

This year's project was the roof. We obtained bids and went with DeSalvo Construction. The library was closed to the public for a minimal amount of time and the project came in under projected budget thanks to excellent planning and coordinating from Director Heidenblad.

INFORMATION TECHNOLOGY:

The Library has increased its technology offerings by adding e-resources and new public access computers with improved Windows 10 operating systems.

PROGRAMS:

2018 National Library Week's theme was "Libraries Lead" and that is definitely what our programming did this year! 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.

- In addition to the well attended Toddler and Children's programs our Teen program hosted the "Libraries Rock" theme. July's amazing weather offered a perfect day for our Libraries Rock/Open House! The Band Pop Roks played on the side lawn and patrons enjoyed Kona Ice and unlimited popcorn generously donated by Chunky's. The kids were ecstatic with the Balloon Animals and the Scavenger Hunt (Prize generously donated by Canobie Lake Park). A huge thank you to Music and Arts in Manchester, NH for loaning dozens of instruments for the "petting zoo" and local musicians Conor Leland, Max Souter and Katrina Souter for helping patrons make beautiful music!

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 a Trustee.

- Thank you to Tom and Patricia Barstow for their donation in honor of Ann Barstow.
- Thank you to the Garrick Family for their donation of a beautiful display case.
- Thank you to the Nesmith Quilters for their very generous monetary donation.

Working together, the Library Director and Board of Trustees have continued to improve services and respond to public suggestions in 2018. We are very appreciative 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.

Respectfully submitted for the Trustees,

Tara Picciano

Tara Picciano, Chair

Official website: www.nesmithlibrary.org

PLANNING BOARD

With a strong national economy in 2018, Windham continued to be one of the fastest growing communities in New Hampshire. While we are well used to the expansion of our residential housing stock, 2018 was unusual in that our commercial base expanded at a rate we have never seen before.

Our community is currently served by one of the most experienced Planning Boards in recent memory. Five of the sitting 6 elected members are former Chairs, with 4 members approaching or exceeding a decade of service to our community!

We are also served by a full complement of Alternates, as veteran volunteers Kathleen DiFruscia and Matt Rounds are joined by newer members Gabe Toubia and Joseph Bradley. The end result is that regardless of the individual members' schedules, the Town is being well served by an experienced, capable Board.

This is most fortunate considering the work load we experienced in 2018! Throughout the year, we heard 42 new applications for site plans and subdivisions. From a residential perspective, these applications included 73 new single family houses, 34 duplexes, and 51 units approved under our Housing for Older Persons ordinances.

Also amongst the 42 new applications, were 14 for Commercial Development which, when complete, will include over 400,000sf of new commercial space. Most significant of these is approval of the master plan for the Gateway Center, located on the site of the old golf course at the intersection of Range Road and Route 111. This plan is a mixed-use development combining retail, offices and residential housing in a single plan. The retail space is currently under construction, and the office space is sure to follow soon.

In conclusion, 2018 was a very active year for your Planning Board, and 2019 is looking to be just as busy!

Respectfully submitted for the Board,

Alan E. Carpenter

Alan E. Carpenter, Chair

RECORD RETENTION COMMITTEE

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 the destruction of the official records. 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 focused on was a massive records vault re-organization. We remained on track, and completed this major project 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 should be an analysis of all of the records housed in the vault, which would prove to be the foundation for success of this project. King Information Systems came into the Town Hall vault, and performed the analysis of all records being housed there; furnishing us with a report of their findings, an inventory of the records, along with several recommendations. In May the same vendor, King Information Systems, 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 of 2017, we went through an extensive RFP process for the digitization segment of the project. We selected Inception Technologies to help complete the final phase. The software that we now use is Docuware, and the best part about this software, is that it will already be compatible with the application we are currently using for inventory. To date, we have completed scanning of various records including: meeting minutes (all years); election records including voter checklists (all years); legal/court cases (all years); appointment paperwork (all years); and Annual Town Reports (all years). We now have the capability to do our own scanning projects in house and to essentially put all record images into one database to store. We have successfully met our deadline and completed not only our priority records, but we were able to get some other crucial records scanned and uploaded into the system, as well.

Our objective is to have the capability for not only staff, but also the public, to access the public digital records for research and accessibility. Overall, I am extremely pleased as to how this all transpired and have learned a lot going through the process. This is not going to be over and done with but instead we are growing a seed. Ultimately, this is the foundation for Windham and we are protecting its legacy. Someday, it would be nice to have all of the departments working on the same system so that physical records and electronic alike are in sync and the ultimate workflow and efficiencies are met on all levels. This of course will take time, trust, and care.

Throughout the State, a lot of towns are just now starting to plan these types of projects, and these Towns are reaching out to me as the "pathfinder"; I happily give them as much information as I can. I'm proud that Windham has paved the way for other communities, and look forward to seeing how else we can better things.

Respectfully submitted for the Committee,



Nicole Bottai, Chair/Town Clerk

RTE. 111 CORRIDOR BEAUTIFICATION COMMITTEE

The Board of Selectmen made the beautification of our town a priority in 2015 and this has remained a priority in succeeding years. With all the construction on the I93 project now behind us, 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. 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 served 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

Jennifer Simmons - 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 (Rt 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.

