



2019 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

2019

On the covers: Our thanks to photographer **Ryan Bent** (www.ryanbent.com) for allowing us to use this stunning photo of the new Golden Brook School on our front cover.

On the back, a “before” look from many years ago, as taken by staff.

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	4,541
Population	14,500 +/-	Residential Condos	695
2019 Total Net Valuation	\$2,394,395,020	Multi-Family Units	30
2019 Tax Rate	\$22.55/thousand	Seasonal Homes	215
2019 State Ratio	78% (estimated)	Commercial Parcels	188
Tax Billing	Semi-Annual	Acres in Current Use	1,084.21

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 Birdsell - 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

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Dedication

“Immortality is to live your life doing good things, and leaving your mark behind.” - Brandon Lee

It was on a Friday, March 8, when we learned that Lt. Jim Brown had passed away. As son of the Town's first official Fire Chief, James Brown, and unofficial Dispatcher, Hazel, the desire to do good things in service of others ran deep within Jim.

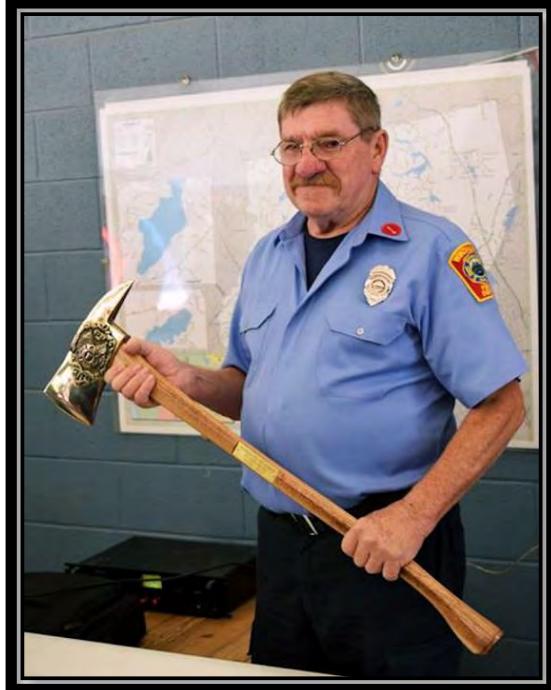
His accomplishments, over 48 years as a member of the Windham Fire Department, are too many to list in their entirety. They include graduating from the State's first ever EMT accreditation course, to his role as instructor for Ice Rescue Training, to serving as mentor to future Chiefs, to honoring former brothers and their families by never failing to coordinate or participate in their Honor Guard.

His dedication to the Department was equaled only by that to his community.

A life-long resident of Windham, it's not outside the realm of possibility that “everybody knew Jimmy”; whether they recall him celebrating a championship muster win, turning straw into coins at the Firefighters' cookout, taking home the trophy in a pie-eating contest, dishing out goodness at the Annual Senior Picnic, or taking a soaking in the dunk tank with characteristic good humor. Perhaps today, most remember him for his passionate efforts to raise funds for the Muscular Dystrophy Association through the Summer Boot Drives at Klemm's, often in unbearable heat, and the Annual Common Man Charity Breakfast. Or, perhaps, you knew of him only recently, as the uniformed man who tolled the memorial bell each 9/11; solemnly saluting Old Glory with both sadness and respect for his fallen brothers and sisters.

Lt. James C. Brown left his mark upon the community and its residents; although it's likely he would offer some witty retort in disagreement to that assertion. He is sorely missed, and certainly not forgotten, and we hope that stories of his accomplishments, his antics, and his appreciation for his hometown, and his home in the Windham Fire Department, continue to live on.

It is with great pride that we dedicate these 2019 Annual Reports to the memory of Lt. Jim Brown.



In Memoriam

2019 saw the passing of several other notable residents, who we pause here to remember:

Mary (Markewich) Glance
1922 -2019

At age 97 Mary, who was born right here in Windham, is believed to have been our oldest, lifelong resident when she passed away.

Grace Marad
1926 – 2019

Grace was one of the first appointees to the Windham Housing Authority; working hard over several years and several re-appointments to bring elderly housing to the Fellows Road complex.

Morton C. Pearlman
1929 – 2019

A resident for almost 60 years, Mort was heavily involved in the community over that time; serving as Selectman and a founding member of the Recreation Committee. He is perhaps best known, however, as Post Commander of American Legion Post 109 and Marshal of the Annual Memorial Day Parade and Service. Townies love to say that it would never dare to rain on Mort's parade – and most recall that it actually never did.

Harold “Chuck” Nickles
1934 – 2019

The same cannot be said for Chuck's time as Marshal and Post Commander, positions he took over when Mort could no longer continue due to illness. One of Chuck's earliest parades was thwarted by a virtual monsoon that forced the services indoors. He handled it with humor and chutzpa, however; taking it in stride as he seemed to take everything life threw his way.

Lionel “Leo” St. Pierre
1919 – 2019

Shortly after moving to Windham in 1947, Leo became a volunteer firefighter; assisting in construction of the first Fire Station on North Lowell Road. In 1952, he joined the Police force, becoming the Town's first full-time officer in 1960. By the time he retired in 1984, Leo had moved through the ranks and ended his career as Lieutenant St. Pierre.

Norman Larry Kaufman
1927 – 2019

Larry arrived in Windham in 1998, and immediately threw himself into volunteer service. Over the years, he served as a Museum Trustee, worked as a Ballot Clerk and, most importantly, was one of the Town's first and most active drivers of the Town van.

Town Officials

BOARD OF SELECTMEN

Ross McLeod, Chair – 2021

Bruce Breton, Vice Chair – 2020

Roger Hohenberger – 2021

Joel Desilets – 2020

Heath Partington – 2022

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

Dennis Senibaldi

IT Director/GIS

Eric DeLong

Human Resources Director

Paula Carmichael

Parks & Recreation Director

Cheryl Haas

Planning Director/Health Officer

Dick Gregory

Nesmith Library Director

Sylvie Brikiatis

Cable Studio Coordinator

Kelly McLaughlin

Community Resource Officer

Jake Hoag

Cable Advisory Board

Margaret Case, Chair – 2021

Mary Griffin – 2020

Leo Hart – 2020

Bob Coole – 2022

Barbara Coish – 2022

Roger Hohenberger, Selectman – 2020

Capital Improvements Committee

Rob Gustafson, Citizen, Chair – 2022

Oliver Liu, Citizen – 2020

Lee Maloney, Citizen – 2021

Joe Bradley, Planning Board

Margaret Crisler, Planning Board

Shannon Ulery, School Board

Cynthia Finn, School Board, Alt.

Heath Partington, Board of Selectmen

Joel Desilets, Board of Selectmen Alt.

Cemetery Trustees

Wendi Devlin, Chair – 2022

Barbara Coish – 2020

Bruce Moeckel – 2021

Conservation Commission

Dave Curto, Chair – 2021

Wayne Morris – 2020

Pam Skinner – 2020

Lisa Ferrisi – 2022

Jim Finn – 2022

Oliver Liu, Alt. – 2020

Kara Feldberg, Alt. – 2021

Brian McFarland, Alt. – 2022

Depot Advisory Committee

Mark Samsel, Chair

Wayne Morris

John Mangan

Dick Forde

David Sullivan, Town Administrator

Design Review Sub-Committee

David Demers, Chair – 2022

Brenda Behling – 2020

Tom Garden – 2020

James D'Amico – 2021

Wendy Williams – 2021

Peter Griffin – 2022

Town Officials

Economic Development Committee

Gary Garfield, Chair – 2021
Gabe Toubia – 2020
Kristi St. Laurent – 2020
Melissa Magnuson – 2021
Nick Shea – 2021
Lisa Walker – 2022
George Fredette – 2022
Clare Macoul – 2022
Heath Partington, Selectman – 2020
Donna Morris, GSCOC – 2020
Mitchell Jacoby, Alt. – 2021
Dale Valvo, Alt. – 2022

Forestry Committee

Wanda Rice, Chair – 2020
Brian McFarland – 2020
Norm Babineau – 2021
Jacob Cross – 2022
Jim Finn – 2022

Highway Safety Committee

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

Historic District/Heritage Commission

Wendy Williams, Chair – 2022
Carol Pynn – 2020
Derek Saffie – 2020
Peter Griffin – 2021
Frank Farmer – 2022
Peter Noel, Alt. – 2020
Michael Speidel, Alt. – 2021
Skot Paré, Alt. – 2022
Heath Partington, Selectman – 2021

Housing Authority

Charles McMahon, Chair – 2021
Mary Griffin – 2020
Leo Hart – 2022
Rita Ryan – 2023
Kristi St. Laurent – 2024

Local Energy Committee

Mark Kovacs, Chair – 2022
Patrick Manzo – 2020
Michael Misiewicz – 2020
John Gage – 2021
Joel Taft – 2021
Joe Plonski – 2022
Michael Horan, Alt. – 2021
Dennis Senibaldi, General Svcs. Dir.

Museum Trustees

Jean Manthorne, Chair – 2022
Dennis Root – 2020
Derek Saffie – 2020
Wendy Williams – 2021
Carol Pynn – 2022
Bob Coole, Alt. – 2021
Diane Farmer, Alt. – 2022

Nesmith Library Trustees

Michelle Stith, Chair – 2022
Tara Picciano – 2021
Mark Branoff – 2020
Beth Talbott – 2020
Alberto Chang – 2021
Karen Moltenbrey – 2022
Cathy Robertson-Souter – 2022

Planning Board

Paul Gosselin, Chair – 2020
Margaret Crisler – 2020
Alan Carpenter – 2021
Derek Monson – 2021
Joe Bradley – 2022
Jennean Mason – 2022
Heath Partington, Selectman – 2020
Kathleen DiFruscia, Alt. – 2020
Matthew Rounds, Alt. – 2021
Gabe Toubia, 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

Town Officials

Recreation Committee

Jason Gill, Chair – 2020
Khadija Lodhi – 2020
Jonathan Keating – 2021
Alexander Speidel – 2022
Alberto Chang – 2022
Vasilios Lirofonis, Alt. – 2020
Dave Curto, Alt. – 2021

Route 111 Beautification Sub-Committee

Al Letizio, Jr., Chair
Anthony Berni
Bill Deluca
Jay Yennaco

Searles School & Chapel Trustees

Peter Griffin, Chair – 2022
Betty Dunn – 2020
Mike Mazalewski – 2020
Fred Linnemann – 2021
Lisa Thornton – 2021
Roy Dennehy – 2022
Maureen Spooner – 2022
Rich Parow – 2022

Supervisors of the Checklist

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

Social Media & Web Technical Advisory Comm.

Eric Delong, IT Director, Chair
Jacques Borcoche
Alyssa Arrigo
Eric Deandrea
Jennifer Guitierrez
Heath Partington, Selectman
Nancy Vigezzzi, Nesmith Library

Town Center Beautification Sub-Committee

Kathleen DiFruscia
Frank Farmer
Peter Griffin
Siri Wilbur

David Sullivan, Town Administrator
Cheryl Haas, Parks & Recreation Director

Trustees of the Trust Funds

Doreen Demone – 2020
Michael Misiewicz – 2021
Jacob Cross – 2022

Zoning Board of Adjustment

Michael Scholz, Chair – 2022
Mark Samsel – 2020
Neelima Gogumalla – 2020
Pam Skinner – 2021
Bruce Breton – 2021
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 of Windham, New Hampshire
Town Deliberative Session, Windham High School Auditorium
February 9, 2019

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 Town Council Bernard Campbell were also included in the introductions.

Moderator Griffin went over how the 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) have already been filed and Article 2, and Article 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 12, 2019, the second part of this meeting.

Selectman Jennifer Simmons made an announcement about Officer Christopher Van Hirtum. He was involved in a motor vehicle accident. On behalf of the Board, she wishes him a speedy recovery and hopes to see him back soon.

Discussion to follow:

ARTICLE 4. To see if the Town will vote to raise and appropriate the sum of Eight Hundred Thousand and no 100ths (\$800,000.00) Dollars for the purpose of paying the MSDC (Source Demand Charge) required to reserve an allocation of 200,000 gallons of water/ day from the Southern New Hampshire Regional Water Line which will run along Route NH 28, along with payment of costs associated with the financing of said purchase; said sum to be in addition to any federal, state or private funds made available therefor, and to raise the same by issuance of not more than \$800,000.00 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. The Town anticipates that its agreement with the franchisee who will operate the water service will include provisions to receive fees for connections to the water line over time which will be applied to offset costs associated with bond payments. (60% Majority Required) *Recommended by the Board of Selectmen 4-0*

Selectman Roger Hohenberger made a MOTION to AMEND and it was seconded. Discussion ensued:

Selectman Hohenberger proposed to reduce the amount to **\$750,000.00**. The Town met with DES and the rate is set for \$3.68 a gallon and Windham has been allocated the use of 200,000 gallons of water/day. After the calculation, it was determined that there was enough funding to cover and there was an opportunity for reduction.

Selectman Hohenberger explained that in order to reserve this amount a one-time MSDC fee (Source Demand Charge) is required to be paid. Payment of the fee protects the Town's interest and secures the use of the allotted gallons. It is to be funded by a long term bond (up to 20 years). Based on current interest trends bond payments are estimated to be covered by the revenue that the Town will generate from fees that will be charged to users upon connection to the water line to recoup the Demand Charge paid in advance by the Town.

A vote transpired for the amendment- Vote Passed. Article 4 to appear on the ballot AS AMENDED.

ARTICLE 5. 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 towards 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. This purchase was previously approved as Article #4 of the March 2018 Town Meeting, but the Purchase was not consummated. The open space parcels referenced in Article #4 to be donated to the Town have already been conveyed to the Town in connection with the approved London Bridge South Subdivision. The purchase does not include any right-of-ways previously mentioned. (60% Majority Required). ***Recommended by the Board of Selectmen 4-0***

Selectman Hohenberger made a MOTION to AMEND and it was seconded. Discussion ensued:

Selectman Hohenberger proposed to replace the words to the following sentence: The open space parcels referenced in Article #4 to be donated to the Town ~~have already been~~ are to be conveyed to the Town in connection with the approved London Bridge South Subdivision.

Selectman Hohenberger explained that the property hasn't been conveyed by the seller yet and that the proper tense should be applied.

No further discussion transpired. A vote took place for the amendment- Vote Passed. Article 5 to appear on the ballot AS AMENDED

ARTICLE 6. To see if the Town will vote to raise and appropriate the sum of One Hundred Thirty Thousand and no 100ths (\$130,000.00) Dollars for the purpose of purchasing a Tractor Truck for the Transfer Station, along with payment of costs associated with the financing of said purchase; said sum to be in addition to any federal, state or private funds made available therefor, and to raise the same by issuance of not more than \$96,500.00 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, with the balance of \$33,500 to come from general taxation. (60% Majority Required) ***Recommended by the Board of Selectmen 4-0***

Selectman Simmons explained that this article is a part of the Capital Improvement Program. Funds are to be used to purchase a new Truck for the Transfer Station to replace our 2005 Sterling Truck. As noted in the CIP *"it was originally scheduled for replacement in 2017 but instead of funding the purchase, the Board of Selectmen added \$20,000 to the budget to repair the truck. Some of the issues ...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."* Based on current interest rates trend we anticipated an annual lease payment of approximately \$52,000 over a three year lease.

Resident Galen Stearns of Bridle Bridge Road questioned why the Article said purchase and the explanation stated lease.

Administrator David Sullivan answered that it will be bonded out on a three year time frame, yet the Town won't be using a bond bank, just a regular bank.

No further discussion transpired. Article 6 to be placed on the ballot AS WRITTEN.

ARTICLE 7. 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 4-0***

Selectman Ross McLeod noted that there were no changes from 2018's request. Some projects in 2018 included replacing the HVAC system at the Police Station; replacing hallway carpeting at Town Hall; completing the vinyl siding replacement project at Community Development and Town Hall; and replacing the well pump at the Fire Station. Current balance of Trust at 12/31/18 is \$5,200 of which \$4,050 has been encumbered for two pending projects (Town Hall Vault Improvements and Engineering Review of Senior Center Foundation). The requested funds for 2019 will be used towards such projects as carpeting replacement at the Community Development Department, repairs to the concrete patio at the Griffin Park pavilion, and interior painting within several buildings and / or replacing some of the carpeting at the police station.

Resident Betty Dunn of Woodvue Road expressed her concerns if this amount is enough overall. Generally sees many things, primarily in Town Hall that need attention. One of the examples she noted was the threshold in the front entrance of Town Hall. She brought up the smell of mold in the Bartley Building among other observations. She questioned the personnel and if the funding are enough to maintain all of the buildings properly.

Administrator David Sullivan identified that the threshold was a solid oak wooden slab that was purchased a year and a half ago. Because of the historic nature of the building and being overseen by the Historic District Commission options are limited. He also addressed that all the buildings are old and need to be painted. He also wanted to address that testing was done at the Bartley House for mold, and it came back free from mold. Overall, he thinks the \$50,000 is sufficient.

Resident Dunn brought Town Hall up again noting that it is a beautiful old structure and for all to keep the beauty of it. She used the example of the upstairs and said we need to be better about keeping the building beautiful and also wanted more information about the lack of personnel to actually do the maintenance.

Administrator Sullivan answered that there is a contracted cleaning staff, and a handy man that takes care of certain jobs. He mentioned about the floor needing to be replaced soon, because the condition of the floor has been sanded down too many times. He also mentioned that there will be a need to do siding on the Town Hall, but that will need to be a separate warrant Article in the future.

Resident Dunn stated that her purpose was to simply raise awareness about the conditions of the buildings.

Resident Heath Partington of Galway Road wanted to know the property valuations of what the Town owns. The panel didn't have that information on hand.

Heath Partington made a MOTION to AMEND Article 7 and it was seconded to raise the amount to \$75,000.

Resident and Finance Director Daniel Popvici-Mueller expressed that even if the money is added, there is no obligation to spend it.

Selectman Joel Desilets respects all the opinions but offered that the staff that oversees maintenance has been impressive. Doesn't want any more increases and overall does not support amendment.

Moderator Griffin closed discussion and called for a vote.

10 - YES

7 - NO

Vote passed. Article 7 to be placed on the ballot AS AMENDED.

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 4-0*

Selectman Simmons summarized that some of the specific expenses paid from these funds include the salary of our part time coordinator to market the building, advertisement costs, and maintenance related projects and services to maintain the building and “set ups” for events. As of 11/31/18, the revenue fund has \$13,856.

Selectman Hohenberger questioned the sentence “Approval of this article will have no additional impact on the tax rate”. Selectman Hohenberger asks how we can say that there is no impact.

Administrator Sullivan explained that it is self-funded because of revenue being brought in through the revenue fund gets transferred into the trust fund.

No further discussion transpired. Article 8 to be put on the ballot AS WRITTEN.

ARTICLE 9. To see if the Town will vote to raise and appropriate the sum of \$336,470 for the purpose of hiring four (4) additional Firefighter/EMT's for the Windham Fire Department and to authorize the Board of Selectmen to contract for, accept and expend Federal Homeland Security Staffing for Adequate Fire and Emergency Response (S.A.F.E.R.) funding in the amount of \$223,666 to be applied against said appropriation, with the balance of \$112,804 to come from general taxation. The SAFER Grant period of performance in which the Town will receive partial reimbursement will be for the years 2019-2022 with the level of reimbursement declining each year. Should the Town receive the grant funding the additional amounts necessary to fund the cost items for the remaining years of the performance period are estimated to be:

2020 Town share of \$127,559 and Federal share of \$298,221;

2021 Town share of \$275,742 and Federal share of \$178,933;

2022 Town share of \$440,863 and Federal share of \$ 34,792;

This article shall be deemed null and void if the 2019 Federal funding is not approved. *Recommended by the Board of Selectmen 3-0-1*

Selectman Simmons summarized that the intent of this article is to raise the funds needed to cover the town's share of the cost to hire four (4) firefighters under a Federal SAFER grant awarded to the Town. The town's reimbursement from the grant will diminish each year (*75% in Years One and Two; 35% in Year Three*) until such time that the Town will ultimately be responsible for funding the full costs of the new positions – to occur in 2023. Note that the grant has an annual reimbursement cap per firefighter through years 1-3.

Citizen Daniel Snow of Canterbury Road asks if the funding is in 2019 for the \$112,804. The Panel agreed that the information was correct.

No further discussion transpired. Article 9 to be placed on the ballot AS WRITTEN.

ARTICLE 10. To see if the Town will vote to raise and appropriate the sum of \$50,000 for the purpose of purchasing a new Air Compressor for the Windham Fire Department's Self Contained Breathing Apparatus (SCBA) and to authorize the Board of Selectmen to contract for, accept and expend Federal Assistance to Firefighters Grant (AFG) funding in the amount of \$47,500 to be applied against said appropriation, with the balance of \$2,500 to come from general taxation. This will be a non-lapsing account per RSA 32:7, VI and will not lapse for a period of two (2) years. This article shall be deemed null and void if the AFG Grant is not approved. ***Recommended by the Board of Selectmen 4-0***

Selectman Hohenberger explained that the intent of this article is to raise the funds needed to cover the town share of a grant to purchase a new air compressor for the Fire Departments SCBA Tanks should a Federal AFG (Aid to Firefighters) grant be awarded to the Town. Currently we have not been advised whether we will receive the grant, a decision which may not be known until March or later. If awarded the Town will be reimbursed for 95% of the equipment's cost. The compressor is nearing its life expectancy of 20 years old.

No further discussion transpired. Article 10 to be put on the ballot AS WRITTEN.

ARTICLE 11. To see if the Town will vote to authorize the Board of Selectmen to enter into a three year lease agreement for \$280,000 for the purpose of leasing an ambulance for the Fire Department, and to raise and appropriate the sum of \$100,000 for the first years payment for that purpose. This lease agreement contains a non-appropriation escape clause. This article is part of the Capital Improvement Program. ***Recommended by Board of Selectmen 4-0***

Selectman Desilets indicated that this article is part of the Capital Improvement Program. Funds are to be used to purchase a new ambulance to replace our 2006 one.

No further discussion transpired. Article 11 to be put on the ballot AS WRITTEN.

ARTICLE 12. To see if the Town will vote to establish a Windham Rail Trail Non-Capital Reserve Fund (CRF) under the provisions of RSA 35:1-c for the purpose of funding future maintenance and improvements to the Windham Rail Trail and to appropriate the sum of \$50,000 to be placed in said fund. ***Recommended by the Board of Selectmen 4-0***

Selectman McLeod summarized that the part of the trail that this is covers a 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. 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. This article is part of the Capital Improvement Program. Its intent is to establish a new Capital Reserve Fund, with an initial \$50,000 to be placed into the fund for the purposes of making repairs to the Rockingham Recreational Trail (Windham Rail Trail). The Capital Improvement Plan for 2019 recommended that this project be funded at \$175,000, however the Board of Selectmen felt based on the Town's overall budgetary needs that funding this project over a few years was best.

No further discussion transpired. Article 12 to be put on the ballot AS WRITTEN.

ARTICLE 13. To see if the Town will vote to raise and appropriate the sum of \$88,230 representing the first year costs associated with establishing a K-9 program within the Police Department including purchasing a new cruiser modified for K-9 use, cost of which to be paid over a three year lease, the costs of acquiring, feeding, housing, and providing medical care to the K-9, and the class costs and compensation expenses for the handler to attend the K-9 academy and to further authorize the Board of

Selectmen to accept a grant from the Stanton Foundation in the amount of \$39,000 with the balance of \$49,230 to come from the general taxation. Should this article be approved, but the Town not receive the Stanton Foundation grant, this appropriation shall be null and void. *Recommended by the Board of Selectmen 2-2*

Selectman Simmons offered that the above appropriation represents the costs to establish a new canine unit program for the Police Department effective September 2019. The intent is to assign a current police officer to be a canine officer, 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. The appropriation is offset by an anticipated grant from the Stanton Foundation, the receipt of which the article is contingent on. (Note - the lease for the new cruiser required for the program is \$20,500 in each of the first three years.

Citizen Daniel Snow of Canterbury asked how the canine will be utilized and serve the public.

Selectman Simmons mentioned that there was a wonderful presentation that was showed and hopes that it can be put online for the public to see.

Police Chief Gerald Lewis answered that the dog would serve as a supplemental tool for the staff in place. They have been needing more officers for the last several years and this would help with finding missing people, drug enforcement, and other jobs. Currently the Department has to call surrounding Towns to utilize their dogs to accomplish the tasks. He noted that as the population grows, the elderly is wandering more with various ailments, and young children tend to do the same.

No further discussion transpired. Article 13 to be put on the ballot AS WRITTEN.

ARTICLE 14. To see if the Town will vote to raise and appropriate the sum of \$9,000 to be used towards forest improvements and maintenance within the McIlvaine Town Forest and further to raise the same by withdrawal of nine thousand dollars (\$9,000) from the Special Forest Maintenance Fund created in accordance with RSA 31:113. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse for a period of three (3) years. Approval of this article will have no additional impact to the tax rate. *Recommended by the Board of Selectmen 4-0*

Selectman Desilets summarized that this article authorizes the Town and the Forestry Committee to expend \$9,000 in funds previously raised through a timber harvest of the McIlvaine Town Forest in 2015, and used same towards making improvements. \$56,115 in revenues generated from the harvest were placed into a Special Non-Lapsing Fund and any use of these funds can only be authorized by action of the Town Meeting. The current level of funds in the account as of 11/30/18 was \$54,759.

No further discussion transpired. Article 14 to be put on the ballot AS WRITTEN.

ARTICLE 15. To see if the Town will vote to authorize the Board of Selectmen to negotiate and execute a lease agreement between the Town and the Windham American Legion Post, for the lease of the former police station property at 21 Haverhill Road (Lot 20-D-900). Said lease shall contain, but not be limited to the following terms:

- An initial term of up to twenty five (25) years,
- The ability of the Board, in their discretion, and upon request, to extend the lease for two (2) additional twenty-five (25) year terms,
- Annual lease payment of \$1,
- Lessee to make both structural and cosmetic improvements to the facility as directed by and approved by the Board.

- Lessee to pay utilities and an amount equal to assessed real estate taxes as required under RSA 72:23 (I) or abated as statutes may allow.
- A portion of the building to be reserved for use by the Windham Police Department for purposes as its Animal Control and Community Services Officer operations. ***Recommended by the Board of Selectmen 4-0***

Selectman McLeod noted that the intent of this article is to provide the Board of Selectmen with the authorization to enter into a long term lease agreement with the Windham American Legion Post for use of that building. Working collectively it was determined that the building could be used by both organizations with the Legion being the lead user and lessee and the Police Department being allowed use of the basement area and outside for its animal control needs. The terms of the lease will include the responsibility to renovation / rehabilitate the building. He also mentioned about the lease term limit how it was up to 25 years.

Resident Margaret Crisler likes the idea, asked about the police department's area modifications and how it may be unfair if the veterans had to pay for all of the improvements.

Administrator Sullivan assured that the Town would pay for the Police Department's area within the budget.

Motion to AMEND by Robert Coole of Morrison Road and seconded and in conjunction with Selectman Desilets to add some additional language on the second bullet point.

The ability of the Board **of Selectmen**, in their discretion, and upon request, to extend the lease for **up to** two (2) additional **up to** twenty-five (25) year terms...

Moderator Griffin called for a vote on the amendment. Vote PASSED. Article 15 to be put on the ballot AS AMENDED.

ARTICLE 16. "Shall we allow the operation of keno games within the Town of Windham" ***Recommended by the Board of Selectmen 2-0-2***

Selectman McLeod explained that based off of RSA 284:51, it allows Keno games to be played in Towns at establishments that the State has issued a liquor license, provided first that the Town has voted to allow such operations. Currently there are 13 eligible establishments within Windham that could request authorization for keno sales. All monies collected from keno operations goes directed to the State who then allocates a portion of keno fees collected to all Town's as additional education aid for kindergarten.

Resident Michal Misiewicz of Bradford Street was inquiring if there should be any language correlating between the School and Town ballots based off the funding for keno and that the Article is on the school ballot for full day kindergarten would also benefit from the information. It was also discussed at the School Deliberative session that this Article needed to pass in order to receive the funding.

Selectman McLeod answered that even if keno didn't pass, it wouldn't affect the Town receiving funding. Other Board members concurred.

Town Administrator answered that the Town has to follow on how the Article is written specifically from the State law.

Resident Betty Dunn echoed Resident's Misiewicz's concern with public awareness of the funding factor before the vote.

Town Administrator Sullivan relayed that at a previous Selectmen's meeting, the Director of the Lottery came and specifically addressed the allocation to all towns and cities. He also referred to a New Hampshire Municipal Association question and answer sheet specifically addressing it.

Selectman Desilets noted that it would be beneficial for all local businesses that qualify to boost their traffic and length of time that patrons stay.

Sheeba Gandhi of Mitchell Pond Road inquired if the funding would help the Town of Windham or go directly to the State. Selectman McLeod answered that 8% would go to the establishment. Resident Gandhi asked what the breakdown was per student that the State distributes to each Town. Administrator answered that \$1,100.00 per student comes back.

No further discussion transpired. Article 16 to be put on the ballot AS WRITTEN.

ARTICLE 17. To see if the Town will vote to grant authority to the Selectmen to enter into and/or extend an Option to Lease Agreement with the Windham Housing Authority for approximately ten (10) acres of the rear portion of the Municipal Complex land (16-L-100) on terms as originally approved at the Special Town Meeting held November 3, 2015, including authority to extend the Option to Lease Agreement executed on September 26, 2016 to allow the exercise of the option under said agreement to a date no later than three (3) years from March 12, 2019, after which the authority granted on November 3, 2015 as extended hereby shall expire. *Recommended by the Board of Selectmen 4-0*

Selectman Hohenberger summarized that the intent of this article is to extend the time frame that the Board would be authorized to extend a lease to the Windham Housing Authority for land in the rear of the Town Parcel on Fellows Road. The terms of the lease as approved by the Special Town Meeting in 2015 included the authorization to execute an actual lease agreement which would incorporate the following general terms: (1) A term of not less than ninety nine (99) years. (2) Base annual rent of \$1.00, plus provision for payments in lieu of taxes as allowed by State law. (3) The Lessee shall be responsible for all maintenance and repair to the premises and any buildings thereon, and shall hold the Town harmless from any liability arising from the premises. (4) The use shall be restricted to elderly housing development within three (3) years of the date of lease, operated by the Windham Housing Authority (or such other permitted assignee as approved by the Board of Selectmen).

No further discussion transpired. Article 17 to be placed on the ballot AS WRITTEN.

ARTICLE 18. 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 \$15,034,018.86. Should this article be defeated, the operating budget shall be \$14,504,458.86 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	Town Museum	5,650
Administration	759,415	Searles Building	10,670
Town Clerk Expenses	335,365	Legal Expenses	50,400
Tax Collector Expenses	152,765	Retirement Service Charges	4,000
Election and Registration	23,220	Insurance	372,285
Cemeteries	41,450	Contracted Services	5
General Gov't Buildings	453,220	Police Department	3,385,295
Appraisal of Properties	196,805	Dispatching	500,250
Information Technologies	251,590	Fire Department	3,455,355

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Emergency Management	6,670	Historic District Commission	9,000
Community Development	539,390	Conservation Commission	6,910
Town Highway Maintenance	1,238,485	Senior Center	5,430
Street Lighting	18,910	Cable TV Expenses	124,565
Solid Waste Disposal	1,048,790	Interest Expenses (TANs)	500
Health and Human Services	51,110	Long Term Debt	181,908.86
General Assistance	40,540	<i>(Principal \$161,741.44 and Interest \$20,167.42)</i>	
Library	1,217,750	Capital Outlay – Roads (Part of CIP)	300,000
Recreation	242,990	<i>Recommended by the Board of Selectmen 4-0</i>	

***Note:** Warrant Article 18 (operating budget does not include appropriations proposed under any other warrant articles).

Administrator Sullivan declared that the statue has changed to further define about discussing the default budget. He elaborated that if any resident has any questions about it to contact Administration, or refer to the Town website because it is explained in detail there. He also noted that typically the default budget is typically \$300,000-\$320,000 within the proposed budget and that contracts cannot be included in the default budget and has to also be further defined. He used the example of Solid Waste Management of costs of services of waste removal and other removal services tend to go higher per ton. \$160,000 in contracts now have to be included in the proposal so that is one reason there is a surplus.

Selectman Desilets noted that the budget could have been leaner.

No further discussion transpired. Article 18 to be placed on the ballot as written.

OTHER BUSINESS: Moderator Griffin reminded the audience that voting will take place on March 12, 2019, and went over Article 1 (voting of Officers), and Article 2 and Article 3 on the amendments of the building code on the Zoning Ballot. He also expressed that Local Elections are so important and relevant for participation.

Selectman Hohenberger recognized Selectman Jennifer Simmons as being formidable and enjoyable to work with during her term. She is not seeking re-election, but the Board wishes her well. She received a well-deserved standing ovation.

Selectman Simmons thanked the residents for giving her the opportunity. She expressed that she really enjoyed her time on the Board, and always looked forward to her Monday night family. She also recognized the employees, and expressed that she still will be around and will be dropping in from time to time.

Motion to adjourn and seconded by all. Meeting adjourned at 10:08am.

Respectfully submitted,



Nicole Bottai, CMC, Town Clerk

TOWN OF WINDHAM, NH
MARCH 12TH, 2019 WINDHAM HIGH SCHOOL GYMNASIUM
2ND SESSION OF TOWN MEETING (VOTING OF TOWN ARTICLES)

On March 12th, 2019 Peter J. Griffin, Moderator declared the polls open. He announced that there were protest petitions for Article 3- Citizen's Petition #1. 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 3,143.

Results are as follows:

ARTICLE 1. To choose all necessary Town Officers for the year ensuing.		
BOARD OF SELECTMEN For Three Years Vote for not more than One HEATH PARTINGTON 1539 GALEN A. STEARNS 995 Write-in and Blanks total 	TRUSTEE OF THE CEMETERY For Three Years Vote for not more than One WENDI DEVLIN 2419 Write-in and Blanks total 	PLANNING BOARD For Three Years Vote for not more than Two MATTHEW ROUNDS 771 GABE TOUBIA 702 JOSEPH BRADLEY 1529 JENNEAN MASON 1110 Write-in and Blanks total (Write-in)
TRUSTEE OF THE TRUST FUND For Three Years Vote for not more than One JACOB CROSS 2303 Write-in and Blanks total 	TRUSTEE OF THE LIBRARY For Three Years Vote for not more than Three KAREN MOLTENBREY 1990 CATHERINE ROBERTSON-SOUTER 1865 MICHELLE STITH 1880 Write-in and Blanks total (Write-in) (Write-in)	ZONING BOARD OF ADJUSTMENT For Three Years Vote for not more than Two DAN CLARK 1281 NEELIMA GOGUMALLA 1187 MIKE SCHOLZ 1342 Write-in and Blanks total (Write-in)
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 Section 612 of the Zoning Ordinance relative to the Village Center District (VCD) by allowing up to one-third of the units in multi-unit structures of six (6) or more units to have 3 bedrooms provided that one single bedroom unit is included in the structure for every two (2) units having three (3) bedrooms).		
YES 1839 NO 1087		
THE PLANNING BOARD RECOMMENDS VOTING YES (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 Section 610 of the Zoning Ordinance relative to Housing for Older Persons, providing a new definition of "open space" for the purposes of Section 610; specifically that open space recreational uses shall be "passive" ones; modifying or eliminating density bonuses by removing incentives for rental occupancy; modifying the density bonus for Barrier Free/Handicapped Accessible designs; reducing the density bonus for on-site recreational and common facilities in addition to imposing certain requirements for the same and lowering the cap on density bonuses from 60% to 50%; and reducing the allowed total percentage of Housing for Older Persons to 8.75% of the total housing units in the community).		
YES 2090 NO 781		
THE PLANNING BOARD RECOMMENDS VOTING YES (7-0)		
Planning Board Amendment #3. Are you in favor of the adoption of Amendment #3 as proposed by the Planning Board for the Town of Windham Zoning Ordinance? (The amendment, if adopted, would amend the Windham Zoning Map by rezoning a specified portion of Lot 20-D-1600 from Rural District to Historic District; the area is generally known as the "sheep pen" and is currently owned by the Town).		
YES 2431 NO 490		
THE PLANNING BOARD RECOMMENDS VOTING YES (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 Walter Kolodziej et al for the Town of Windham Zoning Ordinance? (This amendment, if adopted, would amend the Windham Zoning Map by rezoning the property known as 150 Haverhill Road (Tax Map 9-A-500) from the Rural District to the Residence B District)?		
YES 1571 NO 1325		
54.25%		
THE PLANNING BOARD RECOMMENDS VOTING YES (7-0)		

Annual Senate Bill 2 Sessions

ARTICLE 4. To see if the Town will vote to raise and appropriate the sum of Seven Hundred Fifty Thousand and no 100ths (\$750,000.00) Dollars for the purpose of paying the MSDC (Source Demand Charge) required to reserve an allocation of 200,000 gallons of water/ day from the Southern New Hampshire Regional Water Line which will run along Route NH 28, along with payment of costs associated with the financing of said purchase; said sum to be in addition to any federal, state or private funds made available therefor, and to raise the same by issuance of not more than \$750,000.00 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. The Town anticipates that its agreement with the franchisee who will operate the water service will include provisions to receive fees for connections to the water line over time which will be applied to offset costs associated with bond payments. (60% Majority Required)

Recommended by the Board of Selectmen 4-0

YES 1799
NO 911

ARTICLE 5. 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 towards 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. This purchase was previously approved as Article #4 of the March 2018 Town Meeting, but the Purchase was not consummated. The open space parcels referenced in Article #4 to be donated to the Town are to be conveyed to the Town in connection with the approved London Bridge South Subdivision. The purchase does not include any right-of-ways previously mentioned. (60% Majority Required).

Recommended by the Board of Selectmen 4-0

65.09%
passes
YES 1898
NO 1018

ARTICLE 6. To see if the Town will vote to raise and appropriate the sum of One Hundred Thirty Thousand and no 100ths (\$130,000.00) Dollars for the purpose of purchasing a Tractor Truck for the Transfer Station, along with payment of costs associated with the financing of said purchase; said sum to be in addition to any federal, state or private funds made available therefor, and to raise the same by issuance of not more than \$96,500.00 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, with the balance of \$33,500 to come from general taxation. (60% Majority Required)

Recommended by the Board of Selectmen 4-0

67.58%
passes
YES 1955
NO 938

ARTICLE 7. To see if the Town will vote to raise and appropriate the sum of \$75,000 to be added to the Property Maintenance Expendable Trust Fund.

Recommended by the Board of Selectmen 4-0

YES 1905
NO 940

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 Seales Special Revenue Fund for payment of both marketing related and maintenance related costs associated with the Seales Building. Approval of this article will have no additional impact on the tax rate.

Recommended by the Board of Selectmen 4-0

YES 2201
NO 642

ARTICLE 9. To see if the Town will vote to raise and appropriate the sum of \$336,470 for the purpose of hiring four (4) additional Firefighter/EMT's for the Windham Fire Department and to authorize the Board of Selectmen to contract for, accept and expend Federal Homeland Security Staffing for Adequate Fire and Emergency Response (S.A.F.E.R.) funding in the amount of \$223,666 to be applied against said appropriation, with the balance of \$112,804 to come from general taxation. The S.A.F.E.R. Grant period of performance in which the Town will receive partial reimbursement will be for the years 2019-2022 with the level of reimbursement declining each year. Should the Town receive the grant funding the additional amounts necessary to fund the cost items for the remaining years of the performance period are estimated to be:

2020 Town share of \$127,559 and Federal share of \$298,221;
2021 Town share of \$275,742 and Federal share of \$178,933;
2022 Town share of \$440,863 and Federal share of \$34,792;

YES 1967
NO 958

This article shall be deemed null and void if the 2019 Federal funding is not approved.

Recommended by the Board of Selectmen 3-0-1

ARTICLE 10. To see if the Town will vote to raise and appropriate the sum of \$50,000 for the purpose of purchasing a new Air Compressor for the Windham Fire Department's Self Contained Breathing Apparatus (SCBA) and to authorize the Board of Selectmen to contract for, accept and expend Federal Assistance to Firefighters Grant (AFG) funding in the amount of \$47,500 to be applied against said appropriation, with the balance of \$2,500 to come from general taxation. This will be a non-lapsing account per RSA 32:7, VI and will not lapse for a period of two (2) years. This article shall be deemed null and void if the AFG Grant is not approved.

Recommended by the Board of Selectmen 4-0

YES 2493
NO 441

ARTICLE 11. To see if the Town will vote to authorize the Board of Selectmen to enter into a three year lease agreement for \$280,000 for the purpose of leasing an ambulance for the Fire Department, and to raise and appropriate the sum of \$100,000 for the first years payment for that purpose. This lease agreement contains a non-appropriation escape clause. This article is part of the Capital Improvement Program.

Recommended by Board of Selectmen 4-0

YES 2248
NO 660

ARTICLE 12. To see if the Town will vote to establish a Windham Rail Trail Non-Capital Reserve Fund (CRF) under the provisions of RSA 35:1-c for the purpose of funding future maintenance and improvements the Windham Rail Trail and to appropriate the sum of \$50,000 to be placed in said fund.

Recommended by the Board of Selectmen 4-0

YES 2245
NO 698

ARTICLE 13. To see if the Town will vote to raise and appropriate the sum of \$88,230 representing the first year costs associated with establishing a K-9 program within the Police Department including purchasing a new cruiser modified for K-9 use, cost of which to be paid over a three year lease, the costs of acquiring, feeding, housing, and providing medical care to the K-9, and the class costs and compensation expenses for the handler to attend the K-9 academy and to further authorize the Board of Selectmen to accept a grant from the Stanton Foundation in the amount of \$39,000 with the balance of \$49,230 to come from the general taxation. Should this article be approved, but the Town not receive the Stanton Foundation grant, this appropriation shall be null and void.

Recommended by the Board of Selectmen 2-2

YES 1413
NO 1591

Annual Senate Bill 2 Sessions

ARTICLE 14. To see if the Town will vote to raise and appropriate the sum of \$9,000 to be used towards forest improvements and maintenance within the McIlvaine Town Forest and further to raise the same by withdrawal of nine thousand dollars (\$9,000) from the Special Forest Maintenance Fund created in accordance with RSA 31:113. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse for a period of three (3) years. Approval of this article will have no additional impact to the tax rate.

Recommended by the Board of Selectmen 4-0

YES 2326

NO 686

ARTICLE 15. To see if the Town will vote to authorize the Board of Selectmen to negotiate and execute a lease agreement between the Town and the Windham American Legion Post, for the lease of the former police station property at 21 Haverhill Road (Lot 20-D-900). Said lease shall contain, but not be limited to the following terms:

- An initial term of up to twenty five (25) years,
- The ability of the Board of Selectmen, in their discretion, and upon request, to extend the lease for up to two (2) additional up to twenty-five (25) year terms,
- Annual lease payment of \$1,
- Lessee to make both structural and cosmetic improvements to the facility as directed by and approved by the Board of Selectmen,
- Lessee to pay utilities and an amount equal to assessed real estate taxes as required under RSA 72:23 (I) or abated as statutes may allow.
- A portion of the building to be reserved for use by the Windham Police Department for purposes as its Animal Control and Community Services Officer operations.

Recommended by the Board of Selectmen 4-0

YES 2496

NO 507

ARTICLE 16. "Shall we allow the operation of keno games within the Town of Windham"

Recommended by the Board of Selectmen 2-0-2

YES 1419

NO 1578

ARTICLE 17. To see if the Town will vote to grant authority to the Selectmen to enter into and/or extend an Option to Lease Agreement with the Windham Housing Authority for approximately ten (10) acres of the rear portion of the Municipal Complex land (16-L-100) on terms as originally approved at the Special Town Meeting held November 3, 2015, including authority to extend the Option to Lease Agreement executed on September 26, 2016 to allow the exercise of the option under said agreement to a date no later than three (3) years from March 12, 2019, after which the authority granted on November 3, 2015 as extended hereby shall expire.

Recommended by the Board of Selectmen 4-0

YES 2049

NO 838

ARTICLE 18. 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 \$15,034,018.86. Should this article be defeated, the operating budget shall be \$14,504,458.86 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.

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Election and Registration	23,220
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Appraisal of Properties	198,805
Information Technologies	251,590
Town Museum	5,650
Searles Building	10,670
Legal Expenses	50,400
Retirement Service Charges	4,000
Insurance	372,285
Contracted Services	5
Police Department	3,385,295
Dispatching	500,250
Fire Department	3,455,355
Emergency Management	6,670
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Town Highway Maintenance	1,238,485
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Solid Waste Disposal	1,048,790
Health and Human Services	51,110
General Assistance	40,540
Library	1,217,750
Recreation	242,990
Historic District Commission	9,000
Conservation Commission	6,910
Senior Center	5,430
Cable TV Expenses	124,565
Interest Expenses (TANs)	500
Long Term Debt	181,908.86
(Principal \$161,741.44 and Interest \$20,167.42)	
Capital Outlay - Roads (Part of CIP)	300,000

YES 2079

NO 712

Recommended by the Board of Selectmen 4-0

Respectfully submitted,

Nicole Bottai

Nicole Bottai, CMC, Town Clerk

Board of Selectmen

We are pleased to submit our 2019 annual report, encompassing some of the more notable accomplishments and activities that took place this past year. While the Board provided oversight to many of the projects noted below, it was through the teamwork and dedication of many others, staff and volunteers alike, that provided the effort needed to accomplish or move these items forward.

Water Line Projects: We, along with staff, spent a considerable amount of time this past year working on the Regional Water Line project. The project, which involves the development of a new water line running south from Manchester down Route 28 and into Salem, with connections both east into Plaistow and Atkinson and west into Windham, is a combined effort of many towns and the State of NH.

Following support of the 2019 Town Meeting, the town purchased the rights to 200,000 gallons of water for \$715,000, to be bonded over a fifteen-year period. The cost of the annual bond payments will initially be paid for by the Town, however we anticipate that in time these costs will be paid for through connection fees paid from water line users along Route 28 and Route 111.

It is anticipated that the portion of the line along Route 28 and Route 111 (Phase 1) through Windham will be constructed, owned, and maintained by the Town of Salem. Additionally, Salem will be responsible for maintaining a building off of Northland Road that will house a pressure relief and chemical feeding station (PRV). The building, which is presently under construction, is located on town property that is being leased to the Town of Salem under a one year lease agreement. We have submitted an article to the 2020 Town Meeting requesting authorization to extend that agreement for a term up to twenty five years with the ability to extend that further for up to two additional twenty five year terms. Throughout the year, staff met with representatives from the Town of Salem to discuss the option of Salem operating the water line within Windham and adding the users, along Route 28 and Route 111 up to its intersection with Range Road, as additional customers. While final agreements were not reached by year's end, we are optimistic that we will be able to finalize such agreements in the spring of 2020.

Concurrent to discussions dealing with the regional line, staff and the Board have held numerous meetings regarding the town extending the water line from the end of the Phase 1 line and running westerly along Route 111 through to the area of Ledge Road (Phase 2). The cost of such a line, including a water tank to create head pressure in the line, has been estimated to be \$9.5 Million, with two-thirds of the funding to come from a bond issuance and one-third from grants or private contributions. Further, while the Town would need to pay much of the early annual payments on the bond, it is envisioned that once up and running, bond payments would come from the creation of a Tax Incremental Financing (TIF) District that would apply incremental property tax valuations towards bond payments, as well as through user fees collected from those that would be served by the water line, thereby ultimately reimbursing the town for all of its initial expenses and then continuing on to provide the town with ongoing enhanced property valuations in the then discontinued TIF district. As discussed below, the installation of a water line would not only enhance economic development along the Route 111 corridor, but also importantly, would help to mitigate water problems caused by PFOS/PFOA contamination.

The Board submitted an application to the State's Drinking Water Trust Fund this past summer for one third of the project costs (\$3.16M), but unfortunately, we were not selected for funding for that round of grant awards. However, the State positively suggested that this project would be eligible under a Special Project Category and be a solid candidate for funding should the town be able to fund the balance needed (\$6.34M).

PFOS Investigation: Wilcox and Barton Engineering was retained by the Town to conduct a subsequent site investigation, as ordered by NH DES, to further delineate the extent and severity of the PFOS/PFOA contamination in levels exceeding the allowed drinking standards in wells in the area of both the former fire station on North Lowell Road as well as the current station on Fellows Road; the standard at the time being 70 ppt. Additional soil borings and tests were taken in the area at the top of Fellows Road as well as from twenty-three surrounding drinking wells. As the investigation was proceeding, DES passed new lower standards and also added two additional chemicals to be evaluated (PFNA, PFHxS); the new lower standards are between 11 and 18 ppt, depending on the compound being considered. While the process to establish these standards was challenged and subsequently suspended by the court, these lower standards may soon be reestablished by DES or possibly be adopted by the State Legislature, but for now they are considered to be a strong health advisory, should a person's drinking water exceed the applicable threshold for one of the measured compounds.

As of the latest test, run in December, no additional wells exceeded the 70 ppt standard, but ten more wells exceeded the lower "health advisory" standards, one of which was at the Police Station. A charcoal filtered treatment system, similar to what was put in the Fire Station last year, was installed at the Police Station this summer.

As of the end of 2019, we continue to review the latest test results, gather information as to the levels of impact, and develop a plan to provide bottled water to those that have levels exceeding the applicable standards. We have placed funds into the 2020 Operating Budget to cover these costs as well as for additional site investigations into the PFOS/PFOA contamination that we are anticipating will be required by DES so that we can clearly define the extent of the plume associated with the contamination.

Greenway Trail: While actual construction of a future path along the Greenway Trail from North Lowell Road to the area past the Nashua Road sports fields is several years away, completion of the wetland crossing between North Lowell Road and Route 93 was accomplished in November. The Town completed the crossing under an agreement with the State, wherein they constructed a 12' x 12' box culvert which will allow the future trail to pass under Route 93.

Castle Hill Bridge Replacement: In September, the NH DOT approved the final design plans completed by our consultant, Kleinfelder Engineering, to replace the steel arched pipe bridge with a 24' precast bridge structure. As the year ended, needed documentation to secure temporary easements from abutting property owners and the project bid documents were being developed. It is anticipated that the bids will be advertised in February with the construction to begin in early summer, depending on water flows.

Use of Former Police Station/School Building on Haverhill Road: As authorized by the 2019 Town Meeting, the Board entered into a twenty-five year lease with the American Legion for the use of the former police station/school building at 21 Haverhill Road. The American Legion, which will have the use of the main building, has worked hard over the past year to complete needed renovations and continues to do so as we enter into 2020. Meanwhile, staff, with the assistance of Port One architects, completed design plans for the lower floor of the building that will house the Community Resource Officer and serve as a dog kennel. Police Impact fees will be used to fund the project which is anticipated to be completed by the summer.

Use of Property Maintenance Trust and Facilities Maintenance Trust Funds: The Property Maintenance Trust was used primarily for three large projects: (1) repairs to the ground floor level of the Community Development Building, including structural enhancements to the support beams on the main floor, insulation improvements, replacement of the building's chimney, and replacement of the carpeting in the offices; (2) replacement of the alarm system in the Fire Department; and (3) repointing of some

areas of the Searles Tower. Next year, we plan to use funds in the Trust to replace the HVAC system for the Chapel Room of the Searles Building, replace carpeting in several buildings, and repaint areas within several buildings.

Bond Releases and Road Acceptances: Upon the recommendation of the Planning Board, several partial road bond releases were approved; however, no new roads were ready for final acceptance 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 2019:

Jacob Hoag, Community Service Officer
Matthew Nieves, Police Officer
Tyler Donahue, Police Officer
Anthony Bullock, Firefighter
Donald Cole, Firefighter
Timothy Fournier, Firefighter
Brendan Tangney, Firefighter
Nicholas Berube, Firefighter
John Stevens, Gen. Services Mechanic, PT
Brian Gagne, Gen. Services Highway Laborer

Azra Palo, Head of Youth Services Librarian
Molly Pevna, Children's Librarian
Chelsea Paige, Social Media Tech Librarian
Christine Freethey, Community Dev. Clerk, PT
Paul Hudson, Van Driver, PT
Maryanne Nee, Van Driver, PT
Larry Blanchette, Laborer, PT
Nicole Yennaco, Bookkeeper, PT
Erin Brink, Event Assistant, PT

Employees terminating employment in 2019:

Scott Zins, Firefighter (Retired)
Diane Mayr, Library Co-Assistant Director (Retired)
Anita Roy, Community Development Clerk
Wendy Lorentzen, Maintenance Custodian
Edward Fedele, Police Officer
John McCartney, Gen. Services Director (Retired)
Adel Cerri, Bookkeeper
Jane McCue, Children's Librarian

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 Firefighter Mechanic Scott Zins, Co-Library Director Diane Mayr, and Jack McCartney, General Services Director, who served the town for 20, 33, and 19 years respectively, our best wishes to them in their retirements.

Donations: As in past years, the Town was blessed to be the recipient of many donations of equipment, funds, and services. 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:

- \$40,000 from Elizabeth Varriano-Marston, Windham Packaging, towards a new bridge, gazebo, and fence along the brook within the Town Common.
- \$2,500 from the Windham Seniors Inc, towards a new bridge along the brook in the Town Common.

- \$30,000 from the Windham Endowment for a handicapped accessible dock system to be installed near the Marston-Finn Dam on Moeckel Pond.
- \$4,900 from Jim Finn towards tree cutting expenses within the Moeckel Pond Conservation Area
- \$2,500 from Medicus towards Recreation's Tree Lighting Ceremony.
- \$1,000 from Enterprise Bank towards Recreation's Tree Lighting Ceremony.
- \$2,500 from the Windham Endowment for new heating grates at the Searles Building as well as for landscaping.
- Shannon DiPietro, Coco Early and Associates - Windham, for her continued support of Recreation's Annual Easter Egg Hunt and Harvest Fest
- \$1,250 from Debbie Mackenzie Realty towards Recreation's Summer Concert, and the Senior Picnic
- \$3,325 in various donations of both cash and goods from area businesses and residents to help with the Harvest Fest, Town Day, and Griffin Park improvements.
- \$1,500 from Windham Lacrosse towards field improvements; and \$500 each from Windham Soccer and Windham Baseball towards mosquito spraying around sports fields.

As we move into 2020, we look forward to continuing the momentum that we established this past year in implementing new programs and initiatives. While we have accomplished many goals in 2019, much remains to be done to meet our objectives laid out this past year. In addition to implementing several projects within our proposed budget, we anticipate that we will spend a substantial amount of time continuing our focus on (1) the Regional Water Line, and (2) further evaluating the PFOS/PFOA contamination in the area of the Town Center.

In closing, we wish to express our appreciation and support to our employees and volunteers for their dedication in providing quality services to, and working for, our Town. We assure you that we will – as always, strive to invite and receive input in our decisions as we continue to work together in the best interests of the Town; striving to provide a high quality array of services while remaining ever-conscious of tax impacts and fiscal responsibility. In the words of former United States Senator, Barbara Mikulski, “Each one of us can make a difference. Together we make change.”

Please feel free to contact us or the Administrative staff with any questions, comments, or concerns.

Respectfully submitted,



Ross McLeod, Chair

For the Entire Board:

Bruce Breton, Vice Chair

Joel Desilets

Roger Hohenberger

Heath Partington

Town Administrator

I am pleased to submit my Administrator's report for 2019, focusing 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.

2019 TAX RATE DISCUSSION: As shown in the table below, the overall total tax rate for 2019 was lower than that in 2018 by (\$.74/1000) valuation; a decrease of (3.18%).

The following breakdown of the 2019 tax rate as it compares to 2018 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 impacted the overall rate adjustment.

2019 TAX RATE HIGHLIGHTS *(assumes valuation changes [real rate])*

	2019 Net Appropriation	2019 Tax Rate	2018 Net Appropriation	2018 Tax Rate	% Increase (2019-2018)
Town	\$7,997,103	\$ 3.33	\$7,965,097	\$ 3.39	(1.77%)
Local School	\$37,825,825	\$15.80	\$38,748,271	\$16.50	(4.24%)
State School	\$5,454,666	\$ 2.31	\$5,381,912	\$ 2.32	(.43%)
County	\$2,647,180	\$ 1.11	\$2,531,334	\$ 1.08	(2.78%)
Total Property Tax assessed	\$53,924,774	\$22.55	\$54,626,614	\$23.29	(.74%)
Net Assessed Valuation	\$2,394,395,020		\$2,348,438,560		

As part of the overall rate decrease, the Town's portion went down (\$.06/1000), or (1.77%). This is because our net appropriations increased \$593,806 and our general revenues, which includes the available fund balance used to reduce taxes, increased \$1,114,961 over what was available in 2018.

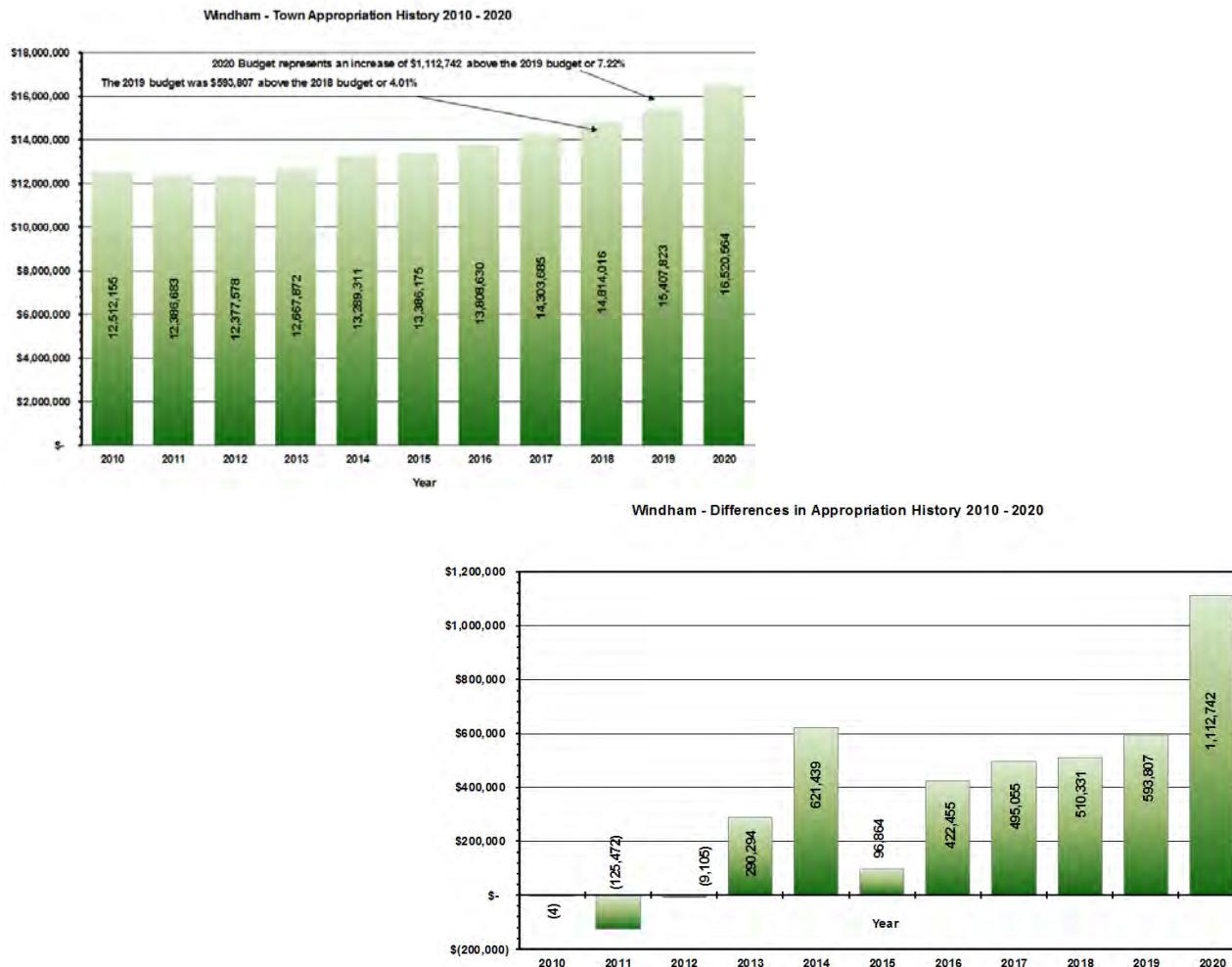
For comparison purposes, the Town rate increased in 2018 by \$.15/1000, after having increased in 2017 by \$.16/1000 and \$.10/1000 in 2016.

2020 BUDGET DISCUSSION:

Some significant factors came into play as the 2020 budget proposal was being developed. First, our operating budget would need to reflect an increase in our debt payments as a result of the successful passage of three bond articles at the 2019 Town Meeting. Voters will recall those were for the purchase of conservation land, rights to 200,000 gallons/day of water associated with the regional water line being constructed on Route 28, and the purchase of a truck for the Transfer Station. Secondly, an extra week of payroll is scheduled to occur in 2020; a situation that occurs only once every four or five years. Lastly, while we are pleased with the results of our collective bargaining efforts this past year, the resultant list of special warrant articles are expected to grow in order to fund the costs of new contracts with our Police, Fire, and Municipal unions.

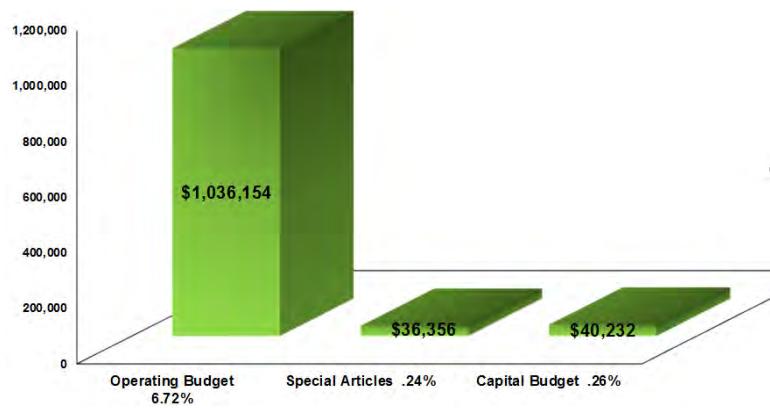
In total, the budget recommendation that will be submitted to the 2020 Deliberative Session, net of other funds*, has increased \$1,112,742 or 7.22%.