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 was installed adjacent to Klemm's Country Store in the summer of 2018, following the renovation of the Klemm site. This is the first of the signs to be illuminated at night, thanks to a generous offer from Arthur Klemm to provide power to the sign from his property at no cost to the town. The Board of Selectmen voted unanimously to fund the \$1,500 cost of lighting and wiring the sign. The work was performed by Stephens-Marquis Associates of Bedford, NH.

The Committee will reconvene in the Spring of 2019 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,

A handwritten signature in black ink, appearing to read 'Al Letizio, Jr.', with a stylized flourish at the end.

Al Letizio, Jr, Chair

SEARLES SCHOOL & CHAPEL TRUSTEES

2018 Searles School and Chapel continued to be great activity center for the Town.

With the retirement of Donna Markham, we were able to fill the position with Cristy Donnelly Kadish in early 2018. Cristy's educational background includes a B.S. degree in tourism from Pennsylvania State University, MA and in Education and Human Development from George Washington University. Her work experience includes a stint as Director of Programs at George Washington University. The Trustees wish to thank Cheryl Haas who served as interim coordinator during the search.

Since her assuming her role as Coordinator, Cristy has begun to build a more active relationship with the Salem and Derry - Londonderry Chambers of Commerce to increase facility rentals as a key aspect of our marketing plan. Along with the support of Eric DeLong, Town of Windham's IT Director, she has been redesigning our website. We anticipate the first release of the site in early 2019. The Trustees have also established a marketing subcommittee to assist Cristy with the development and implementation of marketing initiatives.

2018 marked the retirement of long time Trustee John Mentuck. John was a valued member of the Board for many years. We wish him well in his retirement.

Joining the Board is Jerry Parsons. Jerry is a botanist whose past experience includes a stint as Director of the garden facilities at University of California, Berkeley and, locally, as the creator of the Art in Bloom program at the Museum of Fine Arts, Boston. Jerry has already begun to develop a landscaping plan for the exterior grounds.

Bookings for 2018 included 152 paid and 50 unpaid. Income from the paid bookings facilitate the continued restoration of the building. Unpaid bookings represent our pledge to allow designated community groups to use the building.

As in past years, we have completed a variety of projects within the facility, which were: the reconstruction of the rear emergency stairs, exiting the Chapel; repair and repointing of the rear Foyer stairs; installation of an upgraded alarm system, and; the interim repair of the Tower roof. We also completed several administrative projects, such as updating the rental agreement for the facility and streamlining and updating the facility rate sheet. We also worked closely with the Windham Fire Department to ensure that the facility meets current occupancy codes (capacity of the rooms for events).

The Tower, after investigation by the Trustees, will be a significant project as it requires structural work in addition to repairing the roof itself. The original roof of copper, installed in 1908, began to fail in the early 1960s. Then, the decision was made to install a new roof over the original one. This roof is now failing, as well. We have now identified two firms that have that capability. Due to funding, this project may need to be pushed out to 2020.

The 2018 election of officers included Peter Griffin, Chairman, Maureen Spooner, Vice-Chairman and Betty Dunn, Secretary.

The Trustees want to thank Town Administrator Dave Sullivan for his continued guidance and support, Dennis Senibaldi and Jack McCartney for their collaboration on the completion of many of the Searles School and Chapel building projects, and Selectmen's representative Jennifer Simmons for her support.

I would also like to thank my fellow and very talented Trustees for their contribution to the Searles School and Chapel project.

Respectfully submitted for the Trustees,

Peter J. Griffin
Peter J. Griffin, Chair

SOUTHEASTERN NH HAZARDOUS MATERIALS MUTUAL AID DISTRICT



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.

The District draws its funding from an annual assessment from each community, as well as from grants and donations. The FY 2019 operating budget for the District was \$128,880. Additionally, in 2018 the District applied for and received federal grants for equipment, training, and operational expenses totaling \$45,076. The Fire Chiefs from each member community 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 but not limited to, grants management, financial management, and emergency planning.

District Facility:

The District maintains a facility in Windham that provides space to house several of its response vehicles and trailers, as well as provide office and meeting space for the REPC Director. In addition, the District is able to utilize the facility for monthly training for the Emergency Response Team.

The Emergency Response Team:

The District operates a Technical Emergency Response Team. This Response Team is overseen by one of the member community's Chief Fire Officer who serves in the Technical Team Liaison position. The Team maintains a three level readiness response posture to permit it to immediately deploy an appropriate response to a District community's request for help involving an unplanned release of potentially dangerous chemicals within their jurisdiction. While the Team primarily prepares for response to unplanned accidental chemical releases it is also equipped and trained to deal with a variety of Weapons of Mass Destruction (WMD) scenarios. The Team maintains a host of specialized response equipment to deal with chemical and environmental emergencies.