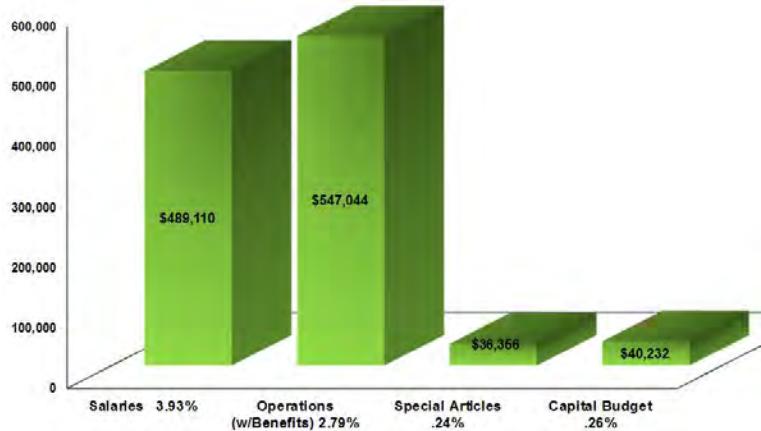
For purposes of comparing year to year, the following two charts highlight our annual appropriations, and the percentage differences in same, from 2010 to 2020. This data reflects the overall increase(s), exclusive of any petitioned warrant articles, as the latter are not included in the overall budget as is recommended by the Board and staff.



As further outlined below, \$1,036,154 of the overall 2020 budget growth is due to increases in our Operating Budget (*specifically salaries of \$489,110 and all other operating costs of \$547,044*); an increase of \$36,356 within special warrant articles, and; an increase of \$40,232 in the Town's portion of the Capital Improvement Program (CIP) expenditures.

BREAKDOWN OF BUDGET IMPACT – 2020





**Note: The above four charts present the overall budget recommendation on a gross basis, not including additional revenues anticipated from both the Federal SAFER Grant, which will reimburse the town for 75% of certain cost incurred for the four (4) new firefighters hired in 2019, as well as money from the Conservation Land Acquisition Fund intended to reimburse the town for the cost of the first year bond payment for the 2019 land purchase off of London Bridge Road. Net these reimbursements, the overall budget increase from 2019 to 2020 would be reduced to \$647,752 or 4.20%.*

OPERATING BUDGET:

Personnel Salaries: The overall increase in salary expenses is due primarily to wage increases for non-union employees based on a 3.0% COLA (combined cost for all of \$102,050), step raise impacts totaling \$63,000 for several individuals across the overall Town employ, the impact of an extra week of payroll (\$141,970), and the full year impact of adjustments made in 2019; the latter being predominantly related to the four (4) new firefighters hired last year. The budget also includes a new part-time Assistant Clerk position in the Tax Department, to be effective May 1, 2020; an impact of \$17,760 including benefits.

The added cost associated with the three proposed union contracts are explained under the Special Articles below.

Operations: This year's operating costs reflect a net increase of \$547,044 over two areas: \$200,765 more in benefit-related expenses, and; \$346,279 in general operational costs across all other departments. Benefit costs have risen mainly in two areas: (1) \$115,490 in Health Insurance costs, due to a 3.4% rate increase in premiums, as well as employee plan changes, and; (2) an increase in State retirement costs of \$63,300 due to the full year impact of wage adjustments, as well as new employees hired in 2019.

The general operating cost increase of \$346,279 is predominantly due to two new bond debt obligations incurred this past year; \$204,990 for payment on the Conservation Land purchase of Clyde Pond (off of London Bridge Road), and \$77,230 for payment on the rights to 200,000 gallons per day of water associated with the regional water line along Route 28.

The remaining overall net increase of \$64,059 represents changes across all departments, both increases and decreases, some of which include:

- \$21,090 more for General Government Buildings, due mainly to an \$8,250 increase in our grounds keeping maintenance contract, and \$15,500 more in our janitorial contract. The higher janitorial cost is completely offset in personnel savings realized as a result of reorganizing staffing positions across the Maintenance, Highway, and Transfer Station departments.

- \$8,490 more for Information Technology, due to a \$13,880 increase in Equipment and Software to purchase several replacement desktop systems; partially offset by reductions in our costs for Service Agreements.
- \$5,350 more for Police, due to a \$12,000 increase in Investigations to purchase a new outdoor camera system for same and a \$34,490 increase in Vehicle Equipment to lease five (5) new cruisers. Much of these increased costs are offset by savings in our Equipment, Vehicle Fuel and Communication Maintenance accounts.
- (\$15,215) less for Fire due to two (2) large equipment purchases from 2019 that are not being repeated in 2020, specifically the cost of outfitting a new command vehicle and various ambulance equipment purchases, and lower than expected electricity costs as a result of new higher efficiency HVAC systems being installed in 2019. The overall reductions are slightly tempered by increases in our Fire Equipment and Communication Equipment accounts, necessary to purchase new gas meters and radio antennas, respectively.
- \$5,800 more in Emergency Management due entirely to the purchase of a standby generator, half the cost of which will be covered by a State emergency management grant.
- (\$29,560) less in the Highway Department, due in part to a reduction of \$10,000 in our catch basin cleaning contract and two (2) large projects from 2019, installing heat tape on the garage roof and installing lighted pedestrian crossing signs near the Rail Trail, that are not being replaced with other projects in 2020.
- \$76,840 more for Solid Waste, due mainly to increases of \$13,330 for Waste Removal, \$13,150 for Demolition Removal, and \$19,380 for Contracted Services (which includes the necessary cost of disposing of recyclable materials), all of which are due to contractual rate increases with our supply vendors. In addition, we plan to purchase through a three year leasing program a new replacement disposal trailer (*replaces a 2007 trailer*) and a loader (*replaces a 2009*). The combined, first year cost of these items is \$50,150. These increases are offset slightly by a reduction in the Site Improvements account of (\$14,000), which represents an amount added in 2019 to cover repairs to the Station's pavement.
- (\$26,970) less in Insurance as a result of a 20% decrease in our Property Liability coverage costs.

CAPITAL PROJECTS: The following six (6) individual projects comprise the Town's portion of the CIP budget. Combined, the dollars needed to fund these projects has increased by a net of \$40,232 from our 2019 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. Sections of the following roads are planned for improvements in 2020: Londonderry, Castle Hill, Marblehead, Oriole, Bedros, and Kent.
2. \$93,770 as the second of three lease payments for the ambulance purchased in 2019.
3. \$50,285 representing the first of two annual bond payments associated with the Town's 2019 purchase of a new Transfer Station truck.

4. \$180,000 (*net of \$50,000 after using available Capital Improvement funds and a planned bond issuance*) for repairs to the Windham Rail Trail including drainage improvements and repaving of an 1,800 foot section through the rainforest area of the Trail. The requested appropriation will be offset using \$50,000 in appropriated funds currently held in a Capital Reserve Fund (CRF) established for this purpose, with the balance being funded through a bond issuance of \$80,000 payable over two years (2021 and 2022).
5. \$65,000 to replace the shingles and the rubber membrane on the Police Station roof and make any necessary repairs. The roof is over twenty (20) years old and showing significant wear.
6. \$50,000 towards improvements to the Town Center as part of Phase One of the Town Center Beautification Program. As noted in the CIP *“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 area in the rear of the Community Development Building, and “safety” projects including sidewalks and a crosswalk on North Lowell Road”*

SPECIAL WARRANT ARTICLES: In addition to the above operating and capital budget items, the following seven special warrant articles make up the balance of the Town’s overall net budget request. They include one appropriation to a trust, two appropriations to be funded through the issuance of long term bonds, three union contract articles, and one appropriation offset with the assistance of a grant.

Trust Articles:

1. \$75,000 - Property Maintenance Trust: This amount is the same as appropriated in 2019. The requested funds for 2020 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. These projects were planned to be done in 2019, however other emergency repairs were needed elsewhere that pushed these items to 2020.

Bond Articles:

1. \$9,500,000 – Water Line Construction: Funds are to be used towards the planning, design and construction of a water line extension from the area of Exit 3, westerly along Route 111, to Ledge Road. The water line is intended to connect to the main line presently being built as part of a regional water line initiative, funded from the Drinking Water Trust Fund, which will extend water from Derry via Route 28 through Windham, and then further out through Salem and ultimately ending in Plaistow. Extending the line further down Route 111 will both support economic growth along this corridor, and aid in resolving issues that have arisen regarding PFOS contamination in several wells, including those at Town facilities.

The project is to be funded through issuance of \$6,336,500 in bonds, payable over a period of up to thirty years, and \$3,163,500 in matching grants or private contributions. The cost of the bond payments is anticipated to be partially covered by revenue that the Town will generate, over time, from fees paid by users to connect to the line.

2. \$300,000 – Searles Tower Repairs: The stones on the building’s tower, as well as its roof, are in need of repair and repointing. The mortar on the stones is showing significant failure due to its age and constant exposure to rain, snow, and ice. The project is to be funded by a long term bond (12 to 15 years), with the annual payments anticipated to be partially paid for by the Searles Revenue Trust.

Union Contracts: The Town and its three union groups successfully negotiated new, three year contracts to run from April 2020 - March 2023. Each of these contracts contain the following, three provisions:

- a) Wage adjustments of 3% in 2020, and 2.5% in 2021 and 2022;
- b) Employee share of premiums for the high deductible plan option are reduced from 25% to 20%, while all other plans remain at the current 25% co-pay levels, and;
- c) Earned Time accrual rates for those employees hired after April 2014 were amended to be 20 days per year for years 1-9; 25 days for years 10-19, and 30 days for years after 19.

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

1. \$29,220 - Municipal Union Contract. This amount represents the cost to fund the 2020 cost items contained in the tentative agreement reached between the Town and the Municipal Union. The contract is for three years with the anticipated additional cost for 2021 to be \$45,030, \$36,630 for 2022, and \$11,950 for 2023 at the current staffing level.

Some other applicable provisions include: 1) changing the pay grade for the position of Administrative Assistant to the Assessor to grade 14; 2) adding “step-child” to the defined list of immediate family members for bereavement purposes; 3) providing a clothing quarter-mastery allowance for the positions of Code Enforcement and Administrative Assistant to Assessor, and; 4) increasing the stipend paid to Transfer Station truck drivers by \$100 annually.

2. \$63,790 - Fire Union Contract. This amount represents the cost to fund the 2020 costs of the items contained in the tentative agreement reached between the Town and the Fire Union. The contract is for three years with the anticipated additional cost for 2021 to be \$73,540, \$72,150 for 2022, and \$17,960 for 2023 at the current staffing level.

Another applicable provision includes amending the promotional process by increasing the number of eligible employees from the top three to the top four.

3. \$56,150 - Police Union Contract. This amount represents the cost to fund the 2020 costs of the items contained in the tentative agreement between the Town and the Police Union. The contract is for three years with the anticipated additional cost for 2021 to be \$67,860, \$65,890 for 2022, and \$15,560 for 2023 at the current staffing level.

Another applicable provision includes allowances for an employee, who would become eligible for promotion within six (6) months of the promotional testing date, to take the test but not be eligible for actual promotion until such time as they reached the eligibility date.

Other Articles:

1. \$50,000 to purchase a new battery operated rescue tool for the Fire Department’s ladder truck; the current one is over 20 years old and has exceeded its life expectancy. 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 2020 of \$2,500. Should the grant not be approved, the article requesting the funding will be declared null and void.

IN CONCLUSION:

As I reflect back on the past year, I am reminded of the honor and privilege that it is to serve as this community's Town Administrator. The time that I have spent working with a vast number of dedicated employees, volunteers and residents who have invested their time and energy into infusing the community with spirit and pride has been a great joy this past year.

I extend my sincere gratitude to my Administrative staff for their unwavering dedication in serving the community. It is a pleasure to work alongside such a knowledgeable and compassionate group of people every day. Likewise, I extend my gratitude to the team of Department Heads, along with the employees and volunteers who work to ensure that we are providing the highest quality of public service to the members of our community.

To the Board of Selectmen, I would like to offer my personal gratitude for contributing their time and energy toward ensuring Windham is well looked after and that we, as a community, are prepared for what the future may hold.

Most importantly, I would like to express my gratitude to the residents and business owners of Windham for their continuous support, and their willingness to get involved in the community. It was author Margaret J. Wheatley that once said, "there is no power for change greater than a community discovering what it cares about." Your involvement and your feedback allows us to gain a better understanding of how to best represent the needs of the community. Therefore, we encourage you to stop by the Administrative offices, call us on the phone, or send us an email with any questions, comments, or concerns you may have.

Respectfully submitted,



David Sullivan, Town Administrator

Employee Wages and Benefits - 2019

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2019 TOTAL GROSS PAY	2019 BENEFITS	2019 SALARY & BENEFITS
TOWN OFFICERS												
Breton, Bruce	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Coole, Robert	Treasurer	3,166.00	-	-	-	-	-	-	-	(d)	3,166.00	231.86
Davis, Robert	Deputy Treasurer	500.00	-	-	-	-	-	-	-	500.00	38.25	538.25
Demone, Doreen	Trustee Of Trust Funds	350.00	-	-	-	-	-	-	-	350.00	-	350.00
Desilets, Joel	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Hohenberger, Roger	Selectmen	-	-	-	-	-	-	-	-	-	-	-
McLeod, Ross	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Partington, Heath	Selectmen	-	-	-	-	-	-	-	-	-	-	-
ADMINISTRATION												
Carmichael, Paula	HR Director	76,355.56	-	-	-	-	-	-	113.16	(a)	76,468.72	36,012.69
Curri, Adel-Marie*	Book Keeper	39,093.38	-	-	-	-	-	-	7,230.03	(abe)	46,323.41	14,790.66
Devlin, Wendi	Admin Asst to Town Admin	57,676.06	-	1,129.14	-	-	-	-	49.68	(a)	58,854.88	29,621.34
Popovici-Muller, Daniel	Finance Director	79,935.70	-	-	-	-	-	-	8,128.20	(ab)	88,063.90	25,760.36
Sullivan, David	Town Administrator	115,696.75	-	-	-	-	-	-	4,647.87	(ae)	120,344.62	51,797.26
Wesson, Angela	Student Intern	10,246.89	-	37.51	-	-	-	-	-	-	10,284.40	786.81
Yennaco, Nicole	Book Keeper PT	2,671.88	-	-	-	-	-	-	-	-	2,671.88	204.41
INFORMATION TECH												
DeLong, Eric	IT Director	94,715.32	-	-	-	-	-	-	11,904.90	(abe)	106,620.22	29,186.43
TOWN CLERK												
Bottai, Nicole	Town Clerk	85,312.70	-	-	-	-	-	-	127.92	(ag)	85,440.62	28,358.32
Charland, Nancy	Deputy Town Clerk	50,435.89	-	53.58	-	-	-	-	158.86	(ag)	50,648.33	34,224.55
Davis, Hannah	Assistant Town Clerk	41,359.66	-	-	-	-	-	-	-	-	41,359.66	37,226.49
Johnson, Candis	Assistant Town Clerk	25,772.93	-	111.84	-	-	-	-	-	-	25,884.77	3,274.51
TAX COLLECTOR												
Bergeron, Rita	Deputy Tax Collector	37,370.94	-	-	-	-	-	-	456.02	(e)	37,826.96	4,785.12
Robertson, Ruth	Tax Collector	70,660.73	-	-	-	-	-	-	25.60	(a)	70,686.33	22,289.99
MAINTENANCE												
Lorentzen, Wendy*	Maintenance Custodian	23,130.84	-	713.74	336.99	-	-	-	20,958.88	(be)	45,140.45	13,552.13
ELECTIONS												
Albert, Cheryl	Election Ballot Clerk	59.50	-	-	-	-	-	-	-	(d)	59.50	-
Bates, David	Supervisors Of Checklist	940.00	-	-	-	-	-	-	-	-	940.00	71.93
Boss, Frances	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	(d)	68.00	-
Brockmeler, Mark	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	(d)	68.00	-
Forde, Richard	Election Ballot Clerk	136.00	-	-	-	-	-	-	-	(d)	136.00	-
Gauthier, Dawna	Election Ballot Clerk	80.75	-	-	-	-	-	-	-	(d)	80.75	-
Griffin, Mary	Supervisors Of Checklist	150.00	-	-	-	-	-	-	-	-	150.00	11.48
Griffin, Peter	Town Moderator	300.00	-	-	-	-	-	-	-	-	300.00	22.96
Hunt, Thomas	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	(d)	68.00	-
Kovacs, Mark	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	(d)	68.00	-
Kovacs, Ruth	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	(d)	68.00	-
Mashimo, Eileen	Supervisors Of Checklist	1,772.50	-	-	-	-	-	-	-	-	1,772.50	135.64
Merrill, Lee Ann	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	(d)	68.00	-

Employee Wages and Benefits - 2019

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2019 TOTAL GROSS PAY	2019 BENEFITS	2019 SALARY & BENEFITS
ELECTIONS CONT												
Mullen, Irene	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	(d)	68.00	-
Mullen, Robert	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	(d)	68.00	-
Parthum, Eric	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	(d)	68.00	-
Sansoucie, Jan	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	(d)	68.00	-
Serian, Anita	Election Ballot Clerk	85.00	-	-	-	-	-	-	-	(d)	85.00	-
Serian, Steven	Election Ballot Clerk	85.00	-	-	-	-	-	-	-	(d)	85.00	-
Shea, Carolyn	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	(d)	68.00	-
ASSESSING												
Zins, Jennifer	Admin Asst to Assessor	47,320.28	-	-	-	-	-	-	16.56	(a)	47,336.84	38,135.18
POLICE												
Antista, Jeffrey	Police Officer	44,907.37	841.68	11,424.76	2,631.40	2,779.98	3,144.68	900.28	772.08	(ac)	67,402.23	52,674.56
Bliss, Bryan	Police Sergeant	73,156.25	1,275.95	30,060.45	4,773.45	11,332.91	3,682.00	2,358.60	3,028.60	(ace)	129,668.21	69,303.09
Caron, Michael	Police Captain	94,715.32	-	-	-	3,911.00	-	-	4,650.90	(ae)	103,277.22	43,197.03
Clark, Daniel	Police Sergeant	73,156.27	1,291.84	20,224.23	5,063.59	1,680.60	3,682.00	1,714.54	10,793.16	(abc)	117,606.23	45,492.18
Comeau, David	Special Police Officer	256.45	-	-	-	21,508.12	-	-	-	-	21,764.57	315.59
Courtous, Matthew	Police Officer	62,480.49	829.72	13,885.06	4,088.69	5,427.23	1,572.34	690.59	2,130.64	(abc)	91,104.76	32,840.84
Cryts, Laura	Police Secretary	46,894.09	-	17.02	-	-	-	-	25.80	(a)	46,936.91	30,234.19
Dawe, Daniel	Police Sergeant	62,829.79	1,190.80	34,410.47	4,110.19	11,180.37	3,144.68	2,791.51	399.84	(ac)	120,057.65	62,961.66
Donahue, Tyler	Police Officer	35,900.28	212.00	1,605.18	2,025.14	2,347.35	-	16.08	1,874.70	(ab)	43,980.73	14,531.64
Dzierlatka, Jason	Police Officer	64,319.69	660.96	31,297.29	5,194.80	11,514.39	1,619.51	1,290.16	324.29	(a)	116,221.09	65,195.13
Fedele, Edward*	Police Captain	56,464.90	-	-	-	2,182.50	-	-	29,975.54	(abe)	88,622.94	32,006.33
Flynn, Jessica	Police Sergeant	73,283.71	936.46	20,496.33	5,670.95	9,193.78	3,682.00	1,645.88	3,687.67	(ace)	118,596.78	47,584.34
Frangomihalos, George	Police Officer	56,437.67	1,577.04	15,614.13	3,622.09	9,219.29	-	537.56	766.32	(ac)	87,774.10	53,640.40
Hardy, Jennifer	Police Records Clerk	21,742.28	-	-	-	-	-	-	-	-	21,742.28	1,663.07
Hoag, Jacob	Community Service Officer	30,989.79	-	-	-	-	-	-	1,872.00	(b)	32,861.79	5,991.05
Hudson, Edward	Police Officer	54,184.54	2,196.64	4,942.23	4,199.17	1,861.73	-	370.15	7,730.36	(abc)	75,484.82	30,228.04
Iworsky, Gregory	Police Officer	61,321.99	335.77	23,520.12	5,365.65	2,629.14	3,191.85	1,601.00	2,763.68	(ag)	100,729.20	59,654.80
Iworsky, Heather	Police Prosecutor	81,181.86	-	-	-	-	-	-	1,091.46	(a)	82,273.32	15,945.86
Jenoski, Anna*	Community Service Officer	-	-	-	-	-	-	-	1,846.44	(e)	1,846.44	119.09
Lewis, Gerald	Police Chief	104,441.53	-	-	-	-	-	-	1,146.00	(a)	105,587.53	54,439.82
Mirisola, Shane	Police Sergeant	65,558.77	2,476.37	20,232.07	5,058.68	5,441.36	3,338.23	2,231.49	10,776.84	(abc)	115,113.81	43,859.36
Moore, Theresa	Police Officer	37,026.07	280.01	4,046.10	1,899.80	2,472.45	-	29.04	21,487.46	(ac)	67,240.93	50,989.72
Nieves, Matthew	Police Officer	35,900.28	236.17	3,013.59	2,025.15	1,622.43	-	23.04	1,874.70	(abc)	44,695.36	14,949.93
O'Loughlin, Philip	Police Officer	63,432.62	520.18	26,681.44	5,120.13	4,489.14	3,191.85	1,865.14	853.01	(ag)	106,153.51	61,981.40
Smith, Bryan	Police Captain	75,695.28	17.51	601.69	5,208.36	1,738.36	3,792.45	293.99	10,791.00	(ab)	98,138.64	39,562.93
Surette, Stephen	Police Officer	62,480.51	950.93	22,323.48	5,050.39	14,645.01	1,572.34	1,103.63	8,945.06	(abc)	117,071.35	38,261.23
Van Hirtum, Christopher	Police Officer	51,665.59	408.59	8,564.54	4,822.65	3,420.34	-	129.41	774.84	(ac)	69,785.96	52,415.16
DISPATCHING												
Bodenrader, Brian	Part-Time Dispatcher	21,827.70	1,048.99	-	772.72	-	-	46.00	200.00	-	23,895.41	1,827.96
Cunio, Kimberly	Part-Time Dispatcher	1,068.97	23.67	-	-	-	-	-	-	-	1,092.64	83.59
Gallant, Jason	Police Dispatcher	50,644.51	517.81	3,448.60	3,304.55	-	2,548.97	408.41	410.80	(a)	61,283.65	32,830.35
Moltenbrey, Jesse	Police Dispatcher	49,895.94	2,272.11	9,940.85	3,448.91	-	2,511.30	1,283.24	409.72	(a)	69,762.07	34,316.67
Pelletier, Jamie	Police Dispatcher	45,180.07	623.95	6,935.81	3,481.31	-	-	144.06	8,238.18	(ab)	64,603.38	19,787.90
Weyers-Leuchtnar, Crystal	Police Dispatcher	48,650.40	669.06	6,142.50	3,364.55	-	-	129.55	8,273.21	(ab)	67,229.27	19,787.54

Employee Wages and Benefits - 2019

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2019 TOTAL GROSS PAY	2019 BENEFITS	2019 SALARY & BENEFITS	
EMERGENCY MGMT													
Horaj, Mary	Emergency Management	123.56	-	-	-	-	-	-	-	123.56	9.45	133.01	
FIRE DEPARTMENT													
Arel, Travis	Firefighter	52,174.82	-	17,701.51	2,604.48	782.14	3,813.63	1,545.58	659.12	(a)	79,281.28	49,841.49	129,122.77
Baker, David	Firefighter	57,481.21	-	11,651.77	2,849.01	-	5,715.04	1,496.80	670.40	(a)	79,864.23	55,527.72	135,391.95
Brady, Stephen	Deputy Fire Chief	80,999.86	-	-	-	-	-	-	881.60	(ab)	81,881.46	45,663.72	127,545.18
Berube, Nicholas	Firefighter	30,380.46	-	5,252.47	1,850.46	-	-	-	2.40	(a)	37,485.79	18,426.04	55,911.83
Brown, William	Call Firefighter	456.05	-	667.90	-	-	-	-	-	-	1,123.95	16.29	1,140.24
Bullock, Anthony	Firefighter	36,526.89	-	1,385.85	1,887.64	32.88	-	-	329.32	(a)	40,162.58	34,577.75	74,740.33
Campbell, Gordon	Firefighter	59,170.41	-	34,783.72	2,979.08	6,619.76	4,406.25	3,298.21	13,358.75	(abe)	124,616.18	49,604.29	174,220.47
Cole, Donald	Firefighter	30,816.66	-	2,079.61	1,786.39	147.96	-	-	6,834.86	(ab)	41,665.48	18,493.51	60,158.99
Curran, Joseph	Call Firefighter	708.95	-	150.46	-	-	-	-	-	-	859.41	65.74	925.15
Demarco, Ralph	Fire Lieutenant	67,052.82	-	27,248.14	3,389.91	823.69	7,019.59	3,295.80	3,916.50	(aeg)	112,746.45	66,159.39	178,905.84
Doherty, Daniel	Firefighter	59,153.08	-	13,209.74	2,979.08	1,242.03	6,788.01	1,987.61	10,670.36	(ab)	96,029.91	40,030.33	136,060.24
Dubowik, Danielle	Firefighter	59,153.11	-	8,771.11	2,979.08	-	6,073.48	1,204.82	671.60	(a)	78,853.20	36,870.34	115,723.54
Dunn, Timothy	Fire Lieutenant	67,052.87	-	17,654.16	3,054.90	1,645.67	2,834.84	129.26	10,684.76	(ab)	103,056.46	42,814.38	145,870.84
Fisher, Paul	Firefighter	58,389.73	-	2,039.80	3,469.83	880.35	7,026.18	754.41	11,516.54	(ab)	84,076.84	34,829.96	118,906.80
Fournier, Timothy	Firefighter	30,822.41	-	3,651.23	1,786.39	476.75	-	-	6,835.76	(ab)	43,572.54	20,000.70	63,573.24
Hildebrandt, Eric	Firefighter	59,215.88	-	20,951.24	2,979.08	2,874.28	6,430.74	2,927.14	3,265.96	(ae)	98,644.32	61,588.12	160,232.44
Kurgan, Gary	Firefighter	58,687.62	-	12,711.04	3,088.14	-	3,215.37	861.26	12,318.45	(abe)	90,881.88	38,762.66	129,644.54
Lundergan, Charles	Firefighter	59,153.07	-	2,507.84	3,043.71	-	3,691.72	347.71	9,506.60	(ab)	78,250.65	32,714.69	110,965.34
Marquis, Angela	Fire Department Secretary	43,862.22	-	-	-	-	-	-	6,002.16	(ab)	49,864.38	14,562.47	64,426.85
McPherson, Thomas	Fire Chief	104,441.51	-	-	-	-	-	-	258.00	(a)	104,699.51	62,980.37	167,679.88
Merrill, William	Firefighter	59,153.13	-	13,065.37	3,624.90	-	4,406.25	1,249.76	11,420.56	(abeg)	92,919.97	37,326.61	130,246.58
Moltenbrey, Jay	Call Firefighter	34.18	-	885.75	-	-	-	-	-	-	919.93	70.38	990.31
Morgan, Edward	Assistant Fire Chief	74,109.70	-	-	-	-	-	-	28,659.64	(bg)	102,769.34	41,936.49	144,705.83
Nault, Diana	Firefighter	59,153.12	-	9,620.41	2,979.08	-	4,048.99	863.01	828.20	(ag)	77,492.81	46,977.45	124,470.26
Robertson, Patrick	Firefighter	59,152.95	-	13,640.16	2,956.18	245.37	3,215.37	915.97	702.00	(a)	80,828.00	48,826.28	129,654.28
Savard, Scott	Fire Lieutenant	64,730.33	-	12,304.28	4,091.52	-	5,996.58	1,515.62	10,846.76	(abg)	99,495.09	41,554.11	141,039.20
Sliver, Jason	Fire Lieutenant	64,643.38	-	26,770.57	3,250.69	-	8,082.34	3,768.24	8,681.24	(ab)	115,196.46	44,559.27	159,755.73
Specian, Michael	Firefighter	59,153.10	-	22,885.07	3,023.50	2,555.75	3,691.72	1,763.32	10,749.20	(ab)	103,821.66	42,901.26	146,722.92
Stevens, John	Fleet Maint Mechanic	14,917.50	-	-	-	-	-	-	-	-	14,917.50	1,141.27	16,058.77
Tangney, Brendan	Firefighter	30,380.46	-	4,356.51	1,753.59	-	-	-	3.84	(a)	36,494.40	28,142.85	64,637.25
Taylor, Robert	Firefighter	59,155.74	-	5,908.40	3,205.70	-	2,500.84	383.92	515.20	(ag)	71,669.80	45,102.95	116,772.75
Zins, Scott*	Firefighter/Mechanic	14,020.05	-	5,754.86	811.98	-	-	-	37,664.55	(be)	58,251.44	23,173.46	81,424.90
Zins, Zacharey	Firefighter	52,323.28	-	8,172.31	2,592.66	318.31	2,542.42	550.48	657.20	(a)	67,156.66	22,231.93	89,388.59
COMMUNITY DEV													
Arsenault, Brian	ZBA/Code Enforcement	45,089.83	-	-	-	-	-	-	-	-	45,089.83	5,703.62	50,793.45
Brodeur, Anita	Minute Taker	4,100.00	-	-	-	-	-	-	-	-	4,100.00	313.76	4,413.76
Freethey, Christine	Community Dev. Clerk PT	12,404.72	-	-	-	-	-	-	-	-	12,404.72	949.00	13,353.72
Gregory, Richard	Planning Director	74,798.70	-	-	-	-	-	-	6,000.00	(b)	80,798.70	21,757.77	102,556.47
Mallett, Renee	Minute Taker	3,100.00	-	-	-	-	-	-	-	-	3,100.00	237.15	3,337.15
McGuire, Michael	Building Inspector	60,378.59	-	166.16	-	-	-	-	24,985.89	(ab)	85,530.64	20,362.19	105,892.83
Norman, Rex	Community Dev Director	95,081.06	-	-	-	-	-	-	137.10	(a)	95,218.16	47,320.68	142,538.84
Roy, Anita*	Community Dev. Clerk PT	9,207.38	-	-	-	-	-	-	-	-	9,207.38	704.38	9,911.76
Soucy, Roland*	Bldg Inspector PT, Temp	9,200.00	-	-	-	-	-	-	-	-	9,200.00	703.80	9,903.80