The Emergency Response Team is made up of 27 members drawn from the ranks of the fire departments within the District. The Team consists of 5 Technician Team Leaders, 17 Hazardous Materials Technicians, 2 Communication Specialists, 1 Information Technology Specialist and 2 Support Specialists. In addition to these personnel, the Team also includes an industrial chemist from a local industry.

District Resources:

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. In 2018, the District added an Air Supply Trailer that was acquired at no cost through the federal surplus equipment program. This trailer provides the capability of on-scene refilling of breathing air tanks for both the hazardous materials team and member fire departments. This trailer is housed at Chester Fire Department.

These mobile apparatus carry 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 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.

The second Response Truck, which serves as a firefighter rehabilitation unit is also housed at our Windham facility. This unit is available to our member departments and is equipped with refrigerated cases of water and sports drinks and has the ability to serve hot beverages. The truck is also equipped with a heated inflatable shelter to provide first responders with a place to get out of the weather. In order to remove carcinogens from firefighters as soon as possible, this truck is also equipped with garden hoses, soap and brushes to assist with the decontamination of firefighters at the scene. Staffing of this vehicle is done by a team of dedicated volunteers recruited from some of the District's fire departments.

Response Team Training:

In 2018 the Emergency Response Team completed 742 hours of training consisting of monthly training drills and specialized classes attended by Team members. These specialized classes included Propane Gas Emergencies, FBI WMD briefing and Compressed Natural Gas Tankers. Several Team members attended the New Hampshire Hazardous Materials Training Conference. Funding provided through a Hazardous Materials Preparedness Grant allowed for four Team Leaders to attend the International Association of Fire Chiefs Hazardous Materials Teams Conference.

Emergency Responses:

In 2018 the Hazardous Materials Team responded to 17 incidents. These included spill trailer responses for hydrocarbon fuel spills from motor vehicle crashes involving tanker trucks and fuel spills in lakes. Other responses included 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. The REHAB team responded to 20 incidents including fire scenes and large scale training events.

For further information about the Southeastern New Hampshire Hazardous Materials District please visit our website at www.senhazmat.org

Respectfully submitted for the District,



Bruce Breton, Windham Selectman and Board of Directors Chair



Thomas McPherson, Jr., Windham Fire Chief and Operations Committee Chair

SOUTHERN NH PLANNING COMMISSION

The Southern New Hampshire Planning Commission (SNHPC) has a wide range of services and resources available to help member communities 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 regional 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.

In the past year, it has been the Commission's pleasure to assist the Town of Windham with conducting traffic counts, providing technical expertise to conduct turning movement counts, identifying fatal and incapacitating crash locations, and beginning the update of the hazard mitigation plan.

The following table details services performed for the Town of Windham during the past year, and includes both hours worked specifically for the Town and for projects involving multiple municipalities. In the latter case, the total hours spent by SNHPC staff are divided equally by the number of communities, resulting in time allotment attributed to each of the communities. Examples of a regional project are the development of the New Hampshire Department of Transportation (NHDOT) Ten-Year Transportation Improvement Plan and the organization of a legislative event for NH Legislators and local officials in the SNHPC region.

No.	Hours	Project Description
2	41	Began the update and coordination process for the Windham Hazard Mitigation Plan; met with community stakeholders and began making revisions as required by NH Department of Homeland Security & Emergency Management;
8	40	Identified and mapped fatal and incapacitating crash locations in Windham to support the development of Road Safety Audit (RSA) and Highway Safety Improvement Program (HISP) funding applications to the NHDOT;
1	29.54	Performed traffic counts at 9 sites in town;
3	27.4	Conducted research and attended meetings on up-and-coming transportation technology, such as Electric Vehicle charging stations and autonomous vehicles. Conducted public outreach in the region, especially regarding transit availability and the need for coordinating trail systems;
4	23.3	Began updating the SNHPC Long Range Transportation Plan;
5	23	Becoming Age Friendly Pilot Program Phase II: SNHPC invited communities and businesses to create pilot programs in which the Commission worked with the Pilot Community/Business to could tackle various community identified issues related to the one of the elements within the Age-Friendly assessment (transportation, housing, recreation, or economic development);