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<u>COMMUNITY DEV CONT</u>												
Suech, Julie Zelonis, J Timothy*	Community Dev. Secretary Bldg Inspector PT, Temp	43,563.54 9,700.00	-	-	-	-	-	-	8,012.00 (ab)	51,575.54 9,700.00	18,745.40 742.05	70,320.94 10,442.05
<u>SOLID WASTE</u>												
Chartier, Craig Dobson, Robert Holm, Wayne Hussey, Mark Senibaldi, Dennis	Solid Waste Operator 2 Solid Waste Operator 2 Solid Waste Operator 2 PT Solid Waste Operator 2 PT General Services Director	45,470.30 45,828.36 42,949.43 18,919.34 73,871.82	-	5,053.81 916.63 1,667.87 - -	1,816.42 1,575.21 - - 356.74	-	-	-	9,999.60 (ab)	62,340.13	20,677.28	83,017.41
<u>ROADS</u>												
Beauchesne, Ronald Blanchette, Larry Finch, Aaron Gagne, Brian Hindes, Steven Houle, Alain McCartney, John* Stogryn III, William	Temporary Laborer Temporary Laborer Temporary Laborer Highway Laborer Highway Laborer Temporary Laborer General Services Director Temporary Laborer	723.75 5,054.38 5,368.78 41,493.30 23,224.28 1,800.85 87,991.51 130.51	-	- - 213.57 4,343.00 1,916.95 - - -	- - - - - - - -	-	-	-	723.75 5,054.38 5,582.35 45,846.62 41,005.75 1,800.85 127,339.21 130.51	55.36 386.67 427.03 14,710.57 29,439.34 137.77 43,813.62 9.99	779.11 5,441.05 6,009.38 60,557.19 70,445.09 1,938.62 171,152.83 140.50	
<u>RECREATION</u>												
Bartley, Christian Boermeester, Kristina Brink, Erin Chu, Madelyn Dibona, Kristyna Farrell, Kira Haas, Cheryl Hamill, Jack Hare, Amanda Harris, Shailey Hopkins, Connor Lutz, Paul Richard, Meredith Russell, Grace Tunik, Aleksandr	Recreation Lifeguard Park Ranger Event Assistant Recreation Lifeguard Recreation Lifeguard Recreation Lifeguard Parks & Recreation Director Recreation Lifeguard Recreation Lifeguard Recreation Lifeguard Recreation Lifeguard Recreation Lifeguard Park Ranger Recreation Lifeguard Recreation Lifeguard Recreation Lifeguard	1,519.03 2,537.97 450.00 1,855.00 4,799.55 2,501.30 66,454.08 2,280.28 2,740.26 4,481.56 2,544.22 5,337.07 4,559.11 1,475.26 2,020.06	-	- - - - - - - - - - - - - - -	- - - - - - 1,213.62 - - - - - - - -	-	-	-	50.00 (g)	1,519.03 2,587.97 450.00 1,855.00 4,799.55 2,501.30 67,719.90 2,280.28 2,740.26 4,481.56 2,544.22 5,337.07 4,559.11 1,475.26 2,020.06	116.23 201.81 34.43 141.91 367.16 191.34 24,899.38 160.74 209.65 342.82 194.64 408.28 348.78 99.48 154.53	1,635.26 2,789.78 484.43 1,996.91 5,166.71 2,692.64 92,619.28 2,441.02 2,949.91 342.82 4,824.38 2,738.86 5,745.35 4,907.89 1,574.74 2,174.59
<u>LIBRARY</u>												
Brikiatis, Sylvie Bushell, Cynthia Duve, Cathy Frey, Karen Heidenblad, Carl* Houde, Jo-Ann Kingsley, Maureen Lord, Patrick Mayr, Diane* McCue, Angela*	Library Director Library Admin Assistant PT Library Assistant PT Circulation Manager Library Director Library Assistant PT Library Assistant PT Library Assistant PT Co-Assistant Director Lead Children's Librarian	77,935.56 30,887.60 18,790.43 58,148.42 1,048.45 19,779.52 12,768.09 15,266.25 27,184.93 44,897.44	-	- - - - - - - - - -	- - - - - - - - - -	-	-	-	780.16 (ab)	78,715.72 30,887.60 18,790.43 66,202.10 1,048.45 19,779.52 12,843.09 15,266.25 53,075.33 25,335.07 (ae)	42,459.29 34,794.83 1,437.42 21,489.10 186.93 1,513.19 982.41 1,167.90 15,335.17 24,225.20 70,232.51	121,175.01 20,227.85 87,691.20 13,825.50 1,235.38 21,292.71 16,434.15 68,410.50 94,457.71

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<u>LIBRARY CONT</u>												
Miloro, Michael	Library Assistant PT	12,110.57	-	-	-	-	-	-	-	12,110.57	926.40	13,036.97
Montgomery, Laura	Library Assistant PT	29,975.04	-	-	-	-	-	-	-	29,975.04	2,293.00	32,268.04
Nagle, Barbara	Library Assistant PT	27,891.99	-	-	-	-	-	-	100.00 (g)	27,991.99	2,141.37	30,133.36
Paige, Chelsea	Social Media/Emerging Tech	19,621.17	-	-	-	-	-	-	2.16 (a)	19,623.33	7,207.01	26,830.34
Palo, Azra	Head Youth Librarian	29,183.47	-	-	-	-	-	-	7.20 (a)	29,190.67	12,449.09	41,639.76
Pevna, Molly	Children's Librarian	24,011.77	-	-	-	-	-	-	3.24 (a)	24,015.01	7,611.63	31,626.64
Rittenhouse, Elaine	Technical Services Librarian	61,070.93	-	-	-	-	-	-	150.00 (g)	61,220.93	22,362.01	83,582.94
Savukinas, Christine	Library Assistant PT	13,808.55	-	-	-	-	-	-	-	13,808.55	1,056.36	14,864.91
Schroeter, Maria	Adult Services Librarian	58,319.49	-	-	-	-	-	-	2,143.19 (a)	60,462.68	40,687.08	101,149.76
Vigezzi, Nancy	Asst Director/Head-Tech Svcs	66,404.90	-	-	-	-	-	-	229.68 (a)	66,634.58	34,037.25	100,671.83
<u>SEARLES SCHOOL</u>												
Kadish, Cristy	Searles Facilities Coord	14,475.00	-	-	-	-	-	-	-	14,475.00	1,107.43	15,582.43
<u>VAN DRIVERS</u>												
Gebo, Russell	Van/Car Driver PT	1,899.49	-	-	-	-	-	-	- (d)	1,899.49	32.06	1,931.55
Hudson, Paul	Van/Car Driver PT	1,378.37	-	-	-	-	-	-	-	1,378.37	105.44	1,483.81
Lahey, David*	Van/Car Driver PT	286.94	-	-	-	-	-	-	-	286.94	21.95	308.89
Marsden, Charles	Van/Car Driver PT	5,200.18	-	-	-	-	-	-	- (d)	5,200.18	392.58	5,592.76
Nee, Maryanne	Van/Car Driver PT	918.91	-	-	-	-	-	-	-	918.91	70.30	989.21
Root, Dennis	Van/Car Driver PT	2,675.50	-	-	-	-	-	-	-	2,675.50	204.67	2,880.17
Woll, Denise*	Van/Car Driver PT	96.88	-	-	-	-	-	-	-	96.88	7.41	104.29
<u>CABLE</u>												
Case, Thomas	Videographer	1,525.00	-	-	-	-	-	-	-	1,525.00	116.76	1,641.76
Coish, Barbara	Videographer	2,093.73	-	-	-	-	-	-	-	2,093.73	160.31	2,254.04
McLaughlin, Kelly	Cable Coordinator	61,081.68	-	3,688.74	-	-	-	-	20.16 (a)	64,790.58	30,428.93	95,219.51
Nolan, Thomas	Videographer	1,020.00	-	-	-	-	-	-	-	1,020.00	78.10	1,098.10
Viel, Matthew	Videographer	-	-	-	-	-	-	-	-	-	-	-
		5,807,330.78	21,394.21	646,435.38	163,404.66	149,242.42	132,173.56	50,462.27	579,880.78	7,550,324.06	3,244,372.13	10,794,696.19

FOOTNOTES:

* - Individual who left employment with Town before the end of 2019

** 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 - 2019

VENDOR NAME	PMTS	VENDOR NAME	PMTS
183 Rockingham Road LLC	20.01	Baron's Major Brands, LLC	400.98
1st Responder Newspaper	170.00	Barta, Evan	720.00
2-Way Communications Svc., Inc.	25,947.56	Bartlett, Earl	18,858.17
A & R Masonry, LLC	8,402.50	Bartley, Jonathan H	679.95
A Safe Place	2,000.00	Batteries Plus	209.70
A Very Good Cleaning Company	892.71	Bauchman's Towing Inc.	365.90
A&M Signs With Style, Inc.	695.00	Bcl Capital, Inc.	100,000.00
Absolute Computer Services, LLC	275.00	Beaumont & Campbell Prof. Association	73,172.77
Absolute Title, LLC	329.48	Beaumont & Campbell Prof. Association - IOLTA	10,000.00
Access A/V, LLC	6,165.52	Bedard Preservation & Restoration, LLC	375.00
Accurate Title	190.00	Belanger, Mark	1,000.00
Accurate Tree Service, LLC	625.00	Bellemore Property Svcs., LLC	33,505.00
Ace Printing Company	210.00	Benefit Strategies, LLC	413.25
Acorn Recording Solutions, Inc.	1,395.00	Ben's Uniforms	13,656.00
Adam, Richard K	600.00	Bergeron Protective Clothing LLC	29,521.47
Adamson Industries Corp	9,251.50	Bernardini Law PC	467.00
AFS Realty LLC	1,000.00	Best of the Best Cleaning & Services, Inc.	110,135.00
Aids Response-Seacoast	525.00	Big Brothers Big Sisters of Greater Nashua, Inc.	500.00
Air Cleaning Specialists of New England LLC	820.72	Binder Lift LLC	1,122.00
Airgas USA, LLC	3,187.71	Bisnow LLC	89.00
Aker Fiber Farm LLC	150.00	Blackstone Audio Books	8,040.64
Albertsons Safeway	9,474.33	Blazing Saddles Mowing Svcs., LLC	21,800.00
Alexander's Detailing	0.00	Bloomstein, Mark	400.00
Allen Ventures	789.00	Bobcat of New Hampshire	16.85
Alliance Mechanical, Inc.	69,342.63	Body Armor Outlet, LLC	652.63
Alpine Software Corp.	3,801.08	Boermeester, Tina	14.96
ALS	59.35	Bolduc, Michael	5,367.50
Alternative Communications Service Corp	3,126.25	Bonanno, Vincent S & Linda Gormley	8,503.92
Amazing Athletes Opco, LLC	1,166.32	Boston Contractor LLC	4,235.00
American Arbitration Association	400.00	Boston Mutual Life Ins. Co.	7,271.51
American Flagging & Traffic	4,479.09	Boston National Title Agency LLC	922.90
American Ground Water Trust	65.00	Bottai, Nicole	316.35
American Planning Association	788.00	Bound Tree Medical LLC	18,441.22
American Premier Lender Solutions	640.98	Boutin, Michael & Stephanie	30.72
Amric Services, LLC	16,500.00	Boyden's Landscaping	190,205.00
Anakalia SUP	3,866.00	Boyers Auto Body & Sales, Inc.	1,279.00
Anco Signs & Stamps Inc.	35.50	Bradley Tree and Landscape LLC	975.00
Angels Sewing & Vacuum Center	100.00	Brady, Stephen	58.14
ANHPEHRA	15.00	Brady, Susan	101.50
Apostolica, Donovan & Donovan	594.50	Brand Company, Inc.	199.51
APP Imprints, LLC	241.50	Breezy Gale Village District	0.00
Appalachian Events	3,743.00	Brewer's Ledge, Inc.	577.25
Applied Concepts, Inc.	7,030.00	Bridges: Domestic & Sexual Violence Support	1,000.00
Applied Industrial Technologies	40.20	Brikiatis, Sylvie	833.43
Arnett Development Group LLC	3,325.49	Broart Co	122.84
Arrow International, Inc.	308.50	Brox Industries Inc.	2,829.99
Arsenault, Brian	0.00	Bulldog Fire Apparatus, Inc.	5,498.67
ASCAP	357.00	Bullock, Anthony	40.00
ASE Electric LLC	30.00	Burgess, Kevin R	3,500.00
Ashworth, Douglas	90.00	Bushell, Cynthia	96.40
Atlantic Closing & Escrow LLC	1,380.02	Bustamante, Ronald & Danielle	303.00
Atlas PyroVision Entertainment Group, Inc.	6,500.00	C&S Specialty, Inc.	1,778.00
Audubon Society of NH	175.00	Calamari, Alan & Laura	41.60
Auto Electric Service LLC	253.00	Campbell, Gordon	15.00
Autofair Ford of Haverhill	179.90	Candon, Heather	110.00
Axon Enterprise, Inc.	12,067.00	Canon Financial Services, Inc.	1,236.90
Azibert, Suzan	47.99	Capuano, Stephen	4,235.62
B & H Oil Co., Inc.	50,286.15	Carew, John P & Anita L	8.50
B&B Drywall, Inc.	4,200.00	Carmichael, Paula	477.07
Baker, David	60.00	Carnazzo, Emma	200.00
Bangor Savings Bank	62,761.79	Caron, Michael C	420.00
Barco Products	1,361.30	Carparts Distribution Center, Inc.	1,898.30

Vendor Payments - 2019

VENDOR NAME	PMTS	VENDOR NAME	PMTS
Cartographic Associates, Inc.	6,300.00	Darth MAO, LLC	1,230.00
Cartridge World	3,415.53	DatabaseUSA, LLC	1,245.00
Cascamisi, John	378.28	Dave's Sheet Metal, Inc.	0.00
Case, Margaret	53.50	David Howes Construction LLC	650.00
Casella Waste Services, Inc.	2,442.94	Dawe, Dan	4,137.00
Castleton	14,625.20	DC Dev & Construction LLC	1,200.00
CB LaFrance Contracting Co., LLC	5,051.00	Dedham Sportsmen's Center, Inc.	9,499.00
Center for Life Management	4,400.00	Degroot, Robert	917.45
Central Loan Administration	11,704.05	Dell Marketing L.P.	4,727.45
Central Paper Products Co.	13,942.66	DEM Electric	33,173.08
Cerri, Adel Marie	189.68	DeMarco, Ralph	20.00
Certified Laboratories	990.00	Demco Inc.	1,689.96
CET Fire Pumps Mfg	950.00	Derry, Town of	105,584.50
Channing Bete Company, Inc.	289.40	DeSantis, Katina	400.00
Chappell Tractor	921.06	Desrochers, John & Lisa	8.03
Chartier, Craig	44.34	Devaney, Sean	15,900.00
Chase	4,807.00	Devlin Construction, Inc.	94,533.00
Child Advocacy Center of Rockingham County	1,250.00	Dibella Law Office, PC	348.00
Childscapes	1,500.00	DiNapoli Polygraph Services	900.00
Citizens Bank	62,153.42	Disc-Go Entertainment	650.00
Citizens One Home Loan	522.00	DJ Rogers Collision Center, LLC	3,777.42
CivicPlus, Inc.	9,541.07	DMH Development LLC	8,535.56
Clean Drains	230.00	Dobson, Robert	118.34
CMA Engineers, Inc.	2,481.30	Dodge Grain Co., Inc.	438.60
Coach K's NH Tennis Hub, LLC	8,251.55	Dog Waste Depot	359.49
Cognitive & Behavior Therapies of Newburyport, PC	800.00	Donahue, Tucker & Cianella, PLLC	10,705.00
Cohen Closing & Title, LLC	10,547.79	Donovan Equipment Co Inc.	2,985.00
Coins for Anything, Inc.	1,637.00	Donovan Spring Co Inc.	3,105.36
Cole, Donald	40.00	Douzanis, Ryan	40.00
Colonial Municipal Group	21,775.00	Dragon Mosquito Control, Inc.	1,500.00
Comcast	8,907.91	Drivers License Guide Company	43.90
Commonwealth USA Settlements, LLC	628.00	Drummond, Woodsum & McMahon Attorneys at Law	14,324.03
Community Caregivers of Gr. Derry	3,500.00	Dubay Group Inc., The	1,000.00
Comprehensive Trail Services	2,050.00	Ducharme, Andre G	400.00
Concrete Systems Inc.	2,119.50	Ducharme, Ronald & Norma	200.00
Conley, Howard J	400.00	Dufour, Andre	37.63
Conroy, Terri	100.00	Duncan, Jeffrey C	4,320.00
Consolidated Communications	24,143.53	Dynamic Cleaning Systems, LLC	150.00
Conticchio, Rocco	75.00	Dyson, John C	0.00
Continental Paving Inc.	705.49	Dzierlatka, Jason	1,126.91
ConvenientMD LLC	1,930.00	Earthlink Business	145.34
Conway Office Products, Inc.	3,681.77	Eastern Analytical Inc.	5,400.35
Coole, Robert S	18.99	Eastern Propane Gas Inc.	1,227.59
Cooper, James S	1,030.00	Eaton, Gail	2,540.00
Copani, Anthony A Attorney at Law	507.00	Ebsco Industries, Inc.	1,932.00
Cornerstone Title, LLC	2,237.50	ECI Systems, LLC	12,580.77
Country Press, The	4,648.53	Eddie's Saw Service	185.95
County Treasurer	2,647,180.00	Educational Furniture LLC	895.87
Courtois, Matthew	299.92	Elm USA, Inc.	430.50
Courtyard by Marriott Concord	333.76	Emblem Enterprises Inc.	303.76
Covanta Energy LLC	413,855.31	Emergency Education Consultants LLC	4,300.00
Crane Division	300.00	EMSTAR Northeast EMS Enterprises, Inc.	405.62
Craven, Jeanne	100.00	Engraving, Awards & Gifts	35.00
Creative Office Pavilion	307.94	Epstein, Peter J Esq.	900.00
Cronin, Bisson & Zalinsky, PC	173.00	Erler, Robert & Carolyn	400.00
Crystal Rock Bottled Water	2,564.81	Ernie's Garage, Inc.	888.07
Cryts, Laura	88.16	Esco Awards	194.00
Curran, Joseph	32.80	ESRI Inc.	1,238.85
CWS Fence & Guardrail	7,659.38	Eversource	113,914.81
Cypress Information Services LLC	463.06	Evident, Inc.	70.36
Cyr Lumber Co., Inc.	6,595.38	F.A. Bartlett Tree Expert Company	5,750.00
Daly, Joseph M. Esq.	1,400.00	Falbo, Solari & Goldberg PC	401.04
Darcy, Andrea	443.15	Fantozzi, Louis & Colleen	1,000.00

Vendor Payments - 2019

VENDOR NAME	PMTS	VENDOR NAME	PMTS
Farmer, Diane	197.93	Heidenblad, Carl	29.85
Farmer, Frank	746.02	Hernandez, Francisco & Idilda	31.77
Fastenal Company	1.32	Higgins Office Products Inc.	350.00
Fay Law Office, PLLC	379.00	Hildebrandt, Eric	50.00
Federal Eastern International	2,989.92	Hinkelman, Edward G	0.00
Fences Unlimited Inc.	2,125.00	Hodgdon, Charles	0.00
Fenn, Peter	117.15	Hoehn, Oscar Jr	22,137.50
Field Works of New Hampshire	4,325.00	Home Key Title & Closing, Inc.	700.00
Field, Amanda	1,623.10	Home Point Financial Corporation	9,195.00
Fiorello & Migliori	297.93	Horizon Associates	1,500.00
Fire Chiefs Association of Massachusetts, Inc.	20.00	Horizon Medical Products	89.95
Fire Tech & Safety of New England	2,461.00	Houde, Jo-Ann	274.79
Fisette Small Engine, LLC	142.74	Howard P Fairfield, LLC	517.44
Flag Store USA	667.48	Hoyle Tanner & Associates, Inc.	7,747.88
Fleet Ready Corp.	4,359.81	Hudkins Law	676.05
Fleetpride Inc.	256.81	Hudson Trophy Company	335.50
FleetScreen, Ltd.	747.00	Hunter Systems Group, Inc.	299.00
Flynn, Jessica	21.00	Hydra Ram Unlimited	365.32
Ford of Londonderry	2,061.44	Impact Fire Services, LLC	5,011.91
Fournier, Timothy	40.00	IMS Alliance	40.00
Foy Law Office, PLLC	4,880.18	Inception Technologies Inc.	5,508.42
Frasca Title, LLC	423.00	Industrial Protection Services	22,776.34
Freightliner of New Hampshire, Inc.	1,120.08	Industrial Traffic Lines, Inc.	5,799.98
Frey, Karen	573.23	Infinite Graphic Resources	1,355.26
Friends of Moeckel Pond	194,050.00	Installed Building Products, LLC	2,690.00
Frisone, Sherrie	250.00	Internal Revenue Service	55.35
Gallo Construction LLC	4,320.00	International Assoc. of Chiefs of Police	715.00
George E. Sansoucy, PE, LLC	45.03	International Association of Assessing Officials	210.00
GGM Operating LLC	279.29	Interware Development Company, Inc.	7,024.30
Girls on the Run NH	1,120.00	Isaiah 58	469.01
GMILCS, Inc.	47,689.80	Iworsky, Greg	159.28
Gold Title, PC	635.02	Iworsky, Heather	614.91
Goulet Computer Consultants Inc.	1,203.00	J&R Masonry	4,950.00
GovConnection Inc.	3,510.63	JAF Industries Inc.	2,684.96
Government Forms and Supplies	899.72	JCD Contracting LLC	2,210.00
Government Leasing, LLC	30,278.00	Jensen, Debbie	75.00
Gr. Derry Community Health Services, Inc.	2,500.00	JLM Office Innovators	1,164.00
Grainger	190.35	JM Foy Family, LLC	27,099.34
Gralan Property Group, LLC	9,444.56	JN Nursery, LLC	44,230.93
Granite Industrial Gases, Inc.	110.00	Johnson, Candis	15.00
Granite State Analytical	70.00	Johnson, William D.	2,025.00
Granite State Cover Corp	3,781.00	Jordan Equipment Co	1,476.11
Granite State Credit Union	621.19	Jungkman, Laura	225.00
Granite State Minerals Inc.	44,047.17	Kadish, Cristy	7.40
Granite State Music Therapy, LLC	1,261.63	Kajko, Weisman & Colasanti, LLP	265.50
Granite State Stamps Inc.	31.41	Keach-Nordstrom Associates Inc.	41,563.21
Granite YMCA, The	9,350.93	Kenneth H Pollard Funeral Home	15.00
Greater Derry Londonderry Chamber of Commerce	398.00	Killie, Alexander M	509.18
Greater Salem Chamber of Commerce	299.00	Kimball, George	100.00
Green Insurance Associates	1,522.00	Kleinfelder, Inc.	92,020.43
Greenleaf, Daniel E	140.00	Knox Company	3,009.00
Greenwood Emergency Vehicles, Inc.	0.00	Koenigsbauer, Erik	0.00
GreenWorks, Inc.	93,176.41	Kofile Technologies, Inc.	5,017.00
Gregor, Jeffrey	848.55	Kolodziej, Erma	3,550.00
Groundhog Landscaping & Property Maintenance, Inc.	451.25	Konica Minolta Premier Finance	1,058.47
GTP Enterprises	4,171.34	Lake Street Garden Center, LLC	1,048.91
Guardian Tracking, LLC	5,154.00	Lakeview Tree	0.00
Haas, Cheryl	555.71	Law Office of Douglas M Mercurio, PC	327.00
Harbor One Mortgage	251.02	Law Office of Gould & Gould PLLC	2,828.00
Harrison Shrader Enterprises	0.00	Law Office of Jarrett Scarpaci, PC	792.00
Hayes, Amy	40.00	Law Office of Joseph C Clermont	240.00
HB Communications, Inc.	6,230.00	Law Office of Matthew J Campo Basso	528.00
HealthTrust	1,484,574.23	Law Office of Paul M. Russell, LLC	158.00

Vendor Payments - 2019

VENDOR NAME	PMTS	VENDOR NAME	PMTS
Law Office of Richard Shea, PC	431.50	Morissette, Dave A	325.00
Law Office of Scott C. Garrant	1,642.30	Morris, Michael J	2,980.00
Law Office of Suzan Messina	1,706.12	Motorola	111,153.01
Lawson Products, Inc.	118.35	M-R Land Excavation Inc.	10,500.00
LED Conversions, Inc.	3,750.00	Mrs. NH Productions	100.00
Leon J. Christian & Sons	4,471.25	MRSA-UV, LLC	595.00
Leveille, Roger	6,085.00	Mrvos, Tracy	87.50
LexisNexis Risk Data Management, Inc.	1,919.85	Municipal Graphics, Inc.	2,122.86
LHS Associates Inc.	8,133.71	Municipal Leasing Consultants	695.00
Liberty Int'l Trucks of NH, LLC	127,941.57	Municipal Management Assn of NH	400.00
Liberty Utilities	7,452.65	Municipal Resources, Inc.	121,183.21
Libraria LLC	238.80	N. Vaillancourt Plumbing & Heating	100.00
LibraryInsight, Inc.	895.00	Nation Wide Ladder & Equipment Co	1,519.00
Loancare LLC	3,652.00	Nationstar Mortgage	8,169.34
Lombardo Graphics	1,100.00	Nault, Diana	225.00
Londonderry Fence Co.	2,275.00	Nault's Windham Honda	414.92
Lowell Lock & Key, Inc.	440.00	NE Copy Specialists, Inc.	141.78
Lutz, Paul	352.19	NEACTC	35.00
M&N Sports LLC	426.40	NECCD-RI Conference	450.00
M2 Facility Solutions LLC	3,702.49	NEMCI&A	925.00
Mach 5 Group, LLC	2,206.99	NeoFunds	16,826.55
Mackey, Bob	200.00	Neptune Uniforms & Equipment, Inc.	79.90
MailFinance	4,255.20	Nesmith Library Board of Trustees	94,271.77
Mailings Unlimited	7,317.96	NESPIN	100.00
Malia, Hamir P	926.00	New England Association of Chiefs of Police, Inc.	80.00
Manchester Water Works	714,000.00	New England Sports Floors	1,000.00
Mansfield, Jon	250.00	New England Title & Escrow	822.98
Manthorne, Jean S	1,181.89	NewsBank Inc.	6,598.00
Market Street Settlement Group LLC	196.35	NGIC-Claims Towers	238.50
Martel Engineering, Inc.	3,900.00	NH Assoc. of Chiefs of Police Inc.	150.00
Martina, David A	202.75	NH Assoc. of Conservation Commissions	725.00
Mashimo, Eileen	4,129.43	NH Association of Assessing Officials	1,040.00
MASS Chapter of IAAO Inc.	25.00	NH Bar Association	545.00
Massachusetts, Commonwealth of	13.25	NH Building Officials Association	75.00
Max Finkelstein Inc.	2,515.80	NH City & Town Clerks Assn.	330.00
McCarthy, Christopher P	14,965.91	NH GFOA	120.00
McCartney, John	571.95	NH Health Officers Association	70.00
McCarty, Jason & Amy	0.00	NH Local Welfare Administrators Assoc.	40.00
McCue, Angela J	129.51	NH Motor Transport	953.00
McDevitt Trucks Inc.	962.46	NH OSI	300.00
McIntire Business Products	389.00	NH Planners Association	80.00
McKeon, Barbara M	160.50	NH Preservation Alliance	1,560.00
McKesson Medical	116.03	NH Retirement System	1,850,958.53
McNeil, Michael C	341.00	NH State Library	1,200.00
McPherson, Thomas L Jr	75.00	NH Tax Collectors Association	130.00
Meadow Creek Homes LLC	100.00	NHLEAP	125.00
Mechanical Construction & Svcs., Inc.	11,320.60	NHMA, Inc.	16,217.00
Medeiros, Richard	751.35	NHPWMAP	25.00
Mendes, Dora	5,340.08	Nieves, Jessica	150.00
Merrill, William	200.00	NITCO, LLC	4,454.69
Midwest Tape	5,000.00	Norman, Rex A	12.00
Migma Systems, Inc.	6,160.00	Normington, Joan	576.43
Mikonis, Edward & Elizabeth	3,109.00	North Conway Grand Hotel	489.00
Mill Steel Corporation	5,642.30	North of Boston Media Group	5,907.00
Miller, Gregory	100.00	Northeast Electrical Distributors	96.57
Minasalli, Jarrett	6.50	Northlite Glass & Mirror, Inc.	48.70
Minuteman Trucks, Inc.	1,848.21	Northshore Trailer & Susp, LLC	4,804.37
Mirisola, Shane	1,243.87	Northway Bank	931,488.72
Mitchell, Christina	36.00	Northwood Photography, LLC	1,705.00
Moeckel Pond Village District	0.00	NRSWMD	9,584.77
Moltenbrey, Jesse	30.00	Occupational Health Svcs of PRH, LLC	5,069.00
Moran's Recycling, LLC	2,695.00	Olde Patriot Title & Closing Services, Inc.	1,353.06
Morgan Street LLC	450.00	O'Loughlin, Phil	30.99

Vendor Payments - 2019

VENDOR NAME	PMTS	VENDOR NAME	PMTS
Orange County Property Appraiser's Office	350.00	Rockingham Community Action	6,540.00
Overhead Door Company	3,134.00	Rockingham County Chiefs of Police Association	50.00
Owl Stamp Company, Inc.	113.40	Rockingham County Registry of Deeds	919.50
Pacy Law PC	411.02	Rockingham Emergency Veterinary Hospital	578.64
Paige, Chelsea	38.63	Rockingham Nutrition & Meals on Wheels	3,700.00
Palmer Gas Co., Inc.	54,761.96	Rockingham Truck Repair, LLC	4,839.94
Palo, Azra	111.52	Round Star, LLC	1,169.80
Pancoast, Judy	500.00	Roundpoint Mortgage Servicing Corp	520.00
Panella, Shannon	120.00	RTM Communications Inc.	8,425.00
Park Street Foundation	5,285.00	Rushmore Loan Mgmt Services	3,107.00
Pathway Vet Alliance Holding, LLC	142.00	Russell Auto Inc.	2,434.77
Pat's Key 'N' Lock	1,168.32	Saab, Mitchell	2,370.00
Paul the Plumber	423.37	Salem Sign Co.	580.00
Pediatric Emergency Standards, Inc.	2,597.76	Samson Fastener Co Inc.	10.00
Pelletier, Jamie	167.98	Sanel Auto Parts Co	138.88
Peltz, Louise & Claude	6,607.87	Sanel NAPA Salem	9,101.45
Pendlebury, Graham	7,930.00	Sanscrastinte, Angela	100.00
Perfect Creations Landscape & Hardscape LLC	7,865.75	Savard, Scott	60.00
Perreault Law Office	618.00	Schroeter, Maria	148.24
Peter Smith Law Office, LLC	70.00	ScrubADub Auto Wash Centers, Inc.	792.00
Petty Cash - Police Department	198.90	Segal, Kyle & Michelle	1,000.00
Pevna, Molly	267.49	Sessler, Bruce	0.00
Phillip J Enterprises, Inc.	17,139.00	SFC Engineering Partnership, Inc.	25,000.00
Physio-Control, Inc.	6,411.15	Showtime Computers & Supplies Co	1,046.05
Pike Industries Inc.	419.75	SIG Sauer, Inc.	688.99
Pinnacle Towers, LLC	7,740.65	Signarama of Concord	860.16
Pisick, Barry	100.00	Signature Escrow & Title Services LLC	900.94
Plastix Plus, LLC	901.00	Signs Now NH	390.00
Plodzik & Sanderson, PA	11,412.00	Silver Graphics	28.00
Plourde Sand & Gravel Co., Inc.	32,516.88	Simpson's, Inc.	1,554.64
Policy Well & Pump Co Inc.	225.00	Sirchle Finger Print Laboratories	123.12
Polumbo, Scott	28,000.00	Sister City Committee	500.00
Popovici-Muller, Daniel	328.20	Sliver, Jason	20.00
PowerPhone, Inc.	836.00	Smith Pump Co., Inc.	7,165.00
Presto Direct LLC	208.76	Smith, Bryan	214.49
Prime Butcher	879.54	SNHPC	18,924.74
Primex	112,500.00	Solidifi Title & Closing LLC	4,374.24
Primex - Unemployment Compensation	1,723.00	Solzon Corporation	0.00
Primex - Workers' Compensation	248,340.00	South Fork Properties, LLC	150.00
PT Research, Inc.	740.00	Southeastern NH Hazardous Materials Mutual Aid Dist.	9,857.33
Quicksilva Title & Escrow LLC	1,377.00	Southern NH Special Operations Unit	5,000.00
R&D Paving, Inc.	622,733.58	Southern NH Wildlife Control, LLC	575.00
Random House, Inc.	40.00	Southworth-Milton, Inc.	80.96
RE Prescott Co., Inc.	801.40	Sowa Entertainment LLC	385.00
Reading Coop Bank	66.48	Speidel, Michael T	1,060.19
ReadyRefresh by Nestle	2,156.96	Spencer, Amy	380.00
Recycle USA LLC	55.00	Spiller's	96.90
ReEnergy Recycling Operations LLC	99,979.70	Spok, Inc.	115.72
Reeves Company, Inc.	139.92	Stanley Elevator Company Inc.	4,246.83
Reggio Register Company, LLC	3,917.66	Staples Business Advantage	5,553.12
Reliable Equipment, LLC	545.00	State of NH	85.00
Reliable Overhead Door	95.00	State of NH - DMV	448.00
RGA Tire and Auto Repair Inc.	1,916.31	State of NH - Fish & Game OHRV Registry	14,883.00
Rice, Wanda	42.00	Stateline Waste Management	6,911.63
Rico Barr	650.00	Stone & Berg	1,922.98
Rittenhouse, Elaine	93.43	Stratham Tire, Inc.	7,612.25
Road Runner LLC	3,918.50	Stryker Medical Sales Corp.	555.08
Roaming Roadway LLC	1,000.00	Suburban Wildlife Control, LLC	7,020.00
Robert Bates, Inc.	3,022.00	Sullivan Tire Co	541.68
Robert W Thorndike Rev. Trust	423.25	Sullivan, David	1,315.30
Robertson, Patrick	75.00	Summit Title Services Corp.	151.00
Robertson, Ruth	190.38	Sun Electric Motors & Pumps, LLC	350.00
Rockingham Boat Repair & Sales, Inc.	20.95	Sunset Settlement Company, LLC	382.00