6	22.7	Vulnerability Assessment Program: As part of SNHPC's work program, staff is providing assistance to municipalities through documentation of transportation network vulnerability. This work identifies climate related risk to culverts and small bridges. In 2018 staff engaged local Road Agents and Engineering Departments to identify the risk factors. Data from SNHPC meetings with local managers was catalogued based on potential future actions and past incidents to be utilized for prioritizing risk among all documented assets. A vulnerability assessment will be provided to each municipality in the SNHPC region in 2019;
7	21.6	Continued updating the regional travel demand model, which is used to forecast traffic volumes on roads in throughout the region;
12	14.1	Statewide Assistance – Initiated and managed a Statewide Scenic Byway Marketing committee and its efforts to plan a statewide forum;
13	13.7	Continued work with the Environmental Protection Agency (EPA) Brownfields Region-wide Assessment Grant for environmental studies and investigations to help move contaminated sites to clean up, redevelopment and reuse;
9	12.6	Coordinated the establishment of regional transportation performance measures through Partnering for Performance NH (PFPNH) workgroup;
10	12.6	Represented the interests of the Town on the Region 9 Regional Coordinating Council for the Statewide Coordination of Community Transportation Services Project;
16	12.6	Municipal Separate Storm Sewer System (MS4): Staffed the Nashua/Manchester StormWater Coalition meetings and participated in regional planning commission coordination of MS4 Efforts;
11	12.5	Continued to update the 2012 Regional Trails (RT) Plan, including collaboration with Central New Hampshire Planning Commission (CNHRPC) staff and outreach to local trail groups. Planned and staffed RTCC meetings in March, June, and November;
15	10.5	Participated in NH Complete Streets Conference Subcommittee, organizing and carrying out a statewide conference attended by 150 individuals on October 19, 2018;
17	7.5	Coordinated with regional municipalities and the NHDOT to develop the 2019-2028 Ten-Year Transportation Improvement Plan;
18	7	Bicycle/pedestrian counting program; completed ten counts in seven communities, analyzing and sharing data with interested stakeholders. Planned 2019 counting season, which included researching new and proposed count locations as well as purchasing a second infrared counter for additional capability and responsiveness;
19	5.9	The FY 2017-2020 Transportation Improvement Program was developed and approved updated;
20	5.6	Coordinated with regional partners and the NHDOT on NH Rail Transit Authority Advisory and Governance Boards projects;
21	12.5	Continued to update the 2012 Regional Trails (RT) Plan, including collaboration with Central New Hampshire Planning Commission (CNHRPC) staff and outreach to local trail groups. Planned and staffed RTCC meetings in March, June, and November;
27	5	Performed a town requested traffic volume count on NH 111 west of Fellow Rd;
22	3.8	Provided staff assistance to Statewide Coordinating Council for Community Transportation (SCC);

23	2.5	Conducted research and attended meetings on bicycle/pedestrian events and technology, worked with Bike Manchester in coordinating children's bicycling events, conducted bike/ped outreach throughout the region and stayed up to date on bike/ped initiatives taking place in New Hampshire and New England;
24	2	Identified possible signal warrant study locations in Windham;
25	1.2	Participated in discussions with the Nashua MPO to cooperatively develop and adjust Transportation Management Area (TMA)-related plans, programs, and schedules to ensure consistency;
26	1	Organized and facilitated the 2018 Legislative Event "Creating a Healthy Response to NH's Substance Abuse Crisis" for NH Legislators and local officials in the SNHPC region.

Town of Windham Representatives to the Commission

Carl Griffin
Peter Griffin
Mark Samsel

Executive Committee Member: Peter Griffin



TOWN COMMON BEAUTIFICATION COMMITTEE

The Town Common Beautification Committee's 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.

In November 2018, the Committee was pleased to have the dedication for the Veterans Memorial Area on the Town Common. While some landscaping still has to be completed in the spring of 2019, due to the weather in November, the majority of the project is completed. The dedication on November 16, 2018 was well attended by many residents and their families, despite the unexpected snowfall that morning! The ceremony was full of respect for our veterans - both past and present - and it expressed our support of Veterans for their service and sacrifice. We were honored to have American Legion 109 Post Commander Chuck Nickles present for him to cut the ceremonial ribbon.



Thank you to Maureen Spooner, who served on this Committee from the start and has since moved on. We appreciate her hard work, dedication, and countless hours she spent volunteering to get to where we are today.

Thank you also to our current members: Kathleen DiFruscia, Frank Farmer, Peter Griffin, and Siri Wilbur.

Respectfully submitted for the Committee,

Cheryl S. Haas

Cheryl S. Haas, Member/Parks & Recreation Director



Ribbon Cutting: (l-r) Siri Wilbur, Chuck Nickles, Frank Farmer, Peter Griffin

ZONING BOARD OF ADJUSTMENT

For 2018, the Zoning Board of Adjustment held 21 meetings to handle a total of 57 cases. The cases heard consisted of 46 variance requests (40 granted, 6 denied), 3 appeals of administrative decisions (each denied), 7 rehearing requests (1 granted, 6 denied), and 1 case reheard (denied). In addition, 1 case was withdrawn and 1 was continued into 2019.

Elected members at the conclusion of the year were: Michael Scholz, Chairman (2019); Heath Partington, Vice Chairman (2019); Mark Samsel, Secretary (2020), Regular Members – Bruce Breton (2021) and Pamela Skinner (2021). Alternates included Kevin Hughes (2021), Nick Shea (2020), Neelima Gogumalla (2019) and Jay Yennaco (2019). In the March election, Mr. Breton and Ms. Skinner were each elected to a 3-year term. The Board also appointed alternates to staggered terms in accordance with RSA.

The Board would like to thank Rex Norman who served as the acting ZBA Administrator/Code Enforcement Officer until April when the town welcomed Brian Arsenault into that role as a regular, part-time position. Both Rex and Brian have worked hard to support the Board this year and we are grateful.

Members also attended the New Hampshire Office of Strategic Initiatives 24th Annual Spring Planning and Zoning Conference held in Concord, along with various New Hampshire Municipal Association workshops/seminars offered throughout the year.

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 for the reasonable use of their land and the public rights of others. In addition to the responsibility of reviewing requests for variances, the Board is also charged with approval of special exceptions, grants of equitable waivers and hearing appeals of administrative decisions.

Information regarding Zoning Board of Adjustment applications, handbook, and by-laws is available on the Town of Windham website under committees, as well as public hearing notices, agendas, minutes and the annual meeting schedule.

The Board thanks Anitra Brodeur (ZBA Minute Taker), Anita Roy (Department Assistant) and Julie Suech (Department Administrative Assistant) for their attendance and participation at our meetings, preparing case information, and providing information to the Board and the public.

As always, thanks go to both Tom and Margaret Case for their continued dedication to our community with handling the cable coverage and recording our meetings, as well as to the Cable Committee for providing televised access to Windham residents.

Respectfully submitted for the Board,

Michael Scholz

Michael Scholz, Chair

WINDHAM COMMUNITY BANDS

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.

2018 was another busy year for all three WCB groups, starting in March with their 20th annual Evening of Music fundraiser at Castleton, "A Night at the Movies." 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, Boston Festival of Bands, countless concerts and parades throughout New Hampshire and Massachusetts (Windham, Nashua, Bedford, Raymond, Rochester, Exeter, Derry, Wolfboro, Pelham), and annual Holiday Concert at WHS. Additional highlights for the Swing Band, directed by Rob Daisy assisted by Rob Fogg III, were the annual Warner Men's Club dance, the annual Londonderry Old Home Days concert, Hudson Old Home Days, and a private event (wedding). The Windham Flute Ensemble, directed by David Howard, appeared with the Interfaith Choir at their Winter concerts. All three groups are looking forward to the organization's 21st year and continued growth, success, and spreading the joy of live entertainment.

Respectfully submitted,

Ryan Shumway

Ryan Shumway, Secretary

WINDHAM ENDOWMENT FOR COMMUNITY ADVANCEMENT



The Windham Endowment for Community Advancement is proud to continue its work making a difference in our town. In 2018, our 23 funds provided support for all of our interest areas – education, recreation, culture, and the environment. To list a few examples: the Nesmith Library received an annual gift from the Underhill-Levin-Gross Library Fund, families in crisis enjoyed family-related outings courtesy of the Don Zimmer Memorial Fund, organizations like the Windham Community Bands and the Beautification Sub-Committee received gifts from the General Endowment Fund, and eight high school students received a total of \$6,500 in scholarship awards from various scholarship funds.

The Endowment's ability to participate and make a difference in our community is a direct reflection of the power and passion of the individuals, organizations, and corporations that call Windham home. We thank you for your continued support of our work and would like to share with you some of the major milestones we've achieved this year:

- The Endowment's Environmental Sub-Committee, in conjunction with the Friends of Moeckel Pond and the Town of Windham, submitted at the end of last year an application for a federal Land and Water Conservation Fund grant requesting \$150,000. The Moeckel Pond Project is now in first position for Grant Round 29, which has already been authorized by the State and will be submitted to the National Park Service for final approval. All parties are optimistic we will receive funding. Construction can begin upon the receipt of these funds.
- With our partners, the Windham Rail Trail Alliance, the Endowment hosted its first-ever race as a fundraiser, the Windham Fall Foliage 5K, on Windham's Rail Trail. On a beautiful fall day, 150 runners participated while onlookers enjoyed the festivities at the Windham Depot. Events like this wouldn't be possible without the generosity of the over 50 businesses who supported this event, the many volunteers who organized the event and, of course, both the WRTA and the individuals who participated.
- In 2018, we also achieved a scholarship milestone as we reached the \$50,000 mark in awards given since the program started in 2012. The Endowment administers seven scholarships that have a broad range of requirements and every year over a hundred Windham seniors from various high schools apply for the honor of representing the values that each scholarship reflects.

Each year, your generosity has enabled us to provide immediate benefit to Windham, to build funds created for short-term projects, and to build our capacity to help the town far into the future. As of this, our 13th year of service, we have raised over \$500,000 and have distributed almost \$300,000 of that to a broad range of efforts, organizations, and individuals. To continue our good work, the balance is held in funds that are either building toward a specific goal before distribution or are intended to be held in perpetuity, providing support forever for a particular purpose.

We know there are many wonderful organizations requesting your support at this time of year. At the Endowment, giving locally makes a tremendous difference as all of our work is accomplished through the generous efforts of volunteers. As a result, over 97% of your gift is available for distribution to our community in the short term or, if you direct your gift to an endowed fund, is managed by us so that your gift will be part of awards that will benefit our community for generations to come.

We are grateful for the generous annual contributions we receive as a result of our annual appeal. It is community-minded residents like you who allow us to make a difference in our town. If you think a small gift won't matter, please reconsider. Modest acts add up to create a tremendous impact on our community. Gifts of all sizes, when combined, enable the Endowment to do its work. Your gift, of any size, is both important and valued. You can make a difference.