Vendor Payments - 2019

VENDOR NAME	PMTS	VENDOR NAME	PMTS
Supreme Rental Housing, LLC	20,418.50	Vadala, Joseph	75.00
Sweeney Title Services	529.00	Valpey, Peter F	185.00
SymbolArts	2,875.50	Van Hirtum, Chris	74.99
Tangney, Brendan	40.00	Varidesk, LLC	125.00
Tape Services, Inc.	489.50	Verizon Wireless	17,339.87
Tate Brothers Paving Co., Inc.	22,262.00	Vetter, Chris	75.00
Tax-Exempt Leasing Corp.	47,239.11	Vigezzi, Nancy	158.50
Taylor New England Equip., Inc.	2,046.20	Vision Government Solutions, Inc.	12,340.00
Teleflex Medical	2,305.34	Walsh, Milton C	1,598.00
Teleflex, LLC	89.48	Walter Leo Scanlan Rev Trust II, The	63.90
Telephone Systems Efficiency, Inc.	3,300.00	Waypoint	1,000.00
Terino, Cheryl	100.00	WB Mason Company Inc.	4,744.65
Terminix Processing Center	433.00	WD Perkins	2,576.55
Theodhosi, Marie	4,824.00	Wells Fargo	4,267.00
Theroux, David	0.00	Weston & Sampson Engineers, Inc.	7,299.00
Thibodeau, Joseph F	175.00	WEX Bank	12,326.34
Thompson Ventures, LLC	3,050.00	Weyer-Leuchtnar, Crystal	147.43
Thompson's Sewer Service Inc.	2,550.00	WFAR/WCB	3,000.00
Thomson Reuters-West Publishing Corp.	700.86	Wharf Industries Printing, Inc.	1,155.00
Thornton Law Office	153.00	Wilcox & Barton Inc.	44,305.31
Tillotson, Lauren	20.00	Wildlife Encounters, LLC	510.00
Timberhomes Vermont	3,606.00	Williams, Wendy	707.89
Timmins, Arthur	93.50	Willis, Joseph	600.00
Title 365 Company Corp	138.20	Windham Academy Public Charter School	1,000.00
Title Team, The	411.50	Windham Helping Hands	8,500.00
TMDE Calibration Labs, Inc.	330.00	Windham High School	100.00
Todd Steffanides Jag Camp, LLC	8,851.21	Windham Junction	2,043.80
Tramontozzi, Anthony	6,587.50	Windham Lions Club	24.00
TransUnion Risk & Alternative Data Solutions, Inc.	300.00	Windham Mobil Brake and Tire LLC	3,341.43
Treasurer, State of NH - Dept. of Agriculture	5,575.00	Windham Printing & Publishing Inc.	5,159.15
Treasurer, State of NH - Dept. of Environmental Svcs.	574.00	Windham School District	380,831.00
Treasurer, State of NH - Dept. of Labor	500.00	Windham, Town of	146,687.85
Treasurer, State of NH - General	69,359.78	Window Tech	510.00
Treasurer, Trustee of Trust Funds	160,365.12	Winmill Equipment Company Inc.	5,564.36
TriState Generators, LLC	3,833.75	Woody's Auto Repair & Towing Inc.	16,151.05
TriTech Software Systems	13,053.75	WOW Products LLC	21,317.50
Trombley Khouri Attorneys at Law	295.50	Yennaco Property Management, LLC	1,000.00
TST Hydraulics, Inc.	940.08	Z Flag Store	300.50
Tyler Technologies, Inc.	47,279.43	Zalaket, Antoine & Rima M	1,461.47
Tyngsboro Sports Center, Inc.	1,552.50	Zero9 Holsters	1,724.70
Union Leader Corp	678.80	Zins, Jennifer L	1,022.51
United Business Machines	796.01	Zins, Mark P	3,659.31
United Site Services, Northeast Inc.	5,670.00	Zins, Zacharey	15.00
University Loft Co	1,855.84	TOTAL	14,089,475.20
University of New Hampshire	175.00		
UNUM Life Insurance Co. of America	73,697.91		
US Bank Home Mortgage	3,871.00		
US Construction Fabrics, LLC	286.00		
US Postal Service	92.00		
US Water Consultants Inc.	6,435.50		

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	143,288	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

Schedule of Town Property

Property Location	GIS ID	Acres	Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
Ledge Rd, 2	11-A-201	12.15	619,300	2,116,000			Transfer Stn/Highway
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
London Bridge Rd, 41	14-B-2601	0.05	5,300				Conservation
Ashton Park Rd	14-B-2604	0.08	700				Conservation
London Bridge Rd, 43	14-B-3450	36.59	260,100				Conservation
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
London Bridge Rd, 90	20-D-1200	17.33	690				Cons - Clyde Pond
Clyde Park Rd, 3	20-D-1201	0.59	80				Cons - Clyde Pond
Clyde Park Rd, 5	20-D-1202	0.65	80				Cons - Clyde Pond
Clyde Park Rd, 7	20-D-1203	0.69	90				Cons - Clyde Pond
Clyde Park Rd, 9	20-D-1204	0.69	90				Cons - Clyde Pond
Clyde Park Rd, 11	20-D-1205	0.58	80				Cons - Clyde Pond
Clyde Park Rd, 13	20-D-1206	0.58	80				Cons - Clyde Pond
Clyde Park Rd, 15	20-D-1207	0.58	80				Cons - Clyde Pond
Clyde Park Rd, 17	20-D-1208	0.46	60				Cons - Clyde Pond
Clyde Park Rd, 28	20-D-1209	0.68	90				Cons - Clyde Pond
Clyde Park Rd, 26	20-D-1210	0.61	80				Cons - Clyde Pond
Clyde Park Rd, 24	20-D-1211	0.67	90				Cons - Clyde Pond
Clyde Park Rd, 20	20-D-1212	0.68	90				Cons - Clyde Pond

Schedule of Town Property

Property Location	GIS ID	Acres	Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
Clyde Park Rd, 18	20-D-1213	0.67	90				Cons - Clyde Pond
Clyde Park Rd, 16	20-D-1214	0.69	90				Cons - Clyde Pond
Clyde Park Rd, 14	20-D-1215	0.64	80				Cons - Clyde Pond
Clyde Park Rd, 12	20-D-1216	0.64	80				Cons - Clyde Pond
Clyde Park Rd, 10	20-D-1217	0.64	80				Cons - Clyde Pond
Clyde Park Rd, 8	20-D-1218	0.61	80				Cons - Clyde Pond
Clyde Park Rd, 6	20-D-1219	0.56	70				Cons - Clyde Pond
Clyde Park Rd, 4	20-D-1220	0.54	70				Cons - Clyde Pond
Clyde Park Rd, 22	20-D-1221	0.33	40				Cons - Clyde Pond
Haverhill Rd	20-D-1300	7.00	35,900		✓		
Haverhill Rd	20-D-1300A	1.00	7,000		✓		
London Bridge Rd	20-D-1550	19.22	480			✓	
London Bridge Rd	20-D-1600	106.65	844,000			✓	Cons - Gage Lands
London Bridge Rd	20-D-1800	11.82	149,200			✓	Cons - Gage Lands
London Bridge Rd	20-D-2000	10.00	62,600			✓	Cons - Gage Lands
Bear Hill Rd	20-E-300	27.03	890				Conservation
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
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
Johnny Hill Rd	24-F-6	7.24	56,900				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

Schedule of Town Property

Property Location	GIS ID	Acres	Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
Osgood St, 20	25-R-103	79.50	10,700				McIlvaine 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		✓		McIlvaine 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				McIlvaine Town Forest
Spear Hill Rd	25-R-7000	25.52	66,000				Cons - Open Space
Bayberry Rd	25-R-7010	17.00	384,000		✓		McIlvaine Town Forest
Spear Hill Rd	25-R-7025	10.00	36,900				McIlvaine Town Forest
Spear Hill Rd	25-R-7050	5.10	27,700				Cons - Open Space
Bayberry Rd	25-R-8000	19.90	162,500				McIlvaine 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	38,400				Cons - Open Space
Settlers Ridge Rd, 33	25-R-9000	3.63	27,200				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
		1,894.81	\$22,555,638				

~ 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 Plan 2020-27

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

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

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

JUNE	Appoint new members and organize for the coming year.
JULY	Request written capital project proposals from town departments and School Board.
AUG/SEPT	Meet with all departments and committees to discuss their capital needs.
SEPTEMBER	Meet to review submitted capital projects and develop the plan.
OCT/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 \$100,000. 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 2020 Available Capital Improvement Funds

The CIP Sub-Committee used the official tax valuation less utilities figure for 2019 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 2019 the town valuation figure was set at \$2,365,182,170.

To compute the available CIP funds for year 2020, the sub-committee used the actual 2019 valuation and applied a 2.0% increase to reach \$2,412,485,813 as an estimated tax valuation figure. For FY 2020–2027 planning, the sub-committee estimated available CIP funds using a range of increases each year to determine the valuation figures for the subsequent 2020–2027 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.

Capital Improvements Plan 2020-27

In 2019 the Town issued two 15-year bonds: a Conservation Land Acquisition bond, and a Water bond. The Land Acquisition bond was for land acquisition for lots 20-D-1200 (35.57 acres) and 20-E-300 (24.97 acres) (Parcels off London Bridge Road). Payments for this bond are anticipated to come from the Conservation Commission's Land Acquisition Fund. The Water bond is for MSDC Charges for 200,000 gallons of water and payments will ultimately come back to the Town from fees collected from water users' initial hook-up fees. 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.

The level of funding for the CIP Capital budget this year remained at \$0.90 per thousand. This year the Planning Board decided to put a target \$0.35 per thousand for funding Town projects and \$0.55 per thousand to fund the school capital projects. It is desired that the first year of the CIP plan be balanced to zero (2020 in this plan).

III. CIP FY 2020 Plan

FUNDING AMOUNTS

2019 Actual Town Tax Valuation Less Utilities	\$2,365,182,170
2020 Estimated Town Tax Valuation less Utilities with 2.0% estimated growth	\$2,412,485,813
CIP funding at \$0.90 per thousand of 2020 Estimate	\$ 2,171,237
Other CIP Contributions:	
None	\$ 0
TOTAL AVAILABLE CIP FUNDING FOR 2020	\$ 2,171,237
FIXED CIP OBLIGATIONS FOR 2020	
Transfer Station truck, Bond	\$ 50,284
REMAINING CIP FUNDS AVAILABLE FOR REQUESTED PROJECTS	\$ 2,120,953

IV. CIP FY 2020 – 2027 Appropriations Chart

CIP FY 2020 - 2027 Appropriation Chart (Summary)

Notes	CRF Balances	2020	2021	2022	2023	2024	2025	2026	2027
CIP Projected Availability		\$2,171,237	\$2,214,662	\$2,258,955	\$2,304,134	\$2,350,217	\$2,397,221	\$2,445,166	\$2,494,069
Fixed CIP Obligations									
Transfer Station Truck Bond	1	50,284	42,040						
Total Fixed Obligations		\$50,284	\$42,040	\$0	\$0	\$0	\$0	\$0	\$0
Effective Availability Other		\$2,120,953	\$2,172,622	\$2,258,955	\$2,304,134	\$2,350,217	\$2,397,221	\$2,445,166	\$2,494,069
Other CIP Annual Contributions		-	0	0	0	0	0	0	0
Net to Annual Appropriations	\$ -	\$ 2,120,953	\$ 2,172,622	\$ 2,258,955	\$ 2,304,134	\$ 2,350,217	\$ 2,397,221	\$ 2,445,166	\$ 2,494,069
Annual Appropriations									
FIRE DEPARTMENT	-	0	150,000	0	320,000	220,000	0	650,000	480,000
HIGHWAY AGENT	-	500,000	450,000	680,000	520,000	770,000	600,000	855,000	680,000
ADMINISTRATION/BOARD OF SELECTMEN	-	100,000	235,000	35,000	40,000	40,000	0	0	0
GENERAL SERVICES	-	65,000	100,000	0	0	0	0	0	0
TRAILS COMMITTEE	-	130,000	100,000	250,000	250,000	250,000	350,000	0	0
Town portion of CIP Appropriations		795,000	1,035,000	965,000	1,130,000	1,280,000	950,000	1,505,000	1,160,000
Town portion of CIP Budget		844,370	861,257	878,483	896,052	913,973	932,253	950,898	969,916
SCHOOL DEPARTMENT		866,608	800,000	800,000	800,000	800,000	800,000	800,000	800,000
Total Annual Appropriations	\$ 866,608	\$ 1,595,000	\$ 1,835,000	\$ 1,765,000	\$ 1,930,000	\$ 2,080,000	\$ 1,750,000	\$ 2,305,000	\$ 1,960,000
Variance		\$525,953	\$337,622	\$493,955	\$374,134	\$270,217	\$647,221	\$140,166	\$534,069

Capital Improvements Plan 2020-27

CIP FY 2020 - 2027 Appropriation Chart (Details)

Notes	CRF Balances	2020	2021	2022	2023	2024	2025	2026	2027
Effective Availability Other		\$ 2,120,953	\$ 2,172,622	\$ 2,258,955	\$ 2,304,134	\$ 2,350,217	\$ 2,397,221	\$ 2,445,166	\$ 2,494,069
OTHER CIP ANNUAL CONTRIBUTIONS									
Total Other contributions		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net to Annual CIP Appropriations		\$ 2,120,953	\$ 2,172,622	\$ 2,258,955	\$ 2,304,134	\$ 2,350,217	\$ 2,397,221	\$ 2,445,166	\$ 2,494,069
ANNUAL APPROPRIATIONS									
FIRE DEPARTMENT									
SCBA Equipment Upgrades				150,000					
Ambulance Replacement					320,000				
Forestry Replacement						220,000			
Engine Replacement							650,000		
Tanker Replacement								480,000	
Sub-Total		\$ 0	\$ 150,000	\$ 0	\$ 320,000	\$ 220,000	\$ 0	\$ 650,000	\$ 480,000
HIGHWAY AGENT									
Road Improvements		400,000	450,000	480,000	520,000	560,000	600,000	640,000	680,000
Highway Equipment - Small excavator		100,000							
5 Ton Truck replacement (2010 Truck)				200,000					
5 Ton Truck replacement (2014 Truck)						210,000			
5 Ton Truck replacement (2015/6 Truck)							215,000		
Sub-Total		\$ 500,000	\$ 450,000	\$ 680,000	\$ 520,000	\$ 770,000	\$ 600,000	\$ 855,000	\$ 680,000
ADMINISTRATION/BOARD OF SELECTMEN									
Town Complex Beautification		100,000	200,000						
Nesmith Library Solar PPA		35,000	35,000	40,000	40,000				
Sub-Total		\$ 100,000	\$ 235,000	\$ 35,000	\$ 40,000	\$ 40,000	\$ 0	\$ 0	\$ 0
GENERAL SERVICES									
Public Safety Complex Roof project		65,000	100,000						
Sub-Total		\$ 65,000	\$ 100,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
TRAILS COMMITTEE									
Rail Trail Rainforest Re-pavement	2	50,000	130,000						
Greenway Recreation Trail and Planning Feasibility Study			100,000	250,000	250,000	250,000	350,000		
Sub-Total		\$ 130,000	\$ 100,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 350,000	\$ 0	\$ 0
SCHOOL DEPARTMENT									
WMS Classroom HV&AC Units (6 classrooms in Section C)		258,067							
WMS Roof Section C	3	42,216	105,800						
WCS HVAC Replace			217,385						
Replenish CRF	4	776,954	218,748	361,611	421,723	453,491	681,238	675,265	744,510
WCS Paving - back loop/parking area	5	27,192		103,000					800,000
WCS Bus drop off area				223,000					
WHS Paving/Parking				112,389					
WCS Roof repairs					277,850				
WCS Exterior Doors 8-10					100,427				
WMS Paving - main parking area						109,038			
WHS Variable Air Volume, RTU						107,792			
WSD HVAC						129,679	118,762	124,735	55,490
School Building Grounds	6	18,598							
Repair/Replace Septic	7	1,646							
Sub-Total		\$ 866,608	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
TOTAL ANNUAL APPROPRIATIONS			\$ 1,595,000	\$ 1,835,000	\$ 1,765,000	\$ 1,930,000	\$ 2,080,000	\$ 1,750,000	\$ 2,305,000
VARIANCE			\$ 525,953	\$ 337,622	\$ 493,955	\$ 374,134	\$ 270,217	\$ 647,221	\$ 140,166
OTHER ANNUAL APPROPRIATIONS									
Primary High School Bond	8		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									-
Golden Brook School Bond	9		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)			(602,995)	(602,995)	(602,995)	(602,995)	(602,995)	(602,995)	2,459,050
School District Bonds Total Payments		\$ 4,559,083	\$ 4,416,255	\$ 4,278,555	\$ 4,145,105	\$ 4,011,655	\$ 3,856,955	\$ 3,685,255	\$ 2,459,050
Total cost per thousand town valuation for School Bonds		1.89	1.79	1.70	1.62	1.54	1.45	1.36	0.89
Fire Department Quint Bond	10		96,586	96,586	96,586	96,586	96,586	96,586	38,733
Total cost per thousand town valuation for Quint Bond		0.04	0.01						
Land Acquisition Bond for 20-D-1200 and 20-E-300	11		204,989	191,820	185,700	179,580	173,460	167,340	161,220
Water Bond	12		77,229	70,635	68,340	66,045	63,750	61,455	54,160
Total cost per thousand town valuation for other bonds		0.12	0.11	0.10	0.10	0.09	0.09	0.08	0.07

CIP FY 2020-2027 Footnotes

Fixed CIP Obligations:

1 Represents two year bond for truck for Transfer Station

Other CIP Annual Contributions:

None

Capital Reserve Funds:

2 Unexpended CIP funds from prior year for Rail Trail Rainforest Re-pavement (established in 2019)
 3 Unexpended CIP funds from prior years for School District Roof Repairs and Replacement (established in 2011).
 4 Unexpended CIP funds from prior years for future School Building, Renovation and Land Acquisition (established in 2016).
 5 Unexpended CIP funds from prior years for School District Paving/Parking Repairs (established in 2006).
 6 Unexpended CIP funds from prior years for School Building and Grounds (established in 2007).
 7 Unexpended CIP funds from prior years for School District Repair/Replace Septic (established in 2002).

Other Annual Appropriations:

8 Primary High School Bond - 20 year term with last payment in 2026
 9 Golden Brook School Bond - 20 year term with last payment in 2038
 10 Fire Department Quint Bond - 10 year term with last payment in 2027
 11 Conservation Land Acquisition Bond - 15 year term with last payment in 2034. Payments are anticipated to come from the Conservation Commission's Land Acquisition Fund.
 12 Water Bond - 15 year term with last payment in 2034. Payments will ultimately come back to the Town from fees collected from water users initial hook-up fees.

TAX VALUATION PROJECTION						
PROPERTY VALUATION	% Increase	YEAR	PROJECTED CIP TAX RATE	\$	School portion	Town portion
				AVAILABLE	0.55	0.35
\$2,365,182,170		2019	\$0.90	\$2,128,664		
\$2,412,485,813	2.0	2020	\$0.90	\$2,171,237	\$1,326,867	\$844,370
\$2,460,735,530	2.0	2021	\$0.90	\$2,214,662	\$1,353,405	\$861,257
\$2,509,950,240	2.0	2022	\$0.90	\$2,258,955	\$1,380,473	\$878,483
\$2,560,149,245	2.0	2023	\$0.90	\$2,304,134	\$1,408,082	\$896,052
\$2,611,352,230	2.0	2024	\$0.90	\$2,350,217	\$1,436,244	\$913,973
\$2,663,579,275	2.0	2025	\$0.90	\$2,397,221	\$1,464,969	\$932,253
\$2,716,850,860	2.0	2026	\$0.90	\$2,445,166	\$1,494,268	\$950,898
\$2,771,187,877	2.0	2027	\$0.90	\$2,494,069	\$1,524,153	\$969,916

V: Requested Capital Projects and Action Taken

A. Fire Department

Project title: Self Contained Breathing Apparatus Upgrades

Proposed By: Chief Thomas L. McPherson

Estimated cost: \$150,000, requested for 2021

Proposal: The department replaced all of the Self-Contained Breathing Apparatus in 2012 to meet current Safety Standards. The purchase included: bottles, harnesses, and face pieces; including Rapid Intervention equipment dedicated solely for search and rescue of other firefighters in distress. This equipment was purchased to meet the National Fire Protection Association (NFPA) 1001 and 1002 Life Safety Standards. The recommendations of replacement is 7-10 years. In 2017 and again in 2018 to prepare for replacement, the department began purchasing five (5) SCBA Cylinders a year to begin the next phase in project. What remains, is to purchase the complete SCBA harnesses and the individual face pieces which the department believes meets the requirements for submitting a federal grant through Assistance to Firefighters Grant (AFG) which, if approved, provides 95% of the total remaining costs.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) funding of \$150,000 in FY 2021.

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 wintertime 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 II (Necessary) 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 III (Desirable) 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 FY2026

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 III (Desirable) based on the timing of this request with funding of \$650,000 in FY 2026.

Project title: Tanker-1 Replacement

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$480,000 requested for FY2027

Proposal: Tanker-1 is a 2006 KME Commercial Tanker, which carries 3,000 gallons of water. This Tanker has been a vital asset in the department's fire suppression needs throughout residential, commercial and business development, are dependent upon fire cisterns, static water sources and privately installed fire protection systems. In 2015, we replaced a 1994 Freightliner 1,500 gallon Pumper/Tanker with an additional 1,500 gallon Tanker. These additions, coupled with the purchase of our new Quint Aerial has allowed the department to work with Insurance Service Office (ISO) to lower the fire protection rates for our residents.

CIP Recommendation: The sub-committee assigned the request a Classification III (Desirable) based on the timing of this request with funding of \$480,000 in FY 2027.

B. Highway Department

Project Title: Roads

Proposed By: Jack McCartney, Highway Agent

Estimated Cost: \$420,000 requested for FY 2020, Total of \$4,350,00 for Years 2020 - 2027

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

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$400,000 in FY2020, \$450,000 in FY2021, \$480,000 in FY2022, \$520,000 in FY2023, \$560,000 in FY2024, \$600,000 in FY2025, \$640,000 in FY2026 and \$680,000 in FY2027.

Project Title: Small 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 1 (Urgent) with funding of \$100,000 in FY 2020.

Project Title: 5-Ton Truck Replacement

Proposed By: Jack McCartney, Highway Agent

Estimated Cost: \$200,000 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. This request is for the replacement of a 2010 all steel truck with significant rust on frame and multiple electrical issues. Funding for this truck is requested in year 2022. Purchasing this truck rather than contracting out for services 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 2022.

Project Title: 5-Ton Truck Replacement

Proposed By: Jack McCartney, Highway Agent

Estimated Cost: \$210,000 requested for FY 2024

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 replacement of this truck in 2022.

CIP Recommendation: The sub-committee assigned a Classification III (Desirable) with funding of \$210,000 in FY 2024.

Project Title: 5-Ton Truck Replacement

Proposed By: Jack McCartney, Highway Agent

Estimated Cost: \$215,000 requested for FY 2026

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 replacement of this truck in 2026.

CIP Recommendation: The sub-committee assigned a Classification III (Desirable) with funding of \$215,000 in FY 2026.

C. Administration/Board of Selectmen

Project Title: Town Complex Beautification

Proposed By: David Sullivan, Town Administrator

Estimated Cost: \$300,000 requested for Year 2020

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. The project has been broken down into two phases – Phase 1 (\$100,000) would include the work done on the Bartley building side of North Lowell Road including fence replacement and crosswalk work across North Lowell Road, Phase 2 (\$200,000) would include expansion of greenspace and landscaping near the Town Hall and Community Development Center as well as additional parking. This is a repeat request as the project has not yet been funded.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$100,000 in FY2020, and \$200,000 in FY2021.

Project Title: Nesmith Library Solar PPA

Proposed By: David Sullivan, Town Administrator

Estimated Cost: \$150,000 requested for Year 2024

Proposal: This project is to install solar panels on the Library Roof using a lease to own agreement. The panels would have a lifespan of greater than 30 years with the expectation of a significant net cost savings over that time period. The Local Energy Committee is in full support of this project and intends to send it out to bid this year (2020). Information obtained from several bidders indicated that the most cost-effective strategy is for the town to purchase the panels six years into the contract. The \$150,000 requested is for purchase of the panels in year six.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding of \$150,000 over FY 2021-2024.

D. General Services

Project Title: Public Safety Complex Roof Project

Proposed By: Dennis Senibaldi

Estimated Cost: \$165,000 requested for FY 2020

Proposal: Current roofs are past their life expectancies; each roof is over twenty years old. Failures have occurred in multiple areas. The police department roof shows signs of water underneath the membrane. Metal flashing has been placed behind cracks as a leak prevention method. The fire department roof's foam board has only been fastened to the outer edges and the membrane has separated from the foam board. Many ceiling tiles show evidence of water penetration.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$65,000 in FY2020, and \$100,000 in FY2021.

E. Trails Committee

Project Title: Rail Trail Rain Forest Re-pavement

Proposed By: Mark Samsel

Estimated Cost: \$175,000 Requested for 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 1,800 ft stretch call the “rainforest” that runs through cut ledge, a lined cut of 35- 40ft rock wall, the longest in the state.

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

This is a repeat request. In 2018, the CIP committee assigned this request a Classification II (Necessary) with funding of \$175,000. The BOS voted to put forth a warrant article to establish a Windham Rail Trail Capital Reserve Fund and appropriate the sum of \$50,000. The voters approved the warrant article 2265 to 698.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$130,000 to be added to the \$50,000 already in the CRF.

Project Title: Greenway Recreation Trail and Planning Feasibility Study

Proposed By: Wayne Morris

Estimated Cost: \$1,200,000 requested for FY 2020

Proposal: The project has an estimated cost of \$1.2MM 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 RRT. The resulting corridor on nearly seven (7) miles would serve to interconnect miles of rail trail with the towns of Derry and Salem. It will also create a corridor that will connect the west and east sides of Windham.

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, 2645 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 a number of other adjacent undeveloped areas in Windham. The development of this section will allow easy access for residents living on or near Beacon Hill Rd., Nottingham Rd., Londonderry Rd., Nashua Rd., Old Mill Rd. and Kendall Pond Rd.

In 2014 the CIP Committee gave the project a ranking of 1.7 (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. The BOS voted not to send to warrant.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding of \$100,000 in FY 2021 to start funding a capital reserve fund over five years for this project.

F. 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: \$218,748 requested for FY 2020, Total of \$4,356,586 for Years 2020 – 2027

Proposal: The request is a partial replenishment of the Capital Needs Assessment (CNA) account for future needs of \$218,748 in 2020. The District is utilizing most of the current funds in the CNA account for necessary projects throughout the District related roof replacement and repairs and parking lot repairs and maintenance.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding of \$218,748 in FY2020, \$361,611 in FY2021, \$421,723 in FY2022, \$453,491 in FY2023, \$681,238 in FY2024, \$675,265 in FY2025, \$744,510 in FY2026, and \$800,000 in FY2027.

Project Title: WMS Classroom HV & AC Units

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

Estimated Cost: \$258,067 requested for FY 2020

Proposal: The request is for funding to replace the existing 1997 classroom HV and AC units in Section C due to operational failures, efficiency and life expectancy. The HV units are in need of constant maintenance to ensure the louvers, actuators, and controls are in working order to provide fresh air and heat to each classroom space. The AC units are in need of constant maintenance to ensure the condensers, indoor units, condensation pumps and controls are in working order to provide cooling to each classroom space.

CIP Recommendation: The sub-committee assigned a classification I (Urgent) with funding of \$258,067 in FY2020.

Project Title: WMS Roof Section C

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

Estimated Cost: \$105,800 requested for FY 2020

Proposal: Replacement of the 1997 ballasted roof and insulation due to age, maintenance and envelope efficiency. EPDM will be installed.

CIP Recommendation: The sub-committee assigned a classification I (Urgent) with funding of \$105,800 in FY2020.

Project Title: WCS HVAC Replace

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

Estimated Cost: \$217,385 requested for FY 2020

Proposal: The request is for funding to replace the existing 1999 rooftop units due to operational failures, efficiency and life expectancy. These units are in need of constant maintenance to ensure the louvers, actuators and controls are in working order to provide fresh air and heat to each classroom space.

CIP Recommendation: The sub-committee assigned a classification I (Urgent) with funding of \$217,385 in FY2020.

Project Title: WCS Paving – Back Loop/Parking Area

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

Estimated Cost: \$103,000 requested for FY 2021

Proposal: Preventative maintenance of existing parking lot and road. This will be a continuation of the 2019 paving work.

CIP Recommendation: The sub-committee assigned a classification II (Necessary) with funding of \$103,000 in FY2021.

Project Title: WCS Bus Drop Off Area

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

Estimated Cost: \$223,000 requested for FY 2021

Proposal: Installation of an extended bus drop-off in front of Center School to help alleviate traffic congestion on Lowell Rd.

CIP Recommendation: The sub-committee assigned a classification II (Necessary) with funding of \$223,000 in FY2021.

Project Title: WHS Paving/Parking

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

Estimated Cost: \$112,389 requested for FY 2021

Proposal: Installation of additional parking area for students and staff, building events such as Graduation, July 4 and Elections/Political Events. Preventative maintenance/replacement of portions of the existing parking area.

CIP Recommendation: The sub-committee assigned a classification III (Desirable) with funding of \$112,389 in FY2021.