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

WINDHAM LIONS CLUB



The Windham Lions Club was organized on December 2, 1969 and chartered on January 24, 1970. We are celebrating 49 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 2018:

- \$5,000 in Scholarships awarded to 5 high school seniors in the furtherance of their college education:

Merrill Greenly Memorial Scholarship - \$1,000

The Merrill Greenlee Memorial Scholarship is awarded to a Windham high school graduating senior furthering his or her education.

Courtney Costa - Windham High School was the recipient of this award.

Courtney is the daughter of Robert and Cheryl Costa of Windham.

Dave Dunn Memorial Scholarship - \$1,000

The David Dunn Memorial Scholarship is awarded to a Windham high school graduating senior furthering his or her education.

Justin Lamb - Windham High School was the recipient of this award.

Justin is the son of Corey and Tracey Lamb 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.

Alexandria Baker - Pinkerton Academy, was a recipient of this award.

Alexandria is the daughter of Scott and Tami Baker of Candia.

Mitchell Heidler - Pinkerton Academy was also a recipient of this award.

Mitchell is the son of David and Brenda of East Hampstead.

Scarlet Souter - Windham High School was also a recipient of this award.

Scarlet is the daughter of David and Catherine Souter 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
- Operation Kid-Sight (Eye Testing of Preschoolers)
- Donation of eye-exams and glasses to local residents
- Collection of used eyeglasses and hearing aids donated at one of the collection boxes at the Windham Transfer Station and the Nesmith Library
- Adopt-A-Highway, Rte. 111
- Windham Senior Center Beautification Project
- Donation to Homeland Heroes Foundation
- Donation of toys for Boston Children's Hospital Oncology Department

- Donation of decorated Christmas Tree to Bektash Shriners, Concord, NH
- Donation of 1,000 bags of candy at the Harvest Festival
- Donation to the Merrimack Valley Disaster Relief
- Financial and Volunteer support to Operation Care for Troops

New Hampshire Lions District Level Projects this year have included:

- Donations to NH Lions Sight and Hearing Foundation
- Donations to FIDELCO Foundation for Seeing Eye Dogs for New Hampshire residents
- Financial and Volunteer Support to NH Lions Camp Pride www.camppride.nhlions.org in New Durham, New Hampshire - a Camp for Special Needs Children and 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
- Donation and support of Lions Recreation for the Vision Impaired Weekend

Lions International: As Lions International states: “Every journey begins with a single step. One act of service, one encouraging word, and one gift of generosity is often all it takes to bring hope where it’s needed most. Over the last 100 years, the kindness of Lions and Leos has multiplied across borders, oceans, and continents. With over 1.4 million members, we now have an opportunity to truly change our world. That’s why we’re uniting our global service around five areas of need. These Global Causes present significant challenges to humanity, and we believe it’s our turn to meet them”. The Five areas of need are: **Childhood Cancer, Diabetes, Environment, Hunger and Vision.** Windham Lions has and continues to support these five areas of need through our charitable endeavors and community volunteerism.

Windham Lions Fundraisers have included:

- Annual Christmas Wreath & Kissing Ball Sales
- The annual 52 Week Raffle
- Concession Tables at Town Events
- 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 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 PARENT-TEACHER ASSOCIATION

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:

- Amazing Hero Art
- 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 McAuliffe Ctr
- 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
- Red Sox Game Day
- Restaurant Nights
- Boston Celtics Game Night

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. 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



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 two trails offer 10 miles of paved trail, the longest stretch along an abandoned rail bed in New Hampshire!

Approximately 480 hours were spent on maintenance by the WRTA and trail volunteers on brush cutting, trash removal, cutting downed trees, and 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. The WRTA also thanks those who contribute in their own way, picking up and keeping the trail clean, and is always looking for volunteers and sponsors who may contact us through our website.

On Sunday June 10, 429 runners and a large contingent of spectators participated at our 11th Annual Flat n Fast Race. The event was also included on the NH Grand Prix Club circuit, which hosted many club runners from New Hampshire and surrounding states. Overall winner was Carl Hartford of Wilmington, Mass with a new course record time of 15:47, and for the women, Mary Klene of Manchester broke her own women's course record at 18:40. We are also grateful for the tremendous partnership with the Windham Endowment for Community Advancement for their sponsorship role and volunteering efforts.

On September 29, we hosted the first annual Fall Foliage 5K sponsored by the Windham Endowment for Community Advancement. Winners and establishing race records were Matt Vasil of Litchfield (19:23.9) and Sue George of Harvard, Mass (20:55.9). We look forward to the 2nd annual race in 2019!

Addressing serious safety issues at the Depot Road trail crossing, the Board of Selectmen approved the seasonal installation of speed bumps. This was determined the best and most meaningful approach to remediate the growing concern of unimpeded speed issues of vehicles passing through this heavily used pedestrian and bicyclist section. Comments received were of tremendous support as the speed bumps did the job.

Windham and Salem combined to develop a parking lot on Route 28 at the State-owned (and currently leased to the Town) land formerly the Rogers Service site. In addition to additional parking, this improves safety measures at the Roulston Road crossing.