Project Title: WCS Roof Repairs

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

Estimated Cost: \$277,850 requested for FY 2022

Proposal: Replacement of the 1999 construction roof sections due to age, maintenance and building envelope efficiencies.

CIP Recommendation: The sub-committee assigned a classification II (Necessary) with funding of \$277,850 in FY2022.

Project Title: WCS Exterior Doors

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

Estimated Cost: \$100,427 requested for FY 2022

Proposal: Replacement of 8-10 exterior doors and hardware to improve the building envelope and security. New doors will have new seals, hardware and secure guard film or glass.

CIP Recommendation: The sub-committee assigned a classification III (Desirable) with funding of \$100,427 in FY2022.

Project Title: WMS Paving – Main Parking Area

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

Estimated Cost: \$109,038 requested for FY 2023

Proposal: Preventative maintenance of existing main parking lot and loop road. This will be a continuation of 1999 work.

CIP Recommendation: The sub-committee assigned a classification III (Desirable) with funding of \$109,038 in FY2023.

Project Title: WHS Variable Air Volume, RTU

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

Estimated Cost: \$107,792 requested for FY 2023

Proposal: Replacement of selected VAV's and RTU's due to maintenance and efficiencies.

CIP Recommendation: The sub-committee assigned a classification III (Desirable) with funding of \$107,792 in FY2023.

Project Title: WSD HVAC

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

Estimated Cost: \$129,679 requested for FY 2023, \$118,762 requested for FY2024, \$124,735 requested for FY2026, \$55,490 requested for FY2026

Proposal: Replacement of District rooftop units due to age, maintenance and efficiencies

CIP Recommendation: The sub-committee assigned a classification III (Desirable) with funding of \$428,666 in FY 2023-2026.

G. Departments/Committees with No Requested Projects for the FY 2019-2026 CIP:

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

APPENDIX A

2019 CIP SUB-COMMITTEE MEMBERSHIP

- Rob Gustafson – Chair, Citizen Volunteer
- Shannon Ulery – Vice Chair, School Board Representative
- Lee Maloney – Secretary, Citizen Volunteer
- Oliver Liu – Citizen Volunteer
- Joe Bradley – Planning Board Member
- Margaret Crisler – Planning Board Member
- Heath Partington - Board of Selectmen Representative
- Cynthia Finn – Alternate School Board Representative
- Joel Desilets – Alternate Board of Selectmen Representative

Capital Improvements Plan 2020-27

APPENDIX B

PROJECT CLASSIFICATIONS

Department	Project	Year	Cost	Class							Report Class								
				Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7									
General Services	Public Safety Complex Roof project	2020	\$165,000	1	1	1	1	1	1	1	7	1.00	1						
Highway Department	Roads (\$420,000 in 2020)	2020-2027	\$4,350,000	1	1	1	1	1	1	1	7	1.00	1						
Highway Department	Highway Equipment - Small excavator	2020	\$100,000	2	1	1	1	1	1	2	9	1.29	1						
Rail Trail Committee	Rail Trail Rainforest Re-pavement (was \$50K put into a CRF?)	2020	\$180,000	1	1	1	1	2	1	2	9	1.29	1						
Administration	Town Complex Beautification (Phase I \$100,000 Phase II \$200,000)	2020	\$300,000	1	1	1	1	2	1	2	14	1.29	1						
Fire Department	SCBA Equipment Upgrades	2021	\$150,000	2	2	2	2	2	2	2	14	2.00	2						
Administration	Nesmith Library Solar PPA	2020-2024	\$150,000	2	2	2	1	2	2	3	14	2.00	2						
Fire Department	Ambulance Replacement	2023	\$320,000	2	2	2	3	2	2	2	15	2.14	2						
Trails Committee	Planning feasibility analysis for Greenway project	2020	\$100,000	2	2	2	2	2	2	3	15	2.14	2						
Highway Department	5 Ton Truck replacement (2010 Truck)	2022	\$200,000	2	2	3	2	2	2	3	16	2.29	2						
Fire Department	Forestry Replacement	2024	\$220,000	3	3	3	3	3	2	3	20	2.86	3						
Fire Department	Engine Replacement	2026	\$650,000	3	3	3	3	3	3	3	21	3.00	3						
Highway Department	5 Ton Truck replacement (2014 Truck)	2024	\$210,000	3	3	3	3	3	3	3	21	3.00	3						
Trails Committee	Greenway project (Wayne Morris)	2020-2024	\$1,200,000	3	3	3	3	3	3	4	22	3.14	3						
Fire Department	Tanker Replacement	2027	\$480,000	4	3	4	4	3	3	3	24	3.43	3						
Highway Department	5 Ton Truck replacement (2015/6 Truck)	2026	\$215,000	3	4	3	3	4	3	4	24	3.43	3						
School District	WMS Classroom HV&AC Units (6 classrooms in Section C)	2020	\$258,067	1	1	1	1	1	1	2	8	1.14	1						
School District	WMS Roof Section C	2020	\$105,800	1	1	1	1	1	1	2	8	1.14	1						
School District	WCS HVAC Replace	2020	\$217,385	1	1	1	1	1	1	2	8	1.14	1						
School District	WCS Roof repairs	2022	\$277,850	2	2	2	2	2	2	2	14	2.00	2						
School District	Replenish CRF (\$218,748 in 2020)	2020-2026	\$4,356,586	2	2	2	2	2	2	3	15	2.14	2						
School District	WCS Paving - back loop/parking area	2021	\$103,000	2	2	3	2	2	2	3	16	2.29	2						
School District	WCS Bus drop off area	2021	\$223,000	2	2	3	3	2	2	2	16	2.29	2						
School District	WCS Exterior Doors 8-10	2022	\$100,427	2	3	3	3	3	2	3	19	2.71	3						
School District	WHS Paving/Parking	2021	\$112,389	2	3	3	4	2	3	3	20	2.86	3						
School District	WMS Paving - main parking area	2023	\$109,038	3	3	3	3	3	3	3	21	3.00	3						
School District	WHS Variable Air Volume, RTU	2023	\$107,792	3	4	3	3	3	3	4	23	3.29	3						
School District	WSD HVAC	2023-2026	\$428,666	3	4	3	4	3	3	4	24	3.43	3						
				15,390,000															
Classifications		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	Deferable	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																	

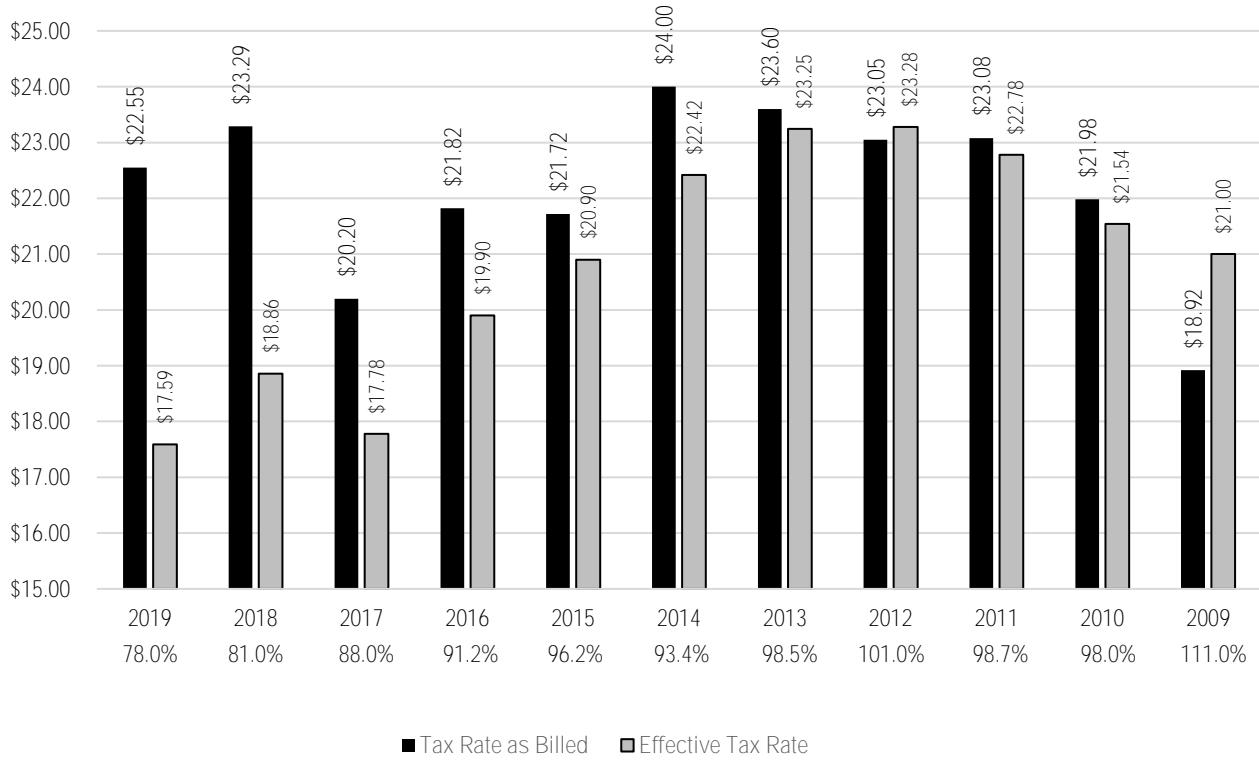
Respectfully submitted for the Committee,

Rob Gustafson

Rob Gustafson, Chair

Tax Rate and Disbursements Comparisons

10 Year Tax Rate Comparison



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.

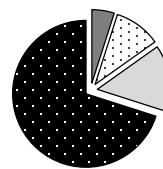
The **Effective Tax Rate** is calculated by multiplying the Annual Tax Rate by the Equalization Rate. This rate provides a comparison of tax rates from year to year based on the assumption that properties are at 100% valuation. The Effective Rate provides a clearer perspective as to the overall trend 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	78%	\$ 22.55	\$7,892
Effective Tax Rate	\$ 448,717	100%	\$ 17.59	\$7,892

On the following page, we've compiled the 2019 Town Appropriations and FY19 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.

Tax Rate and Disbursements Comparisons

Avg Home Value	400,000.00
Tax Rate	22.55
Total Tax Bill:	<u>9,020.00</u>



BREAKDOWN OF TAX RATE:

County	1.11	444.00
State Education	2.31	924.00
Town	3.33	1,332.00
Local Schools	15.80	6,320.00
Tax Rate per thousand:	<u>22.55</u>	<u>9,020.00</u>

COST OF SERVICES:

CITY:	Home Assessed Value	Taxes on 200,000.00	Taxes on	Taxes on	% Bill
			400,000.00	600,000.00	
STATE EDUCATION:	Total City Portion of Tax Bill	222.00	444.00	666.00	4.92%
	Home Assessed Value	Taxes on 200,000.00	Taxes on 400,000.00	Taxes on 600,000.00	
TOWN:	Total State Education Portion of Tax Bill	462.00	924.00	1,386.00	10.24%
	2019 Appropriations	Taxes on 200,000.00	Taxes on 400,000.00	Taxes on 600,000.00	
Town Officers' Salaries	3,330.00	0.12	0.23	0.35	0.00%
Administration	759,415.00	26.55	53.11	79.66	0.57%
Town Clerk's Expenses	335,365.00	11.73	23.45	35.18	0.25%
Tax Collector's Expenses	152,765.00	5.34	10.68	16.02	0.11%
Election & Registration	23,220.00	0.81	1.62	2.44	0.02%
Cemeteries	41,450.00	1.45	2.90	4.35	0.03%
General Gov't Bldgs	453,220.00	15.85	31.69	47.54	0.34%
Appraisal of Property	196,805.00	6.88	13.76	20.64	0.15%
Information Technology	251,590.00	8.80	17.59	26.39	0.19%
Town Museum	5,650.00	0.20	0.40	0.59	0.00%
Searles Building	10,670.00	0.37	0.75	1.12	0.01%
Legal Expenses	50,400.00	1.76	3.52	5.29	0.04%
Retirement Service Charges	4,000.00	0.14	0.28	0.42	0.00%
Insurance	372,285.00	13.02	26.03	39.05	0.28%
Contracted Police and Fire Services	5.00	0.00	0.00	0.00	0.00%
Police Department	3,385,295.00	118.37	236.74	355.11	2.54%
Dispatching	500,250.00	17.49	34.98	52.48	0.38%
Fire Department	3,455,355.00	120.82	241.64	362.46	2.59%
Emergency Management	6,670.00	0.23	0.47	0.70	0.01%
Community Development	539,390.00	18.86	37.72	56.58	0.40%
Town Highway Maintenance	1,238,485.00	43.31	86.61	129.92	0.93%
Street Lighting	18,910.00	0.66	1.32	1.98	0.01%
Solid Waste Disposal	1,048,790.00	36.67	73.34	110.02	0.79%
Health & Human Services	51,110.00	1.79	3.57	5.36	0.04%
General Assistance	40,540.00	1.42	2.84	4.25	0.03%
Library	1,217,750.00	42.58	85.16	127.74	0.91%
Recreation	242,990.00	8.50	16.99	25.49	0.18%
Historic Commission	9,000.00	0.31	0.63	0.94	0.01%
Conservation Commission	6,910.00	0.24	0.48	0.72	0.01%
Senior Center	5,430.00	0.19	0.38	0.57	0.00%
Cable TV Expenses	124,565.00	4.36	8.71	13.07	0.09%
Long Term Notes - P & I	181,909.00	6.36	12.72	19.08	0.14%
Tax Anticipation Note - Interest	500.00	0.02	0.03	0.05	0.00%
Capital Outlay	1,060,000.00	37.06	74.13	111.19	0.80%
Operating transfers out	50,000.00	1.75	3.50	5.24	0.04%
Trust Accounts	75,000.00	2.62	5.24	7.87	0.06%
Special Articles	3,127,970.00	109.37	218.75	328.12	2.35%
Total Town Portion of Tax Bill	19,046,989.00	666.00	1,332.00	1,998.00	14.77%
LOCAL SCHOOLS:	FY2019 Appropriations	Taxes on 200,000.00	Taxes on 400,000.00	Taxes on 600,000.00	
	Golden Brook School	7,554,531.00	437.03	874.07	1,311.10
	Center School	7,151,361.00	413.71	827.42	1,241.13
	Middle School	7,775,852.00	449.84	899.67	1,349.51
	High School	11,966,442.00	692.26	1,384.53	2,076.79
	SAU	2,436,089.00	140.93	281.86	422.79
	School District	17,739,313.00	1,026.23	2,052.46	3,078.68
Total Local Schools Portion of Tax Bill	54,623,588.00	3,160.00	6,320.00	9,480.00	70.07%
TOTAL TAX BILL PAYMENT:		4,510.00	9,020.00	13,530.00	100.00%

Comparative Statement

<i>Unaudited</i>	2019 APPROP INCL 2018 CARRYOVERS	RECEIPTS, REIMBS & GRANTS	TOTAL AMT AVAILABLE	EXPENDED 2019	CARRYOVERS FROM 2019 TO 2020	BALANCES UNEXPENDED (OVERDRAFTS)
<u>GENERAL GOVERNMENT</u>						
Town Officer's Salaries	3,330		3,330	3,014		316
Administration	759,415	19,175	778,590	714,412	56,665	7,513
Town Clerk's Expenses	335,365		335,365	326,343		9,022
Tax Collector's Expenses	152,765		152,765	148,475		4,290
Election and Registration	23,220		23,220	13,453		9,767
Cemetery	41,450	6,200	47,650	35,633	6,200	5,817
General Gov't Bldgs	453,220	2,100	455,320	459,039		(3,719)
Appraisal of Property	196,805		196,805	198,676	2,900	(4,771)
Information Technology	251,590		251,590	248,887		2,703
Town Museum	5,650	980	6,630	2,606		4,024
Searles Building	10,670		10,670	9,306		1,364
Legal Expenses	50,400		50,400	109,876		(59,476)
<u>PUBLIC SAFETY</u>						
Police Department	3,385,295	30,270	3,415,565	3,417,226		(1,661)
Contracted Details	5		5			5
Dispatching	500,250		500,250	489,952		10,299
Fire Department	3,455,355	297,517	3,752,872	3,607,552		145,320
Emergency Management	6,670		6,670	8,148		(1,478)
Community Development	539,390		539,390	536,359		3,031
<u>HWYS/STREETS/BRIDGES</u>						
Town Maintenance	1,238,485	79,665	1,318,150	1,130,828	161,240	26,082
Street Lights	18,910		18,910	18,263		647
<u>SANITATION</u>						
Solid Waste Disposal	1,048,790		1,048,790	1,058,292		(9,502)
<u>HEALTH</u>						
Health and Human Services	51,110		51,110	45,264		5,846
<u>WELFARE</u>						
General Assistance	40,540		40,540	47,254		(6,714)
<u>CULTURE & RECREATION</u>						
Library	1,217,750		1,217,750	1,149,306	4,350	64,094
Recreation	242,990	24,432	267,422	251,821	22,430	(6,829)
Historic Comm.	9,000		9,000	6,028	1,360	1,612
Conservation Comm.	6,910		6,910	4,166		2,744
Senior Center	5,430		5,430	4,422		1,008
Cable TV Expenses	124,565		124,565	109,170		15,395
<u>DEBT SERVICE</u>						
Long Term Notes - P + I	181,909		181,909	183,627		(1,718)
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	
Ambulance	100,000		100,000	100,000		
AFG Grant Compressor 2019	50,000		50,000		50,000	
Dispatch Command Center		664	664	189		475
Solid Waste Truck	130,000		130,000	125,115		4,885

Comparative Statement

<i>Unaudited</i>	2019 APPROP INCL 2018 CARRYOVERS	RECEIPTS, REIMBS & GRANTS	TOTAL AMT AVAILABLE	EXPENDED 2019	CARRYOVERS FROM 2019 TO 2020	BALANCES UNEXPENDED (OVERDRAFTS)
<u>CAPITAL OUTLAY, CONT.</u>						
Fire Dept - Radios	9,986	9,986	9,983			4
Town Common Beautification	2,664	2,664	2,664			
Castle Hill Rd Bridge	423,200	423,200	92,444		330,756	(0)
<u>OPERATING TRANSFERS OUT</u>						
Rail Trail Non-Capital Reserve Fund	50,000		50,000	50,000		
<u>MISCELLANEOUS</u>						
Retirement Svc Charges	4,000		4,000			4,000
Insurance	372,285		372,285	350,319		21,966
Facilities & Grds Improvement Fd		39,795	39,795	39,795		
Property Maintenance Trust	75,000		75,000	75,000		
Searles Revenue Fund	32,500		32,500	27,738		4,762
Conservation Land Purchase	2,000,000		2,000,000	2,000,000		
Town Forest Improvements	9,000		9,000		9,000	
SAFER Grant	336,470	(296,470)	40,000	22,525		17,475
Purchase of Water Allotment	750,000		750,000	715,000		35,000
Marston-Finn Dam Grant		300,000	300,000	85,850	214,150	
Consultant Services - Water Line		28,410	28,410	13,875		14,535
<u>OTHER GOVT'L DIVISIONS</u>						
School District	43,280,491		43,280,491	43,280,491		
County	2,647,180		2,647,180	2,647,180		
Village Districts	21,223		21,223	21,223		
TOTALS	64,515,883	1,148,588	65,664,471	64,296,793	1,039,051	328,627

Expendable Health Trust

Month	Income	Premiums	Fees	Interest	End Balance
					\$ 30,043.40
Jan	\$ 24,280.09	\$ -	\$ 63.25	\$ 8.45	\$ 54,268.69
Feb	\$ 24,979.73	\$ -	\$ 484.75	\$ 15.17	\$ 78,778.84
Mar	\$ 24,236.09	\$ -	\$ 71.50	\$ 42.93	\$ 102,986.36
Apr	\$ 31,032.00	\$ -	\$ 68.75	\$ 53.33	\$ 134,002.94
May	\$ 25,691.68	\$ 2,280.68	\$ 68.75	\$ 71.20	\$ 157,416.39
Jun	\$ 26,258.70	\$ -	\$ 68.75	\$ 81.93	\$ 183,688.27
Jul	\$ 33,730.07	\$ -	\$ 68.75	\$ 96.93	\$ 217,446.52
Aug	\$ 27,823.70	\$ -	\$ 68.75	\$ 114.92	\$ 245,316.39
Sep	\$ 27,558.09	\$ -	\$ 68.75	\$ 125.95	\$ 272,931.68
Oct	\$ 34,111.21	\$ 122,487.44	\$ 68.75	\$ 92.99	\$ 184,579.69
Nov	\$ 27,093.31	\$ 121,364.55	\$ 66.00	\$ 41.14	\$ 90,283.59
Dec	\$ 33,362.98	\$ 85,035.66	\$ 66.00	\$ 28.14	\$ 38,573.05
Totals	\$ 340,157.65	\$ 331,168.33	\$ 1,232.75	\$ 773.08	

The Expendable Health Trust fund was used in 2019 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.

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 2019:

Funded from Town operating budget	\$ 1,318,027
Funded from trust (employee co-pays)	<u>\$ 331,168</u>
Total	\$ 1,649,195

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 2019, **\$2,322** 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 2019, the Finance office worked with multiple lending institutions to issue leases for a few town vehicles including an ambulance, as well as a \$2,805,000 loan for paying the charge required to reserve an allocation of 200,000 gallons of water/day from the SNH Regional Water line, purchasing conservation land, and purchasing a tractor truck for the Transfer Station as approved under Articles 4, 5 and 6 of the 2019 Town Meeting, respectively.

My thanks go to all administrative staff for working together and going above and beyond during 2019, especially while we were short staffed during the last part of the year. I want to thank Adel Cerri for her 7+ years of service to the Town, and Nicole Yennaco for stepping in as our temporary bookkeeper after Adel left.

Please join me in welcoming Robert Parker to the Finance Department as our new full-time bookkeeper.

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 tables below identify how the town portion of the tax rate is derived, and Chart A represents a detailed breakdown of general revenues, including non-tax revenue sources available to support the Town's spending.

Town Only Tax Rate Breakdown	2019	2018	2017
Gross Appropriations (Approved Budget)	\$18,566,989	\$17,426,517	\$15,596,920
Less: General Fund Revenues (see Chart A)	(\$10,927,363)	(\$9,812,402)	(\$8,478,521)
Plus: Overlay (abatements)	\$101,927	\$93,232	\$88,030
Plus: War Service Credits	\$255,550	\$257,750	\$253,750
Net to Raise via taxation	\$7,997,103	\$7,965,097	\$7,460,179
Town Tax Rate	\$3.33	\$3.39	\$3.24

Chart A - General Fund Revenue (for tax rate)	2019	2018	Difference
Licenses, Permits & Fees	\$4,402,500	\$4,253,650	\$148,850
State Revenues	1,463,514	1,095,014	368,500
Income from Departments, Other Taxes & Interest, Grants & Intergovernmental	987,736	868,001	119,735
Capital Reserve Funds	0	0	0
Sale of Municipal Property	753	27,001	(26,248)
Cable Franchise Fees	293,500	295,000	(1,500)
Interest on Investments	110,000	22,000	88,000
Transfers In from other funds (Searles, Trust Funds)	32,500	132,500	(100,000)
Funds from Other Sources (Bond/Conserv, Rev funds)	2,846,500	2,000,000	846,500
Use of prior year fund balance as voted by ballot	0	0	0
Use of prior year fund balance to reduce the tax rate	790,360	639,236	151,124
<i>Total GF Revenue for tax rate (see chart above)</i>	<i>\$10,927,363</i>	<i>\$9,332,402</i>	<i>1,594,961</i>
Impact of Funds directly offsetting appropriations (Warrant Article 12)	0	480,000	(480,000)
Net GF Revenue on which the tax rate is set	\$10,927,363	\$9,812,402	1,114,961

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 grant 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 specific 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 42.3% of the Town’s annual budget is raised through general taxation. The other approximately 57.7% is from other revenue sources as noted in Chart A.
- Of the \$10.93 million general fund revenue collected in 2019, 13.4% came from State funding (Meals & Rooms Tax, State Highway Block Grant, State Shared Revenues and Other State revenue) and 7.2% was from use of fund balance, with the remaining 79.4% 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 2019 can be found below.

Budgeted versus Actual Revenue Highlights

As seen in the Revenue report below, which reflects the budgeted revenues for 2019 and the actual revenues for 2019 and 2018, this year’s revenues were \$654,164 over the budgeted amounts (106.7% of budget) – a normal performance.

Comparing actual 2018 and 2017 revenues, the general fund revenues increased by \$3,395,775, mostly due to the \$2,805,000 in proceeds from bond issuance (no bonds were issued during 2018).

The remaining increase of \$590,775 represents an 8.4% increase from the previous year. Notable increases include \$153,766 in motor vehicle permit fees, \$79,610 in interest and penalties on taxes, \$102,042 in a Shared Revenue Grant from the State of New Hampshire, \$85,573 in interest on deposits, \$236,192 in other state/federal grants, \$110,010 in insurance/other reimbursements/refunds and \$212,998 in donations. These increases were offset by a \$128,498 drop in income from trust funds, a decrease in revenues of \$69,464 from building permits and of \$74,600 in Planning Board fees, and a \$63,172 drop welfare reimbursements. Due to an increase in gross appropriations that was mostly offset by the increase in revenues, the amount needed to be raised through taxation only increased by \$32,006.

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, 2019					
Unaudited	Budgeted	Actual	Actual	Increase	2019 % of
	Revenue	Revenue	Revenue	(Decrease)	Estimate
SOURCES OF REVENUE:	For 2019	12/31/2019	12/31/2018	19 vs. 18	Received
TAXES					
Yield/Excavation Tax	\$3,000	\$5,070	\$3,391	\$1,679	169.0%
Interest & Penalties on Taxes	155,000	238,652	159,042	79,610	154.0%
Misc. Taxes - PILOT	10,850	3,532	21,305	(17,773)	32.6%
Boat Taxes	16,500	16,082	16,507	(425)	97.5%
Subtotal Taxes	\$185,350	\$263,336	\$200,245	\$63,092	142.1%
INTERGOVERNMENTAL REVENUES					
Highway Block Grant	347,000	\$347,273	\$341,031	\$6,242	100.1%
Rooms and Meals	745,000	745,999	742,470	3,528	100.1%
Shared Revenue Grant	0	102,042	-	102,042	N/A
Subtotal Intergovernmental Rev.	\$1,092,000	\$1,195,313	\$1,083,501	\$111,812	109.5%
LICENSES AND PERMITS					
M V Permit Fees	3,900,000	\$4,067,575	\$3,913,809	\$153,766	104.3%
Building Permits	250,000	196,829	266,293	(69,464)	78.7%
Subtotal M V/Building Permits	\$4,150,000	\$4,264,404	\$4,180,102	\$84,302	102.8%
Other Licenses and Permits:					
Dog Licenses	21,500	\$22,684	\$21,727	\$957	105.5%
Animal Officer Fees	500	550	525	25	110.0%
Planning Board Fees	85,000	33,643	108,243	(74,600)	39.6%
Board of Adjustment Fees	8,500	10,370	8,334	2,036	122.0%
Town Clerk Miscellaneous	40,000	51,165	44,574	6,591	127.9%
Gun Permits	700	1,155	750	405	165.0%
Subtotal Other Licenses/Permits	\$156,200	\$119,567	\$184,153	(\$64,586)	76.5%
CHARGES FOR SERVICES					
Cable TV Fees	305,000	\$294,231	\$297,831	\$ (3,600)	96.5%
Special Duty-Contracted Police	17,500	16,060	18,423	(2,363)	91.8%
Welfare Reimbursements	5,000	1,625	64,797	(63,172)	32.5%
Community Dev Miscellaneous	11,500	11,373	12,237	(863)	98.9%
Police Dept Miscellaneous	2,100	1,163	2,150	(987)	55.4%
Ambulance Fees	470,000	471,204	472,666	(1,462)	100.3%
Fire Dept Miscellaneous	23,000	25,539	25,635	(96)	111.0%
Transfer Station Fees	42,500	64,303	52,492	11,811	151.3%
Police - Accident Reports	2,000	2,542	2,250	292	127.1%
Recreation - Beach Income	3,700	3,966	3,671	295	107.2%
Subtotal Charges for Services	\$882,300	\$892,006	\$952,153	(\$60,147)	101.1%
MISCELLANEOUS REVENUES					
Interest on Deposits	25,000	\$119,317	\$33,744	\$85,573	477.3%
Sale of Town Property	2,000	13,353	32,454	(19,101)	667.6%
Other State/Fed Grants/FEMA	271,166	247,808	11,616	236,192	91.4%
Insurance/Other Reimb/Refunds	47,500	189,498	78,488	111,010	398.9%
Parking Fines	1,650	1,405	1,580	(175)	85.2%
Town Building Rent	3,000	2,825	3,125	(300)	94.2%
Selectmen Miscellaneous	25,000	13,960	49,906	(35,947)	55.8%
Donations	15,000	237,617	24,619	212,998	1584.1%
Treasurer's Miscellaneous	1000	521	1,008	(487)	52.1%
Assesing - Miscellaneous	0	150	0	0	N/A
Town Clerk - Copy Fees	125	18	114	(96)	14.3%
Subtotal Miscellaneous Revenue	\$391,441	\$826,471	\$236,653	\$589,667	211.1%
OTHER FINANCING SOURCES					
Income from Trust Funds	\$0	\$0	\$128,498	(\$128,498)	N/A
Proceeds from Bond Issuance	2,846,500	2,805,000	0	2,805,000	98.5%
Income from Revenue Funds	32,500	24,358	29,225	(32,500)	0.0%
Subtotal Other Financing Sources	\$2,879,000	\$2,829,358	\$157,723	\$2,671,635	98.3%
TOTAL REVENUES	\$9,736,291	\$10,390,455	\$6,994,530	\$3,395,775	106.7%

Balance Sheet

The following represents the General Fund balance sheet as of December 31, 2019 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, 2019

ASSETS:	
Cash	\$19,893,204
Taxes receivable, net	2,304,890
Accounts receivable	482,686
Restricted cash - performance bonds	599,825
Other assets	10,288
Total Assets	\$23,290,894
LIABILITIES & FUND BALANCES:	
Liabilities	
Accounts payable and accruals	\$27
Tax abatements payable	(45,082)
Deposits	599,825
Deferred revenue	445,300
<u>Due to other governments, funds</u>	<u>20,942,061</u>
Total Liabilities	21,942,131
Fund Balances	
Nonspendable fund balance	\$0
Committed fund balance	783,906
Assigned fund balance	255,145
Unassigned fund balance	309,712
Total Fund Balances	1,348,763
Total Liabilities & Fund Balances	\$23,290,894

Town Debt

The full Statement of Bonded Indebtedness at the end of 2019 is as follows: A loan taken in 2017 for the Fire Quint Aerial Truck and a series of loans taken through the NH Municipal Bond Bank in 2019 for conservation land (\$2,000,000), water rights to 200,000 gallons/day (\$715,000) and for a tractor truck (\$90,000).

Town budget funds will be required to pay the debt service throughout the term of the bonds, however, the conservation land loan payments are expected to be reimbursed by the Conservation Commission through the use of their Land Acquisition Fund as long as funds remain available. The water rights bond payments are expected to be partially or fully covered, in time, by connection fees collected from the water users.