In November, we presented our funding request through the Capital Improvements Program to rebuild the 1,800 Foot "Rainforest" section of the trail. The CIP Committee recommended the \$170K project, and the Selectmen approved a multi-year funding approach, recommending \$50K to go before the Town in March. That section presents serious degradation and safety issues that is affected by a high water table resulting of an insufficient drainage system.

The Windham Rail Trail Alliance is thankful for the support from Town officials and accolades from our users. The formal usage counts demonstrate the popularity and recognition of the Windham Rail Trail as the most renowned paved rail trail in the state! Windham should take pride in that the success of the Trail has spread to the region, and along with the connected Salem and Derry sections puts us on the national scene. We remain the exclamation point for rail trail recreation in Windham and New Hampshire!

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mark Samsel', is positioned above the name of the signatory.

Mark Samsel, President

WINDHAM SENIOR CITIZENS, INC.

Once again, the Windham Seniors have enjoyed a happy, eventful year. We must, however, first make note of our seniors who have died during the past year. Roland Constantineau actually passed away last December, 2017, and we did not know about his passing until January. In addition, we lost Doris Mottes, Virginia Raumikaitis, Anna Jackson, George Gunther and Etang Chen during 2018. We miss all of these friends and cherish memories of each.

We all miss Anna Brigman very much, as she moved back to Caribou, Maine with her son and his wife. Although she also misses us greatly, she is there near many family members. We had a little going away party and supplied her with a huge bag of Windham memories from the Black Moose Country Store.

We are happy to now be connected to the Town phone system. We paid fees for wiring and for an extra wireless phone for the kitchen, but now the Senior Center should no longer receive any billings for phone service. We now also have WiFi available in the Senior building.

Members of the Toastmasters donated a 65-inch television to the Center, and we purchased the cabinet for all of the components. Dan Wilson and his wife from Toastmasters did all of the installation. We greatly enjoy the upgrade to our entertainment center. In addition, Tom Case donated an Amazon Fire Stick, which allows us to access much more programming.

Each year, we invite George Morley to come entertain us with his music. An especially festive day with George's music was the occasion of the 80th birthday of Barbara Coish. We are happy to maintain our friendship with our previous, long-term delivery drivers from Maine, George Morley and Gary Lenox.

We have been informed by Rockingham Nutrition-Meals on Wheels that our meals supplier will change in March to a company called Glendale. This company supplies food at the Brentwood nursing home and the County jail. Our three/four year affiliation with Sidekim of Lynn, Massachusetts has been somewhat of a rollercoaster, therefore we are looking forward to a new beginning.

At Christmas time, we donated two Lego sets to Town IT Director Eric Delong as prizes for his display at the Library. During the Senior Christmas Party at Castleton, Helen Vezina and Joan Janos were named co-angels for their work volunteering at the Center. Our relationship with Cheryl Haas, the Director of Parks and Recreation, continues to be a valuable one. Through Cheryl, trips, exercise programs and more are coordinated. We love it when she just drops in to check on us!

The Center is open on Tuesday and Thursday for meals and socialization. Early mornings exercise and line dancing are featured and are well attended. We encourage any local senior citizens to come in and join us at our Center, which is completely run by volunteers. Check us out on Facebook at Senior Center of Windham New Hampshire. Coffee and tea are always hot.

Respectfully submitted,



Barbara A. Coish, President

WINDHAM'S HELPING HANDS



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 the Town's 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.

2018 HIGHLIGHTS: Celebrating 16 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 and American Legion Post 109 to provide Thanksgiving baskets
- Working with FLOW, Nesmith Library Staff, and the community to fill the Holiday Wish lists of children
- Teaming up with the Windham Christmas Association to provide Holiday Food Baskets
- Receiving a generous donation from "The Turkey Trot"
- Providing coats for school children
- Christmas Tree Collection
- Working with the Windham Lion's Club, Mom's Club and local preschools
- Working with our seniors
- The generosity of the Windham residents and businesses
- The many volunteer hours
- Assisting a record number of families throughout the year due to economic hardship and illness
- All donations returned to the community, as our Board is comprised of volunteers.

Windham Helping Hands is available throughout the year for children, families and seniors. We are available to provide a variety of resources and can respond to many situations. We are continuing to identify and provide assistance to seniors in need. If you wish to contact us, you can email us at windhamshelpinghands@gmail.com. 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,

Tammy Serra & Patti Letizio

Tammy Serra & Patti Letizio, Co-Presidents

WINDHAM-SUZDAL SISTER CITY ASSN.

For 23 years now, Windham and Suzdal, Russia have been Sister Cities. Over these years, we have shared much – traveling to visit each other’s communities, making life-long friends, learning about the culture of each other’s country, and watching the families we know and love develop and grow.

In addition to making life-long personal relationships, we have made strong connections with the hospital, the library, the art community and the group of women who call themselves “*Suzdal Swatch*”. These women enjoy sharing the art of quilting by creating wall hanging quilts and potholders with depictions of local churches, as well as depictions of recognizable Russian folk characters and more. There are many Windham homes that enjoy some of this craft work.

Today the women have modern sewing machines that enable them to work much faster. Those of us who have older creations, that were completely done by hand, certainly possess wonderful works of art.

Since it has now been four years since we have been able travel to Suzdal and carry gifts, we have been mailing boxes of fabric to the quilt club and they have continued to incorporate the gift fabric with their own into their creations. During this year, we have sent two, 16 (sixteen) pound boxes of fabric, which safely arrived to the group and were happily shared among them. Recently, it has never failed that we receive a small box of their crafts in return when they receive a box of fabric from us.

One of the leaders of the group, Oksana Vinnechenko, also works with children doing art and other projects. Passing on the knowledge of the crafts is so important so as not to lose this art in the future. We are happy to help support them as well with this fabric.

As the years pass, we continue to hope for the day when further exchanges will happen. We have such wonderful memories of past exchanges and the close connections that continue to flourish.

Respectfully submitted,



Barbara A. Coish, Chair



Oksana Vinnechenko (left) and other members of the “Suzdal Swatch”.

WOMAN'S SERVICE CLUB OF WINDHAM

The Woman's Service Club of Windham (formerly the Windham Woman's Club) is a volunteer-run nonprofit organization founded in 1911.

Purpose of Club: To contribute to the education, culture, and needs of the Windham community and beyond, and to enhance the social life of its members. In so doing, it will not promote or support any political cause, party, or individual.

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 our four school libraries, the Shepherd's Pantry, and Nesmith Library. We also contribute to the Windham Rail Trail Alliance, WHS Theater Program, 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 1,493 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 Veteran's Committee visits residents at the VA Medical Center in Manchester, sponsoring morning coffee once a month and running evening Bingo every other month. The committee also provides holiday gifts in December and hosts a picnic 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 a book discussion group and a Bridge group. Our holiday luncheon is held at a local restaurant, where raffles, door prizes, and games get members into the holiday spirit! Our meetings are held upstairs at Town Hall on the first Wednesday of the month. Lunch begins at 11:30 am 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 or our Facebook page.

Respectfully submitted,

Polly Chervincky

Polly Chervincky, President

MORE ABOUT WINDHAM

Visit www.WindhamNH.gov and sign up for "Notify Me" to receive alerts and more!

Area	27.2 square miles	Residential Homes	4,534
Population	14,000 +/-	Residential Condos	670
2018 Total Net Valuation	\$2,348,438,560	Multi-Family Units	31
2018 Tax Rate	\$23.29/thousand	Seasonal Homes	215
2018 State Ratio	81% (estimated)	Commercial Parcels	*183
Tax Billing	Semi-Annual	Acres in Current Use	1,188

*148 improved parcels; 35 vacant

EMERGENCY: Fire, Police, or Ambulance CALL 9-1-1

Local Departments/Other:

Town Administrator/Selectmen _____	432-7732	Animal Control _____	434-5577
Fire Department Business Line _____	434-4907	Community Access Television _____	434-0300
Police Department Business Line _____	434-5577	Windham Post Office _____	437-3819
Tax Assessor _____	434-7530	Official Website _____	WindhamNH.gov
Tax Collector _____	432-7731	Official Facebook _____	Facebook.com/windhamnh
Town Clerk _____	434-5075	School Department:	
Community Development _____	432-3806	Golden Brook School _____	845-1552
Health Officer _____	432-3806	Center School _____	845-1554
Transfer Station _____	426-5102	Middle School _____	845-1556
General Services Division _____	216-5676	Windham High School _____	845-1558
Recreation Department _____	965-1208	Superintendent of Schools _____	845-1550
Nesmith Library _____	432-7154	Official Website _____	WindhamSD.org

State/Federal Representatives:

Governor

Chris Sununu - State House, 107 N Main Street, Concord, NH 03301 _____ 271-2121

US Congress District 2:

Ann Kuster - 137 Cannon HOB, Washington, DC 20510 _____ 202-225-5206

US Senators:

Maggie Hassan - 330 Hart SOB, Washington, DC 20510 _____ 202-224-3324

Jeanne Shaheen - 520 Hart SOB, Washington, DC 20510 _____ 202-224-2841

Senator District 19:

Regina Birdsall - State House, Rm 105A, 107 N Main Street, Concord, NH 03301 _____ 271-4151

State Representatives District 7:

Mary Griffin - 4 Wynridge Road, Windham, NH 03087 _____ 432-0959

Walter Kolodziej - 8 Kent Street, Windham, NH 03087 _____ 437-7936

Charles McMahon - 11 Floral Street, Windham, NH 03087 _____ 432-8877

Joel Desilets - 14 Candlewood Road, Windham, NH 03087 _____ 660-6809

Executive Councilor District 3:

Russell Prescott - 50 Little River Road, Kingston, NH 03848 _____ 271-3632

County Commissioner District 3:

Kevin Coyle - 119 North Road, Brentwood, NH 03833 _____ 679-9350

Official State of New Hampshire Website _____ NH.gov

You have reached the end of the Town's portion
of the 2018 Annual Reports.

Please visit the School District website

www.WindhamSD.org

to find the District's submissions.

Thank you!