Fire Quint Aerial Truck Loan:

The second of ten annual payments for the Fire Quint Aerial Truck loan taken in May 2017 was made in March 2019. An additional principal payment of \$ 32,862.03 was made in May 2019 from the fire impact fees fund, reducing the final loan payment by \$45,342.32. 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 2019: \$648,742.08

Years	Beginning Principal	Principal Paid	Interest Paid	Ending Principal	Total Payment
2020	\$648,742.08	\$83,668.32	\$12,917.82	\$565,073.76	\$96,586.14
2021	\$565,073.76	\$82,585.31	\$14,000.83	\$482,488.45	\$96,586.14
2022	\$482,488.45	\$84,631.53	\$11,954.61	\$397,856.92	\$96,586.14
2023	\$397,856.92	\$86,728.44	\$9,857.70	\$311,128.48	\$96,586.14
2024	\$311,128.48	\$88,877.31	\$7,708.83	\$222,251.17	\$96,586.14
2025	\$222,251.17	\$91,079.42	\$6,544.94	\$131,171.75	\$96,586.14
2026	\$131,171.75	\$93,336.10	\$3,250.04	\$37,835.65	\$96,586.14
2027	\$37,835.65	\$37,835.65	\$937.45	\$0.00	\$38,773.10
Total:		\$648,742.08	\$66,134.00		\$714,876.08

Clyde Pond Conservation Land Loan:

Original Issue: \$2,000,000.00 / July 2019 / New Hampshire Municipal Bond Bank / True Interest Cost of 2.13%, 15 year term, level principal payments.

Purpose: Purchase of conservation land – Clyde Pond

Remaining Principal at the end of 2019: \$1,764,500.00, reflecting the use of the \$235,500 in financing premium to reduce the principal owed.

The schedule of payments below reflects the required payment structure:

Years	Beginning Principal	Principal Paid	Interest Paid	Remaining Principal	Total Payment
2020	\$1,764,500.00	\$119,500.00	\$85,489.52	\$1,645,000.00	\$204,989.52
2021	\$1,645,000.00	\$120,000.00	\$71,820.00	\$1,525,000.00	\$191,820.00
2022	\$1,525,000.00	\$120,000.00	\$65,700.00	\$1,405,000.00	\$185,700.00
2023	\$1,405,000.00	\$120,000.00	\$59,580.00	\$1,285,000.00	\$179,580.00
2024	\$1,285,000.00	\$120,000.00	\$53,460.00	\$1,165,000.00	\$173,460.00
2025	\$1,165,000.00	\$120,000.00	\$47,340.00	\$1,045,000.00	\$167,340.00
2026	\$1,045,000.00	\$120,000.00	\$41,220.00	\$925,000.00	\$161,220.00
2027	\$925,000.00	\$120,000.00	\$35,100.00	\$805,000.00	\$155,100.00
2028	\$805,000.00	\$115,000.00	\$28,980.00	\$690,000.00	\$143,980.00
2029	\$690,000.00	\$115,000.00	\$23,115.00	\$575,000.00	\$138,115.00
2030	\$575,000.00	\$115,000.00	\$17,250.00	\$460,000.00	\$132,250.00
2031	\$460,000.00	\$115,000.00	\$12,535.00	\$345,000.00	\$127,535.00
2032	\$345,000.00	\$115,000.00	\$9,545.00	\$230,000.00	\$124,545.00
2033	\$230,000.00	\$115,000.00	\$6,411.26	\$115,000.00	\$121,411.26
2034	\$115,000.00	\$115,000.00	\$3,277.50	\$0.00	\$118,277.50
Total		\$1,764,500.00	\$560,823.28		\$2,325,323.28

Note: while we received \$2,000,000.00 in loan proceeds, and by the end of the loan we will pay 325,323.28 in interest for a total of 2,325,323.28, the loan was legally structured as a \$1,764,500.00 loan at a variable interest rate.

Water Allocation – MSDC Loan:

Original Issue: \$715,000.00 / July 2019 / New Hampshire Municipal Bond Bank / True Interest Cost of 2.13%, 15 year term, level principal payments.

Purpose: Purchase of a Water Allocation – MSDC of 200,000 gallons/day.

Remaining Principal at the end of 2019: \$631,500.00, reflecting the use of the \$83,500 in financing premium to reduce the principal owed.

The schedule of payments below reflects the required payment structure:

Years	Beginning Principal	Principal Paid	Interest Paid	Remaining Principal	Total Payment
2020	\$631,500.00	\$46,500.00	\$30,729.35	\$585,000.00	\$77,229.35
2021	\$585,000.00	\$45,000.00	\$25,635.00	\$540,000.00	\$70,635.00
2022	\$540,000.00	\$45,000.00	\$23,340.00	\$495,000.00	\$68,340.00
2023	\$495,000.00	\$45,000.00	\$21,045.00	\$450,000.00	\$66,045.00
2024	\$450,000.00	\$45,000.00	\$18,750.00	\$405,000.00	\$63,750.00
2025	\$405,000.00	\$45,000.00	\$16,455.00	\$360,000.00	\$61,455.00
2026	\$360,000.00	\$40,000.00	\$14,160.00	\$320,000.00	\$54,160.00
2027	\$320,000.00	\$40,000.00	\$12,120.00	\$280,000.00	\$52,120.00
2028	\$280,000.00	\$40,000.00	\$10,080.00	\$240,000.00	\$50,080.00
2029	\$240,000.00	\$40,000.00	\$8,040.00	\$200,000.00	\$48,040.00
2030	\$200,000.00	\$40,000.00	\$6,000.00	\$160,000.00	\$46,000.00
2031	\$160,000.00	\$40,000.00	\$4,360.00	\$120,000.00	\$44,360.00
2032	\$120,000.00	\$40,000.00	\$3,320.00	\$80,000.00	\$43,320.00
2033	\$80,000.00	\$40,000.00	\$2,230.00	\$40,000.00	\$42,230.00
2034	\$40,000.00	\$40,000.00	\$1,140.00	\$0.00	\$41,140.00
Total		\$631,500.00	\$197,404.35		\$828,904.35

Note: while we received \$715,000.00 in loan proceeds, and by the end of the loan we will pay 113,904.35 in interest for a total of 828,904.35, the loan was legally structured as a \$631,500.00 loan at a variable interest rate.

Transfer Station Truck Loan:

Original Issue: \$90,000.00 / July 2019 / New Hampshire Municipal Bond Bank / True Interest Cost of 1.67%, 15 year term, level principal payments.

Purpose: Purchase of a Truck for the Transfer Station.

Remaining Principal at the end of 2019: \$85,500.00, reflecting the use of the \$4,500 in financing premium to reduce the principal owed.

The schedule of payments below reflects the required payment structure:

Years	Beginning Principal	Principal Paid	Interest Paid	Remaining Principal	Total Payment
2020	\$85,500.00	\$45,500.00	\$4,784.44	\$40,000.00	\$50,284.44
2021	\$40,000.00	\$40,000.00	\$2,040.00	\$ -	\$42,040.00
Total		\$85,500.00	\$6,824.44		\$92,324.44

Note: while we received \$90,000.00 in loan proceeds, and by the end of the loan we will pay 2,324.44 in interest for a total of 92,324.44, the loan was legally structured as a \$85,500.00 loan at a variable interest rate.

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 not renewed for 2019; quotes were requested and a new Tax Anticipation Note was signed with Enterprise Bank. Working cooperatively with the Windham School District, the Town was able to meet its cash flow requirements without drawing on this line of credit.

School District Payments

Payments to the Windham School District for 2019 are summarized as follows:

Due to School District as of December 31, 2018	\$19,630,183
Total School District Funds Raised through 2019 Tax Rate	\$43,280,491
Total Transferred Out to School District during 2019	(\$41,968,613)
Balance due to School District as of December 31, 2019	\$20,492,061

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):	2019	2018	2017	2016
Available for tax rate setting	\$1,090,360	\$939,236	\$1,156,737	\$1,235,325
Amount used to reduce next year's tax rate	\$790,360	\$639,236	\$856,737	\$935,235
Remainder	\$300,000	\$300,000	\$300,000	\$300,000

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 while impact fees not expended within 6 years would be returned to the affected property owners upon request, no such disbursements occurred during 2019.

	Beginning Balance 12/31/18	Income	Expenses	Interest	Finance Balance 12/31/19
Cable TV Trust Fund	335,082.18	22,000.00	4,055.00	2,057.19	355,084.37
Searles Special Rev.	10,062.56	24,108.00	27,738.46	67.82	6,499.92
Searles Donation Fund	596.12	0.00	0.00	3.29	599.41
Friends of Searles	366.41	0.00	0.00	2.04	368.45
Expendable Health Trust	30,043.40	340,157.65	332,401.08	773.08	38,573.05
Cemetery Operation Fd	122,902.58	7,100.00	500.00	701.08	130,203.66
Conservation Land Trust Fund	358,106.23	269,806.28	120,305.30	2,513.08	510,120.29

	Beginning Balance 12/31/18	Income	Expenses	Interest	Finance Balance 12/31/19
Road Bond Fund	9,337.87	0.00	0.00	51.78	9,389.65
Law Enforcement Fund	980.06	0.00	0.00	5.43	985.49
Recreation-Programs	8,856.03	75,406.16	70,595.13	26.56	13,693.62
Bridge to Beautification	0.00	8,875.00	8,875.00	14.07	14.07
Conservation Grant Fd	2,180.09	0.00	0.00	12.10	2,192.19
Police Public Safety Revolve Fund	24,548.11	193,639.75	179,406.47	149.04	38,930.43
Fire Public Safety Revolve Fund	31,289.40	27,330.76	26,571.68	93.02	32,141.50
Subdivision Fees	68,891.35	35,675.68	39,275.43	150.66	65,442.26
Rte 28 Emergency Fund	11,376.07	0.00	0.00	63.10	11,439.17
Rail to Trail Fund	101.35	0.00	0.00	0.55	101.90
Fire Cistern Special Rev Fund	503.63	1,500.00	0.00	5.68	2,009.31
Forest Maintenance Fund	54,772.99	0.00	3,973.00	289.12	51,089.11
NH Municipal Bond Bank	0.00	2,805,000	2,806,035.87	1,035.87	(0.00)
Police Impact Fee	132,857.94	54,791.94	16,260.54	364.75	171,754.09
Fire Impact Fee	242,924.48	91,709.68	66,316.50	607.23	268,924.89
School Impact Fees (Separate)	348,747.31	337,122.86	380,831.00	579.17	305,618.34
Total	\$1,794,526	\$4,294,223	\$4,083,140	\$9,565	\$2,015,175

The collective cash balances for the special funds were invested as follows as of December 31, 2019 (represents actual bank statement balances adjusted for timing of deposits/withdrawals):

Citizens Bank Operating Accounts – earning 0.30%	\$1,817,710.71
Enterprise Bank Investment Account – earning 0.25%	\$254,819.31
TD Bank Merchant Account – earning 0.00%	\$1,913.12

Performance Bonds

As of 12/31/2019, 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 Rd.	Cash	2,011.43
13 & 15 Rockingham Rd.	Letter of Credit	10,000.00
22 Roulston Rd. LLC	Cash	87,000.00
7 Rockingham Rd.	Cash	7,044.37
Canobie Lake Vet	Cash	5,014.56
Castle Reach III	Letter of Credit	17,670.00
Chadwick Place	Letter of Credit	105,000.00
Chapin Rd.	Cash	20,136.24
Comcast/Adelphia (Cable TV)	Insurance Co Bond	75,000.00
Cricket Ridge	Cash	12,686.88
Gateway Park	Cash	2,020.65
Gateway Park Completion	Cash	132,337.18
Granite Woods	Letter of Credit	41,066.50
Highclere	Letter of Credit	340,797.90
Jenny's Hill Rd	Insurance Co Bond	21,000.00
Johnny Hill Estates	Cash	102,857.96
London Bridge South II	Letter of Credit	180,817.45
McIntosh Hollow	Letter of Credit	20,472.00
Medicus	Cash	6,068.03
Napa Estates	Cash	105,895.86
Netherwood Rd	Insurance Co Bond	14,600.00

Finance Director

Project	Type	Current Balance
Pennichuck Water/Right of Way	Insurance Co Bond	442,200.00
Pilgrim	Cash	5,045.34
Ryan Farm Phase I (Great Mountain View)	Letter of Credit	7,200.00
Ryan Farm Phase II (Great Mountain View)	Letter of Credit	320,640.00
SBA Cell Towers Atlantic Telecom	Insurance Co Bond	30,000.00
Ten Harris Rd. LLC	Cash	8,505.03
Thorndike	Insurance Co Bond	114,795.95
Walkers Woods	Letter of Credit	124,425.78
Wall St/International	Cash	33,530.73
Weston Estates	Cash	54,100.85
White Mountain Cable Construction (Cable TV)	Insurance Co Bond	20,000.00
Winslow Homes	Letter of Credit	24,831.60
Wood Meadow	Letter of Credit	56,189.00
Woodside South II - L/C 27029, Enterprise	Cash	74,026.77
Total Performance Bonds		2,624,988.06

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 and Collected - 2019

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 2019 BUILDING PERMIT ISSUANCES

NAME	LOT #	STREET	DATE	--- ASSESSMENT DATE (PERMIT ISSUED) ---		--- COLLECTION DATE (C.O. ISSUED) ---		
				SCHOOL	PUBLIC SAFETY	DATE	SCHOOL	PUBLIC SAFETY
Meadow Creek Homes LLC	25-R-9010	16 Glendenin Rd	1/2/2019	\$ 4,288.00	\$ 1,621.00	8/16/2019	\$ 4,288.00	\$ 1,621.00
Kubicki Builders	20-D-2311	29 Burnham Rd	1/4/2019	\$ 6,357.87	\$ 1,460.00	11/12/2019	\$ 6,357.87	\$ 1,460.00
GBS Walker Woods	6-C-105	50 Sheffield St*	1/28/2019	\$ 3,848.00	\$ 1,621.00	7/29/2019	\$ 3,848.00	\$ 1,621.00
London Bridge So Inc/ Currier Homes	14-B-2611	14 Ashton Park	1/31/2019	\$ 6,357.87	\$ 1,460.00	8/19/2019	\$ 6,357.87	\$ 1,460.00
Stone Hedge Builders	17-I-300	16 Chadwick Cor	2/5/2019+55		\$ 1,460.00	9/13/2019		\$ 1,460.00
Stonebrook Land Dev	21-C-10	4 Thorndike Rd	2/22/2019	\$ 6,357.87	\$ 1,460.00	8/30/2019	\$ 6,357.87	\$ 1,460.00
GBS Walker Woods	6-C-106	52 Sheffield St*	3/5/2019	\$ 3,848.00	\$ 1,621.00	9/30/2019	\$ 3,848.00	\$ 1,621.00
Dowd, Ryan	7-B-45	5 Orchard Blossom Rd	3/8/2019	\$ 6,357.87	\$ 1,460.00			
Gonzalez, Alex	17-L-56	11 Farmer Rd	3/12/2019	SC	\$ 6,357.87			
Meadow Creek Homes LLC	25-R-9015	19 Glendenin Rd	3/11/2019	\$ 4,288.00	\$ 1,621.00			
DMH Dev	8-B-2499	2 Gordon Mountain Rd	4/8/2019	\$ 3,617.40	\$ 1,237.00			
DMH Dev	8-B-2499	4 Gordon Mountain Rd	4/8/2019	\$ 3,617.40	\$ 1,237.00			
DMH Dev	8-B-2499	6 Gordon Mountain Rd	4/8/2019	\$ 3,617.40	\$ 1,237.00	12/18/2019	\$ 3,617.40	\$ 1,237.00
DMH Dev	8-B-2499	8 Gordon Mountain Rd	4/8/2019	\$ 3,617.40	\$ 1,237.00	12/18/2019	\$ 3,617.40	\$ 1,237.00
ADC INC / Ruby Holdings	11-A-1710	25 Highclere Rd	4/11/2019	\$ 6,357.87	\$ 1,460.00			
ADC INC / Ruby Holdings	11-A-1704	11 Highclere Rd	4/11/2019	\$ 6,357.87	\$ 1,460.00	9/16/2019	\$ 6,357.87	\$ 1,460.00
ADC INC / Ruby Holdings	11-A-1732	4 Highclere Rd	4/11/2019	\$ 6,357.87	\$ 1,460.00			
Morgan St LLC	13-C-123	22 Morgan Street	4/26/2019+55		\$ 1,460.00	11/20/2019		\$ 1,460.00
Morgan St LLC	13-C-123	41 Morgan Street	4/26/2019+55		\$ 1,460.00			
Dreamscape Construction	21-C-60	3 Thorndike Street	4/30/2019	\$ 6,357.87	\$ 1,460.00			
KCL Homes	7-A-2102	14 Dunraven	5/6/2019	\$ 6,357.87	\$ 1,460.00	12/3/2019	\$ 6,357.87	\$ 1,460.00
Stonehedge Bldrs	17-I-300	2 Chadwick Circle	5/9/2019+55		\$ 1,460.00	9/16/2019		\$ 1,460.00
IRR Office Park LLC	11-C-701	1B Wall Street	5/8/2019		\$ 12,360.00			
Begeron	25-R-9003	27 Settlers Ridge	5/13/2019	\$ 4,288.00	\$ 1,621.00			
ADC INC / Ruby Holdings	11-A-1703	7 Highclere Rd	5/29/2019	\$ 6,357.87	\$ 1,460.00			
Doyle*	25-C-11D	36 Jordan (SC)	5/30/2019	\$ 6,357.87		6/4/2019	\$ 6,357.87	
Lebel Landholdings	16-P-192B	23 Third Street	5/30/2019	SC	\$ 6,357.87			
ADC INC / Ruby Holdings	11-A-1724	26 Highclere Rd	6/6/2019	\$ 6,357.87	\$ 1,460.00			
Delray	24-F-627	67 Ryan Farm Rd	6/11/2019+55		\$ 1,460.00			
Delray	24-F-602	70 Ryan Farm Rd	6/11/2019+55		\$ 1,460.00			
16 London Bridge Rd LLC	16-P-191A	29 Third Street	6/20/2019	SC	\$ 6,357.87	11/25/2019	\$ 6,357.87	
Meadow Creek Homes	25-R-9009	18 Glendenin	6/27/2019	\$ 6,357.87	\$ 1,460.00			
London Bridge So Inc/ Currier Homes	14-B-2613	18 Ashton Park	7/1/2019	\$ 6,357.87	\$ 1,460.00	11/26/2019	\$ 6,357.87	\$ 1,460.00
Meadow Creek Homes	25-R-8014	36 Glendenin Rd	7/8/2019	\$ 4,288.00	\$ 1,621.00			
GBS Walker Woods	6-C-104	48 Sheffield St	7/8/2019	\$ 3,848.00	\$ 1,621.00			
GBS Walker Woods	6-C-117	49 Sheffield St	7/11/2019	\$ 3,848.00	\$ 1,621.00	11/22/2019	\$ 3,848.00	\$ 1,621.00
Robert Beilman	16-Q-186E	2 Viau Rd	7/8/2019	\$ 6,357.87	\$ -	7/19/2019	\$ 6,357.87	
Dreamscape Construction	21-C-61	5 Thorndike	7/12/2019	\$ 6,357.87	\$ 1,460.00			
London Bridge So Inc/ Currier Homes	14-B-2515	22 Ashton Park	7/16/2019	\$ 6,357.87	\$ 1,460.00			
London Bridge So Inc/ Currier Homes	14-B-2609	10 Ashton Park	8/9/2019	\$ 6,357.87	\$ 1,460.00			
Bill Andreoli	25-G-34	15 Lavender Lane	8/28/2019	\$ 6,357.87	\$ 1,460.00			
Dreamscape Construction	21-C-92	8 Thorndike	8/29/2019	\$ 6,357.87	\$ 1,460.00			
Delray Place LLC	24-F-602	2 Delray Drive Condo 14	9/18/2019		\$ 1,460.00			
Delray Place LLC	24-F-602	4 Delray Drive Condo 15	9/18/2019		\$ 1,460.00			
GBS Walker Woods	6-C-116	45 Sheffield St	9/20/2019	\$ 3,848.00	\$ 1,621.00			
GBS Walker Woods	6-C-101	42 Sheffield St	9/25/2019	\$ 3,848.00	\$ 1,621.00			
GBS Walker Woods	6-C-102	44 Sheffield St	9/25/2019	\$ 3,848.00	\$ 1,621.00			
GBS Walker Woods	6-C-103	46 Sheffield St	9/27/2019	\$ 3,848.00	\$ 1,621.00			
Andover Electric Services	17-H-3	14 Bank Rd	10/1/2019		\$ 1,432.08			
Dreamscape Development	21-C-9	1 Thorndike Rd	10/9/2019	\$ 6,357.87	\$ 1,460.00			
ADC	11-A-1723	30 Highclere Rd	10/10/2019	\$ 6,357.87	\$ 1,460.00			

Impact Fees Assessed and Collected - 2019

NAME	LOT #	STREET	DATE	--- ASSESSMENT DATE (PERMIT ISSUED) ---		--- COLLECTION DATE (C.O. ISSUED) ---		
				SCHOOL	PUBLIC SAFETY	DATE	SCHOOL	PUBLIC SAFETY
Great Mountain View Estates, LLC	09-A-1	3 Meetinghouse (Haverhill)	11/12/2019	\$ 6,357.87	\$ 1,460.00			
Dreamscape Development	21-C-11	2 Thorndike Rd	12/11/2019	\$ 6,357.87	\$ 1,460.00			
London Bridge South, INC	14-B-2605	2 Ashton Park Rd	12/31/2019	\$ 6,357.87	\$ 1,460.00			
KP Bergeron Dev, LLC	21-C-73	1 Chapin Rd	12/31/2019	\$ 6,357.87	\$ 1,460.00			

ASSESSMENTS IN PRIOR YEARS (COLLECTED IN 2019 AT ISSUANCE OF CERTIFICATE OF OCCUPANCY)

NAME	LOT #	STREET	DATE	--- ASSESSMENT DATE (PERMIT ISSUED) ---		--- COLLECTION DATE (C.O. ISSUED) ---		
				SCHOOL	PUBLIC SAFETY	DATE	SCHOOL	PUBLIC SAFETY
Jamieson Constr	3-B-270	39 Flat Rock Rd	6/7/2012*	\$ 440.00	\$ 1,621.00	8/16/2019	\$ 440.00	\$ 1,621.00
Brown Revocable Trust	20-D-3010	19 Bennington Rd	7/8/2013*	\$ 440.00	\$ 1,621.00	5/30/2019	\$ 440.00	\$ 1,621.00
Maplevale Bldrs LLC	21-F-43	2 Langdon Rd	4/10/2015	\$ 4,288.00	\$ 1,621.00	9/24/2019	\$ 4,288.00	\$ 1,621.00
Northstar Financial	17-L-15	112 Range Road	10/23/2015		\$ 979.66	6/12/2019		\$ 979.66
Viren Patel	24-F-180	7 Ryan Farm Rd	11/25/2015	\$ 6,357.87	\$ 1,460.00	6/26/2019	\$ 6,357.87	\$ 1,460.00
Nickerson Ventures	25-D-32	42 Sharon Rd	02/19/16	\$ 6,357.87	\$ 1,460.00	5/15/2019	\$ 6,357.87	\$ 1,460.00
Dade Realty Trust - Morgan	11-C-180	19 Enterprise Dr	03/21/16		\$ 1,555.20	5/30/2019		\$ 1,555.20
Michelle Webster	25-F-105	33 Abbott Rd	01/15/16	\$ 6,357.87		1/31/2019	\$ 6,357.87	
GBS Development	6-C-2000A	48A Sheffield Rd	05/23/16	\$ -	\$ 223.20	6/25/2019		\$ 223.20
Morgan St LLC	13-C-123	1 Morgan St (COMM)	04/26/17	\$ -	\$ 1,267.20	4/4/2019		\$ 1,267.20
Sara Gagnon	25-C-8	22 Jordon Rd (SC)	06/20/17	\$ 6,357.87	\$ -	4/17/2019	\$ 6,357.87	
Morgan St Dev.	17-I-300	4 Chadwick Circle	07/07/17+55		\$ 1,460.00	10/21/2019		\$ 1,460.00
Morgan St Dev.	13-C-123	19 Morgan St	07/11/17+55		\$ 1,460.00	10/2/2019		\$ 1,460.00
Morgan St Dev.	13-C-123	25 Morgan St	09/11/17+55		\$ 1,460.00	6/27/2019		\$ 1,460.00
Morgan St Dev.	13-C-123	21 Morgan St	09/11/17+55		\$ 1,460.00	4/19/2019		\$ 1,460.00
Phil Lantagne	20-D-2500	18 London Bridge Rd	10/13/2017	\$ 6,357.87	\$ 1,460.00	6/10/2019	\$ 6,357.87	\$ 1,460.00
DiPietro Homes	14-B-2807	35 London Bridge Rd	2/16/2018	\$ 6,357.87	\$ 1,460.00	4/9/2019	\$ 6,357.87	\$ 1,460.00
Ruby Holdings	11-A-1701	3 Highclere Rd	2/22/2018	\$ 6,357.87	\$ 1,460.00	10/9/2019	\$ 6,357.87	\$ 1,460.00
Beaudet	16-R-184D	2 Second St	3/27/2018	\$ 6,357.87		2/14/2019	\$ 6,357.87	
Medicus	13-A-90	22 Roulston Rd	4/12/2018		\$ 24,094.44	12/31/2019		\$ 24,094.44
Dipietro Homes LLC	7-A-794	20 Ludlow Rd	4/30/2018	\$ 6,357.87	\$ 1,460.00	7/2/2019	\$ 6,357.87	\$ 1,460.00
Petrillo	7-A-788	8 Leeds Rd	5/9/2018	\$ 6,357.87	\$ 1,460.00	2/27/2019	\$ 6,357.87	\$ 1,460.00
Meadow Creek Homes LLC	25-R-8010	28 Glendenin Rd	5/17/2018	\$ 4,288.00	\$ 1,621.00	4/17/2019	\$ 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	1/25/2019	\$ 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	1/25/2019	\$ 4,288.00	\$ 1,621.00
Angle Wood Pond Realty	18-L-300	55 Range (2 Sharma-Master)	5/21/2018		\$ 5,760.72	5/14/2019		\$ 5,760.00
Ruby Holdings LLC	11-A-1727	18 Highclere Rd	5/23/2018	\$ 6,357.87	\$ 1,460.00	5/16/2019	\$ 6,357.87	\$ 1,460.00
Ruby Holdings LLC	11-A-1717	42 Highclere Rd	5/23/2018	\$ 6,357.87	\$ 1,460.00	10/25/2019	\$ 6,357.87	\$ 1,460.00
Morgan St LLC	13-C-123	45 Morgan St	5/18/2018+55		\$ 1,460.00	4/4/2019		\$ 1,460.00
DHB Homes	24-F-1109	37 Wilson Rd	6/6/2018	\$ 4,288.00	\$ 1,621.00	6/10/2019	\$ 4,288.00	\$ 1,621.00
DiPietro Homes	20-D-2314	46 Burnham Rd (3)	6/12/2018	\$ 4,288.00	\$ 1,621.00	10/17/2019	\$ 4,288.00	\$ 1,621.00
Hatfield	20-D-4008	22 Burnham Rd	9/14/2018	\$ 6,357.87	\$ 1,460.00	7/2/2019	\$ 6,357.87	\$ 1,460.00
Letizio	11-C-13	55 Enterprise Drive	8/2/2018	\$ -	\$ 7,325.92	7/25/2019		\$ 7,325.92
GBS Walker Woods	6-C-107	54 Sheffield St*	7/19/2018	\$ 3,848.00	\$ 1,621.00	3/22/2019	\$ 3,848.00	\$ 1,621.00
Hassey	13-C-11	24 Stonehedge	7/17/2018	\$ 6,357.87	\$ 1,460.00	9/9/2019	\$ 6,357.87	\$ 1,460.00
Morgan St LLC	13-C-123	16 Morgan St	7/23/2018+55		\$ 1,460.00	12/12/2019		\$ 1,460.00
Morgan St LLC	13-C-123	18 Morgan St	8/22/2018+55		\$ 1,460.00	4/8/2019		\$ 1,460.00
Stone Hedge Builders	17-I-300	22 Chadwick Cir	09/06/18+55		\$ 1,460.00	2/19/2019		\$ 1,460.00
Stone Hedge Builders	17-I-300	14 Chadwick Cir	09/20/18+55		\$ 1,460.00	3/7/2019		\$ 1,460.00
Ruby Holdings LLC/ADC INC	11-A-1722	32 Highclere Rd	8/3/2018	\$ 6,357.87	\$ 1,460.00	4/19/2019	\$ 6,357.87	\$ 1,460.00
London Bridge So Inc/ Currier Homes	14-B-2603	3 Ashton Park	7/27/2018	\$ 6,357.87	\$ 1,460.00	4/15/2019	\$ 6,357.87	\$ 1,460.00
Meadow Creek Homes LLC	25-R-8008	38 Settlers Ridge Rd	8/3/2018	\$ 4,288.00	\$ 1,621.00	4/17/2019	\$ 4,288.00	\$ 1,621.00
Meadow Creek Homes LLC/Bergeron	25-R-9001	23 Settlers Ridge Rd	8/3/2018	\$ 4,288.00	\$ 1,621.00	4/2/2019	\$ 4,288.00	\$ 1,621.00
Draeger	7-A-2050	21 Dunraven	9/4/2018	\$ 6,357.87	\$ 1,460.00	8/12/2019	\$ 6,357.87	\$ 1,460.00
Bergeron	20-E-235	3 Buttrick Rd	9/6/2018	\$ 6,357.87	\$ 1,460.00	8/19/2019	\$ 6,357.87	\$ 1,460.00
KCL Homes	7-A-2100	19 Dunraven	9/12/2018	\$ 6,357.87	\$ 1,460.00	6/10/2019	\$ 6,357.87	\$ 1,460.00

Impact Fees Assessed and Collected - 2019

NAME	LOT #	STREET	DATE	... ASSESSMENT DATE (PERMIT ISSUED) COLLECTION DATE (C.O. ISSUED) ...		PUBLIC SAFETY
				SCHOOL	PUBLIC SAFETY	DATE	SCHOOL	
Debra Ann Trust	21-V-205	19 Ministerial Rd	9/14/2018	\$ 6,357.87	\$ 1,460.00	9/13/2019	\$ 6,357.87	\$ 1,460.00
16 Londonbridge LLC	16-C-5	30 Gaumont Rd	9/17/2018	\$ 6,357.87	\$ 1,460.00	4/19/2019	\$ 6,357.87	\$ 1,460.00
Meadow Creek Homes LLC/Bergeron	25-R-9002	25 Settlers Ridge Rd	9/24/2018	\$ 4,288.00	\$ 1,621.00	11/7/2019	\$ 4,288.00	\$ 1,621.00
Remi-Sons	6-C-112	55 Sheffield St*	9/28/2018	\$ 3,848.00	\$ 1,621.00	4/15/2019	\$ 3,848.00	\$ 1,621.00
Lebel	21-F-41	167 Range Rd	9/24/2018	\$ 6,357.87	\$ 1,460.00	9/10/2019	\$ 6,357.87	\$ 1,460.00
Morgan St LLC	13-C-123	43 Morgan St	10/10/2018+55		\$ 1,460.00	11/21/2019		\$ 1,460.00
Dipietro Homes LLC	7-A-793	21 Ludlow Rd	10/23/2018	\$ 6,357.87	\$ 1,460.00	9/30/2019	\$ 6,357.87	\$ 1,460.00
Stonebrook Land Dev	21-C-62	6 Thorndike Rd	10/23/2018	\$ 6,357.87	\$ 1,460.00	5/6/2019	\$ 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	11/13/2019	\$ 4,288.00	\$ 1,621.00
Dreamscape Dev	21-C-90	9 Thorndike Rd	10/26/2018	\$ 6,357.87	\$ 1,460.00	6/12/2019	\$ 6,357.87	\$ 1,460.00
London Bridge So Inc/ Currier Homes	14-B-2610	12 Ashton Park	10/29/2018	\$ 6,357.87	\$ 1,460.00	6/21/2019	\$ 6,357.87	\$ 1,460.00
Morgan St LLC	13-C-123	24 Morgan St	10/29/2018+55		\$ 1,460.00	10/2/2019		\$ 1,460.00
GBS Walker Woods	6-C-118	53 Sheffield St*	10/30/2018	\$ 3,848.00	\$ 1,621.00	7/30/2019	\$ 3,848.00	\$ 1,621.00
Dreamscape Dev	21-C-91	7 Thorndike Rd	11/14/2018	\$ 6,357.87	\$ 1,460.00	5/28/2019	\$ 6,357.87	\$ 1,460.00
Meadow Creek Homes LLC	25-R-8015	38 Glendenin Rd	12/10/2018	\$ 4,288.00	\$ 1,621.00	5/23/2019	\$ 4,288.00	\$ 1,621.00
Meadow Creek Homes LLC	25-R-9017	23 Glendenin Rd	12/18/2018	\$ 4,288.00	\$ 1,621.00	10/25/2019	\$ 4,288.00	\$ 1,621.00
16 London Bridge Rd LLC	16-P-191	27 Third Street	12/18/2018	\$ 6,357.87		8/26/2019	\$ 6,357.87	
Meadow Creek Homes LLC	25-R-9014	17 Glendenin Rd	12/20/2018	\$ 4,288.00	\$ 1,621.00	12/19/2019	\$ 4,288.00	\$ 1,621.00
Draeger	7-A-2101	12 Dunraven	12/21/2018	\$ 6,357.87	\$ 1,460.00	9/10/2019	\$ 6,357.87	\$ 1,460.00

IMPACT FEES - AMOUNT DISBURSED 2019

Disbursed To:	Date:	Purpose:	Type	Amount	Originally Assessed
Windham School District	4/23/2019	Annual bond payments	School	\$ 380,381.00	N/A
Northway Bank	6/4/2019	Added Payment on Quint Loan	Public Safety	\$ 32,862.03	N/A
Motorola	10/8/2019	Communication Equipment Project for Police and Fire Upgrades	Public Safety	\$ 24,847.51	N/A
183 Rockingham Rd LLC	1/15/2019	Overpayment Refund	Public Safety	\$ 20.01	2013

Independent Audit - 2018



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, 2018, 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, 2018, 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.

Change in Accounting Principle

As discussed in Note 2-C to the financial statements, in fiscal year 2018 the Town adopted new accounting guidance, Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Our opinions are not modified with respect to this matter.

Other Matters

Required Supplementary Information – Accounting principles generally accepted in the United States of America require that the following be presented to supplement the basic financial statements:

- Management's Discussion and Analysis,
- Schedule of the Town's Proportionate Share of Net Pension Liability,
- Schedule of Town Contributions – Pensions,
- Schedule of the Town's Proportionate Share of the Net Other Postemployment Benefits Liability,
- Schedule of Town Contributions – Other Postemployment Benefits,
- Schedule of Changes in the Town's Total Other Postemployment Benefits Liability and Related Ratios, and
- Notes to the Required Supplementary Information

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*

October 25, 2019

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, 2018. 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 contributions for the Town's pensions, a schedule of the Town's proportionate share of net pensions liability, a schedule of the Town's proportionate share of net other postemployment benefits liability, a schedule of Town's contributions to other postemployment benefits and a schedule of changes in the Town's total other postemployment benefits liability and related ratios.

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 \$21.6 million at the end of 2018, which represents a decrease of \$1.1 million, or 4.94%, as compared to the end of 2017.

The Town implemented Governmental Accounting Standards Board Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions, during fiscal year 2018. The beginning net position for governmental activities was restated by \$(1,101,415) for the OPEB provided by NHRS and \$(532,566) for the Town's local OPEB plan to retroactively report the increase in the net OPEB liability as of July 1, 2017.

Statement of Net Position

The following is a summary of condensed government-wide financial data showing net position as of December 31, 2018 and December 31, 2017:

		12/31/2018	12/31/2017	% Change
			(as restated)	
Cash, receivables & other assets		24,553,425	23,767,277	3.31%
Capital assets, net		37,054,923	37,760,801	-1.87%
	Total Assets	61,608,348	61,528,078	0.13%
Deferred outflows of resources		2,125,598	2,599,674	-18.24%
Accrued liabilities & payables		20,544,040	18,668,639	10.05%
Bonds, leases & long-term liabilities		20,119,426	20,805,993	-3.30%
	Total Liabilities	40,663,466	39,474,632	3.01%
Deferred inflows of resources		1,433,737	1,892,378	-24.24%
Net position:				
Net investment in capital assets		36,060,250	36,560,123	-1.37%
Restricted		526,721	530,828	-0.77%
Unrestricted		(14,950,228)	(14,330,209)	-4.33%
	Total Net Position	21,636,743	22,760,742	-4.94%

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 (\$36.1 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 (\$526 thousand or 2.4%) 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 (-\$15.0 million or -69.1%) 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, 2018 and December 31, 2017:

		12/31/2018	12/31/2017	% Change
Program revenues:			(as restated)	
Charges for services		1,191,723	1,217,282	-2.10%
Operating grants and contributions		456,531	417,601	9.32%
Capital grants and contributions		56,800	0	100.00%
	Total program	1,705,054	1,634,883	4.29%
General revenues:				

		12/31/2018	12/31/2017	% Change
Property & other taxes		7,922,906	7,618,887	3.99%
Licenses & permits		4,335,163	4,096,997	5.81%
Grants & contributions		808,200	844,968	-4.35%
Other general revenues		613,232	730,343	-16.04%
	Total general	13,679,501	13,291,195	2.92%
	Total revenues	15,384,555	14,926,078	3.07%
Program expenses:				
General government		3,313,820	3,383,288	-2.05%
Public safety		7,642,053	7,817,626	-2.25%
Highways and streets		2,711,031	2,429,010	11.61%
Health and welfare		98,546	81,393	21.07%
Sanitation		998,660	884,960	12.85%
Culture, recreation, conservation		1,731,638	1,780,290	-2.73%
Interest		12,806	19,469	-34.22%
	Total expenses	16,508,554	16,396,036	0.69%
Increase(decrease) in net position		(1,123,999)	(1,469,958)	23.54%
Net position, beginning (restated)		22,760,742	24,230,700	-6.07%
Net position, ending		21,636,743	22,760,742	-4.94%

The Town's net position decreased by \$1.1 million, or (4.94%) during 2018, as compared to a decrease of \$1.5 million, or (6.07%) in the previous year. The primary funding source for governmental activities are taxes (52% of all revenues) and licenses/permits (28% of all revenues). Total 2018 revenues of \$15.39 million were lower than the 2018 expenses of \$16.51 million, leading to the decrease in net position.

Revenue in 2018 was higher than the 2017 revenue by \$458 thousand, or 3.07%. This increase was mostly driven by an increase of \$304 thousand in property and other tax revenues and an increase of \$238 thousand in License and permits, offset by decreases of \$117 thousand in other general revenues and \$37k in grants and contributions.

Total expenses during 2018 of \$16.5 million were higher than 2017 expenses of \$16.4 million by \$112 thousand, or 0.69%. The largest increases were in the highways and streets category of \$282 thousand and in the Sanitation category of \$114 thousand.

Financial Analysis of Town of Windham Funds

Governmental Funds. At the end of 2018 and 2017, the combined fund balances for all governmental funds were as follows (details in Exhibit C-3):

	<u>2018</u>	<u>2017</u>
General Fund	\$1,711,538	\$1,864,756
Other Governmental Funds	1,736,981	1,712,628
Total Governmental Fund Balance	<u>\$3,448,519</u>	<u>\$3,577,384</u>

As discussed in Note 1, the Town of Windham has a Fund Balance policy in accordance with the provisions of GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which establishes the classifications used in the Town's governmental fund financial statements. In total, when comparing December 31, 2018 to December 31, 2017, the total fund balance on the Governmental Funds Balance Sheet as of December 31, 2018 of \$3.4 million was lower than the \$3.6 million as of December 31, 2017. 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 \$1.8 million increased by approximately \$24 thousand as compared to the 2017 balance. These other governmental funds are restricted for the purposes originally established at the time of appropriation. The largest single funds on December 31, 2018 were the Public Safety Impact Fees Fund with a fund balance of \$375 thousand (increasing by \$40 thousand over the previous year) and the Cable and Health Expendable Trust with a fund balance of \$364 thousand (decreasing by \$42 thousand over the previous year). The most significant activity within the other individual funds were the increase of \$81 thousand in the Land Purchase Conservation Fund balance and the decrease of \$31 thousand in the Public Safety Detail 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 2018. 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>2018</u>	<u>2017</u>
Total fund balance – budgetary basis	\$1,333,948	\$1,503,780
Portion designated as committed	(78,855)	(386,219)
Portion designated as assigned	(164,733)	(178,325)
Available for tax rate setting (Unassigned)	\$1,090,360	\$939,236

The amount of the December 31, 2017 fund balance used to reduce the 2018 tax rate was \$639 thousand, as compared to \$857 thousand used for the 2017 tax rate. After this reduction, the net unassigned fund balance as of December 31, 2018 ended up at \$1.1 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 \$14.6 million, along with the use of \$639 thousand in fund balance, supported the overall actual expenditures and other financing uses of \$14.5 million. The actual revenues include the amount of unanticipated revenues received and accepted by the Board of Selectmen throughout the year and the encumbrances from year to year.

In comparing budget to actual amounts (inclusive of amounts encumbered to the subsequent year), the total revenues were lower than those budgeted, and total expenditures were also lower than those budgeted, resulting in a positive combined budgetary variance of \$790 thousand.

	Final Budget	Actual (Budgetary Basis)	Variance
Revenues	\$14,174,781	14,516,343	341,562
Bond Proceeds	2,000,000	0	(2,000,000)
Transfers In	100,000	88,350	(11,470)
Expenditures	(16,834,017)	(14,373,749)	2,460,268
Transfers Out	(80,000)	(80,000)	-
Net	(\$639,236)	\$151,124	790,360

After accounting for the \$2 million reduction in revenue due to the Conservation land purchase not being completed in 2018 due to legal issues, actual revenues and transfers in were higher than the final budgeted amounts by a combined \$330 thousand. This was primarily due to various differences in actual amounts collected by the Town, including increases in taxes (\$121 thousand), license and permit fees (\$82 thousand) and charges for services (\$63 thousand) through the end of fiscal 2018, as compared to budgeted amounts set in the fall of 2017. 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.

Actual expenditures and transfers out were less than the final budget by \$460 thousand (after accounting for the matching \$2 million reduction in expenditures due to the land purchase referenced above), resulting in a positive budgetary variance. The variance was driven by savings of \$107k in General Government, \$106k in Highways and Streets, \$93k in Public Safety and \$56k in Culture and recreation, offset by higher than budgeted spending in welfare (\$12 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, 2018 totaled \$14.6 million, as compared to \$14.7 million for the previous year, or a decrease of \$130 thousand, or 0.9%. This was primarily due to an increase in taxes (\$491 thousand) and licenses and permits (\$238 thousand), offset by a \$850 thousand decrease in bond proceeds. The increase in licenses and permits is due to an overall increase in motor vehicle registration revenue and increased building permit revenue in 2018.

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:

	2018	2017	% Change
Revenues:			
Taxes	\$ 7,919,858	\$ 7,428,864	6.6%
Licenses and Permits	4,335,163	4,096,997	5.8%
Intergovernmental	1,149,231	1,178,108	-2.5%
Charges for Services	928,108	888,773	4.4%
Miscellaneous	183,983	210,277	-12.5%
Total revenues	14,516,343	13,803,019	5.2%
Bond Proceeds	-	850,000	-100.0%
Operating transfers in	88,530	81,810	8.2%
Total	\$ 14,604,873	\$ 14,734,829	-0.9%

Expenditures (including principal and interest payments on debt) and other uses totaled \$14.5 million for the year ended December 31, 2018, as compared to \$15.1 million for the previous year, or a decrease of 4.4%. Public safety represented the highest category of spending at 49% of the total spending for General Fund activities in 2018, compared to 46% in 2017.

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):

	2018	2017	% Change
Expenditures:			
General Government	\$ 2,928,543	\$ 2,796,680	4.7%
Public Safety	7,031,355	6,981,594	0.7%
Highways and Streets	1,090,735	1,067,417	2.2%
Health and Welfare	98,546	81,393	21.1%
Sanitation	928,433	858,922	8.1%
Culture, Recreation, Conservation	1,466,615	1,440,569	1.8%
Capital Outlay	647,221	1,626,140	-60.2%
Debt Service	182,301	85,715	112.7%
Total expenditures	14,373,749	14,938,430	-3.8%
Operating Transfers Out	80,000	180,000	-55.6%
Total	\$ 14,453,749	\$ 15,118,430	-4.4%

The most significant increase in expenditures over the previous year was in Debt Service due to the need to pay the \$850 thousand borrowed 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, 2018 amounted to \$37.1 million, net of accumulated depreciation, representing a decrease of \$706 thousand over the previous year balance of \$37.8 million. The net decrease in value is driven by the excess of the depreciation expense of the town assets over the capital investments during 2018. 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	2018	2017	Change
Infrastructure	15,351,919	15,921,202	(569,283)
Construction in Progress, Land and land improvements	13,941,085	14,817,915	(876,830)
Buildings and improvements	4,128,058	4,355,029	(226,971)
Vehicles and equipment	3,633,861	2,666,655	(967,206)
Total capital assets, net	37,054,923	37,760,801	(705,878)

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 2018 include:

- The Town acquired public safety equipment in the form of 2 cruisers and a detail truck for the Police Department, and received delivery in July 2018 of the new quint fire truck that was paid for during 2017 for the Fire Department.
- The Town paved portions of Aladdin, Sharon, Netherwood, Canterbury, Hidden Valley, Heritage Hill, Anderson, Beacon Hill and Morrisson Rd.
- The Town completed substantial upgrades of the Dispatch Center, including new equipment, replaced the HVAC systems for the Fire Department building, completed a substantial part of replacing the HVAC system for the Police Department building and upgraded the Fire Department portable/mobile radios.

Long-term Debt. During 2018, the Town did not borrow. A \$2,000,000 purchase of conservation land was approved by the voters but could not be closed due to legal issues.

One lease was entered into during 2018 – a three year lease for two Police Department vehicles (\$25.5 thousand payments to be made from 2018 to 2020).

\$151 thousand remains due on all capital leases as of December 31, 2018. 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 1.9% over the previous year (to \$2,348,438,560 from \$2,305,084,080 in 2017) 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 \$2.1 million as of December 31, 2018, higher than the \$2.0 million as of December 31, 2017. Current year uncollected as a percentage of the total tax levy was 4.0% as of December 31, 2018, which is a decrease from prior year's 4.4%.

Several factors were taken into consideration as Town officials developed the budget for the 2018 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, 2018

	General	Other Governmental Funds	Total Governmental Funds
ASSETS			
Cash and cash equivalents	\$ 19,825,010	\$ 1,552,503	\$ 21,377,513
Investments	-	124,935	124,935
Taxes receivable	2,167,115	-	2,167,115
Accounts receivable (net)	254,054	59,543	313,597
Intergovernmental receivable	-	45,440	45,440
Interfund receivable	45,440	-	45,440
Restricted assets:			
Cash and cash equivalents	599,825	-	599,825
Total assets	<u>\$ 22,891,444</u>	<u>\$ 1,782,421</u>	<u>\$ 24,673,865</u>
LIABILITIES			
Accounts payable	\$ 296,203	\$ -	\$ 296,203
Intergovernmental payable	19,631,439	-	19,631,439
Interfund payable	-	45,440	45,440
Escrow and performance deposits	604,711	-	604,711
Other	1,748	-	1,748
Total liabilities	<u>20,534,101</u>	<u>45,440</u>	<u>20,579,541</u>
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue - property taxes	372,019	-	372,019
Unavailable revenue - highway block grant	273,786	-	273,786
Total deferred inflows of resources	<u>645,805</u>	<u>-</u>	<u>645,805</u>
FUND BALANCES			
Nonspendable	-	345,817	345,817
Restricted	79,636	101,268	180,904
Committed	514,683	955,687	1,470,370
Assigned	177,190	334,209	511,399
Unassigned	940,029	-	940,029
Total fund balances	<u>1,711,538</u>	<u>1,736,981</u>	<u>3,448,519</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 22,891,444</u>	<u>\$ 1,782,421</u>	<u>\$ 24,673,865</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, 2018

	General	Other Governmental Funds	Total Governmental Funds
REVENUES			
Taxes	\$ 7,929,330	\$ 3,048	\$ 7,932,378
Licenses and permits	4,335,163	-	4,335,163
Intergovernmental receivable	1,149,231	172,300	1,321,531
Charges for services	928,108	263,615	1,191,723
Miscellaneous	196,950	416,282	613,232
Total revenues	<u>14,538,782</u>	<u>855,245</u>	<u>15,394,027</u>
EXPENDITURES			
Current:			
General government	2,908,088	356,926	3,265,014
Public safety	7,072,783	260,270	7,333,053
Highways and streets	1,156,870	56,800	1,213,670
Sanitation	928,433	-	928,433
Health	45,826	-	45,826
Welfare	52,720	-	52,720
Culture and recreation	1,474,541	56,146	1,530,687
Conservation	3,655	38,267	41,922
Debt service:			
Principal	161,512	12,230	173,742
Interest	20,789	-	20,789
Capital outlay	<u>951,202</u>	<u>38,579</u>	<u>989,781</u>
Total expenditures	<u>14,776,419</u>	<u>819,218</u>	<u>15,595,637</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(237,637)</u>	<u>36,027</u>	<u>(201,610)</u>
OTHER FINANCING SOURCES (USES)			
Transfers in	11,674	-	11,674
Transfers out	-	(11,674)	(11,674)
Capital leases	<u>72,745</u>	<u>-</u>	<u>72,745</u>
Total other financing sources (uses)	<u>84,419</u>	<u>(11,674)</u>	<u>72,745</u>
Net change in fund balances	(153,218)	24,353	(128,865)
Fund balances, beginning	1,864,756	1,712,628	3,577,384
Fund balances, ending	<u>\$ 1,711,538</u>	<u>\$ 1,736,981</u>	<u>\$ 3,448,519</u>

NOTE 8 – CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2018 is as follows:

	<u>Balance, beginning</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance, ending</u>
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	14,498,218	-	(834,285)	13,663,933
Being depreciated:				
Land improvements	1,789,923	-	-	1,789,923
Buildings and building improvements	9,096,028	-	-	9,096,028
Vehicles and equipment	6,644,793	1,486,094	-	8,130,887
Infrastructure	46,828,890	809,120	-	47,638,010
Total capital assets being depreciated	64,359,634	2,295,214	-	66,654,848
Total all capital assets	78,857,852	2,295,214	(834,285)	80,318,781
				(Continued)
Less accumulated depreciation:				
Land improvements	(1,470,226)	(42,545)	-	(1,512,771)
Buildings and building improvements	(4,740,999)	(226,971)	-	(4,967,970)
Vehicles and equipment	(3,978,138)	(518,888)	-	(4,497,026)
Infrastructure	(30,907,688)	(1,378,403)	-	(32,286,091)
Total accumulated depreciation	(41,097,051)	(2,166,807)	-	(43,263,858)
Net book value, capital assets being depreciated	23,262,583	128,407	-	23,390,990
Net book value, all governmental activities capital assets	\$ 37,760,801	\$ 128,407	\$ (834,285)	\$ 37,054,923

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	\$ 39,852
Public safety	157,246
Highways and streets	1,771,769
Sanitation	66,159
Culture and recreation	131,781
Total depreciation expense	<u>\$ 2,166,807</u>

*Find the full 2018 Audited Financial Statements on our website at
windhamnh.gov/211/Finance-Office*

Statement of Appropriations

General Government:		
	Town Officers' Salaries	3,330
	Administration	759,415
	Town Clerk's Expenses	335,365
	Tax Collector's Expenses	152,765
	Election and Registration Expenses	23,220
	Cemeteries	41,450
	General Government Buildings	453,220
	Appraisal of Property	196,805
	Information Technology	251,590
	Town Museum	5,650
	Searles Building	10,670
	Legal Expenses	50,400
	Retirement Service Charges	4,000
	Insurance	372,285
Public Safety:		
	Contracted Police Services	5
	Police Department	3,385,295
	Dispatching	500,250
	Fire Department	3,455,355
	Emergency Management	6,670
	Community Development	539,390
Highways, Streets and Bridges:		
	Town Maintenance	1,238,485
	Street Lighting	18,910
Sanitation:		
	Solid Waste Disposal	1,048,790
Health/Welfare:		
	Health and Human Services	51,110
	General Assistance	40,540
Culture and Recreation:		
	Library	1,217,750
	Recreation	242,990
	Historic Commission	9,000
	Conservation Commission	6,910
	Senior Center	5,430
	Cable TV Expenses	124,565
Debt Service:		
	Long Term Notes (Principal and Interest)	181,909
	Interest Expense - Tax Anticipation Notes	500
Capital Outlay/Special Articles:		
	Road Improvements	300,000
	Ambulance	100,000
	Solid Waste Truck	130,000
	Searles Revenue Fund	32,500

Statement of Appropriations

Capital Outlay/Special Articles, continued:		
	SAFER Grant - Four (4) Firefighters (2)	336,470
	AFG Grant - SCBA Air Compressor	50,000
	Purchase of Water Allotment	750,000
	Conservation Land Purchase	2,000,000
	Town Forest Improvements	9,000
Operating Transfers Out:		
	Rail Trail Non-Capital Reserve Fund	50,000
	Property Trust	75,000
Total Appropriations:		\$18,566,989

2019 TAX RATE COMPUTATION

Total Town Appropriations	\$18,566,989	
LESS: Revenues	10,137,003	
LESS: Fund Balance to Reduce Taxes	790,360	
ADD: Overlay	101,927	
ADD: War Service Credits	255,550	
Net Town Appropriations	<hr/> 7,997,103	
Approved Town Tax Effort	7,997,103	
Town Rate:		3.33
Approved School Tax Effort	37,825,825	
Local School Rate:		15.80
State Education Taxes	5,454,666	
State School Rate:		2.31
Approved County Tax Effort	2,647,180	
County Rate:		1.11
Total of Town, School, State and County	<hr/> 53,924,774	
LESS: War Service Credits	(255,550)	
PLUS: Village District Commitments	21,223	
PROPERTY TAXES TO BE RAISED:	<hr/> \$53,690,447	
TOTAL TAX RATE		\$22.55

Summary Inventory of Valuation

DESCRIPTION OF PROPERTY	2019 VALUATION
VALUE OF LAND ONLY:	
Current Use	71,960
Residential	883,549,400
Commercial/Industrial	<u>78,240,000</u>
Total of Taxable Land	961,861,360
VALUE OF BUILDINGS ONLY:	
Residential	1,318,270,350
Manufactured Housing	426,800
Commercial/Industrial	<u>94,996,240</u>
Total of Taxable Buildings	1,413,693,390
PUBLIC UTILITIES	<u>29,797,500</u>
VALUATION BEFORE EXEMPTIONS	2,405,352,250
IMPROVEMENTS TO ASSIST PERSONS W/DISABILITIES	<u>(489,430)</u>
MODIFIED ASSESSED VALUATION OF ALL PROPERTIES	2,404,862,820
Deaf Exemptions - 1 @ \$15K	15,000
Blind Exemptions - 4 @ \$15K	60,000
Elderly Exemptions -	
12 @ \$160K	1,920,000
16 @ \$190K	2,310,500
21 @ Full Exemption	5,654,900
Disabled Exemption - 3 @\$160K	461,400
Solar Exemption – 2 @23K	<u>46,000</u>
TOTAL AMOUNT OF EXEMPTIONS	<u>(10,467,800)</u>
NET VALUATION ON WHICH TAX RATE IS COMPUTED	\$ 2,394,395,020
LESS: Public Utilities:	<u>(29,797,500)</u>
NET VALUATION ON WHICH STATE EDUCATION TAX RATE IS COMPUTED	\$ 2,364,597,520

Tax Collector

DEBIT REPORT

UNCOLLECTED TAXES BEGINNING OF YEAR:	2019	Prior Year
Property Taxes	0.00	1,444,527.50
Land Use Change Taxes	0.00	0.00
Yield Taxes	0.00	1,203.92
Excavation Tax	0.00	0.00
 TAXES COMMITTED THIS YEAR:		
Property Taxes	53,684,006.00	0.00
Land Use Change Taxes	730,800.00	0.00
Yield Tax	5,442.17	0.00
Excavation Tax	0.00	0.00
 OVERPAYMENTS		
Overpayments/Refunds	129,171.93	6,646.62
Miscellaneous	50.00	25.00
 INTEREST COLLECTED ON DELINQUENT TAXES:	25,695.39	61,229.37
 COLLECTED PENALTIES/FEES:	352.00	3,090.50
 TOTAL DEBITS	<hr/> \$ 54,575,517.49	<hr/> \$ 1,516,722.91

CREDIT REPORT

REMITTED TO TREASURER:		
Property Taxes	52,134,513.24	1,440,995.50
Land Use Change Taxes	341,800.00	0.00
Yield Taxes	3,866.45	1,203.92
Interest	25,695.39	61,229.37
Penalties/Fees	352.00	3,090.50
Overpayments/Refunds	129,171.93	6,646.62
Miscellaneous	50.00	25.00
Excavation Tax	0.00	0.00
 ABATEMENTS MADE:		
Property Taxes	839.00	3,532.00
Yield Taxes	0.00	0.00
Land Use Change Taxes	0.00	0.00
 UNCOLLECTED TAXES END OF YEAR:		
Property Taxes	1,548,653.76	0.00
Land Use Change Taxes	389,000.00	0.00
Yield Taxes	1,575.72	0.00
Excavation Tax	0.00	0.00
 TOTAL CREDITS	<hr/> \$ 54,575,517.49	<hr/> \$ 1,516,722.91

SUMMARY OF TAX SALE/LIEN ACCOUNTS DEBIT REPORT

	2018 Levy	2017 Levy	2016 - 2007 Prior Levies
UNREDEEMED LIENS:			
Beginning of Year	0.00	315,447.70	315,447.70
LIENS EXECUTED:			
During Fiscal Year	420,934.44	0.00	0.00
INTEREST & COSTS:			
Collected After Execution	5,240.81	22,531.74	120,400.61
TOTAL DEBITS	<hr/> \$ 426,175.25	<hr/> \$ 337,979.44	<hr/> \$ 527,540.12

CREDIT REPORT

REMITTANCE TO TREASURER:			
Redemptions	98,137.07	107,573.21	361,281.33
Interest & Costs	5,240.81	22,531.74	120,400.61
ABATEMENTS:	1,801.30	1,576.85	1,699.83
UNREDEEMED LIENS:			
Balance End of Year	320,996.07	206,297.64	44,158.35
TOTAL CREDITS	<hr/> \$ 426,175.25	<hr/> \$ 337,979.44	<hr/> \$ 527,540.12

Respectfully submitted,



Ruth Robertson, Tax Collector

Town Clerk

I am pleased to present the narrative portion for the Town Clerk's Department for 2019. The office is responsible for a number of areas. Some of the many services that we provide are listed below:

- Motor Vehicle - Certified municipal agent for the State (titling vehicles, plates, and registrations among many 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 statuary records requirements, in a safe and secure area.
- Local Registrar - Issuance and validation of all births, deaths, divorces, and marriages on behalf of the State.
- Dog Registration - Maintain registrations and issuance of all dog licenses and tags in person, mail or online on behalf of the Town.
- Boat Registrations - Certified boat agent on behalf of the State.
- Hunting and Fishing Agent on behalf of the State.
- OHVR (four wheelers, snow mobiles, trailbikes) Agent for the State.
- Notary Public – four notaries in office, free services to all.

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

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

Staff:

Nicole Bottai, Town Clerk

Nancy Hogle, 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 serve the Windham residents as your Town Clerk since 2009. I will happily continue to do so as long as the residents prefer for me to stay in this position. Customer service, efficiency, and willingness to go the extra mile have always been paramount to my philosophy. With having a full functioning staff, I haven't been out at the counter as much as I used to be and enjoy, but I now have an opportunity to do administrative work in my back office. I am very active in my Association, and various committees throughout Town. My staff and I continue to attend conferences, meetings, and seminars to remain "in the know" for our community, and to ultimately benefit our residents. Staying on top of law changes and the newest processes are integral for the success of our operation. In addition, I have furthered my education and am now a certified Town Clerk. I am currently working towards getting certified for New England, and my ultimate goal is to eventually become a Master Town Clerk for my community. I've always felt it's extremely important for Windham to remain in good relations with all of the State agencies. It is also essential to always remain fully aware of the latest projects and updates that may be occurring throughout all of the State divisions and with all of our vendors.

The staff and I continue to look at our in-house policies and 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, remaining fiscally responsible, and securing efficiencies in all areas.

Election overview:

This was a relatively slow election year, with only our annual Town election in March. 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 and School Moderators, Peter Griffin and Betty Dunn, and I have always worked very well together for the past 11 years and continue to fine-tune the election process so that it's nearly seamless. There are numerous existing election laws to adhere to, and with each legislative 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, scouts, 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 also thank all of our 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. Amazingly enough, Tuscan Brands, Heavenly Donuts, Li's, and Deli King donated the food for our election workers and volunteers for the election.

If you ever want to be involved or 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 2019, please refer to the appropriate section of the report.

Records project:

In conjunction with the Record Retention Committee, I have been working meticulously towards a records vault re-organization. In March of 2016, the Town voters graciously approved to appropriate \$50,000 to complete this massive project. After undergoing an RFP process, we hired King Information Systems to perform an analysis of all 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 including re-sectioning, adding a segment of shelves, and establishing 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. Inception Technologies has scanned in the following records: meeting minutes (all years), election records, which include 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. We have scanned many of the old archival books, among many other records that would be of interest.

to the public. We have been able to look at various records and “audit” to make sure that the records were properly indexed. We have a user license available, and 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 through our website 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, constant support, and due diligence to make sure this project remained on track and was ultimately successful.

Award Received: The Town Clerk’s Department/Town of Windham was nominated and recognized by one of our vendors for efficiency in record management, digitizing, and transitioning into their system successfully. This was an amazing feeling to be acknowledged. They coordinated with Inception Technologies, our service provider, to treat the Town Hall employees to a delicious lunch buffet, a plaque, and a Fisher’s Game that the staff thoroughly enjoyed.

Case Study: In addition to our award and recognition that we received, DocuWare chose us to be one of their case studies. Go to the link to review our story: <https://pub.docuware.com/en/town-clerks-office-of-town-of-windham>

New in 2020:

Notifications: I’ve been working with one of our vendors to implement a way for our residents to get push text notifications for renewal reminders for vehicles and dog license registrations. This will not eliminate the paper renewals or emails, but would simply be another option to receive the reminders. We would also like to use this tool to notify our residents with important information pertaining to our Department such as office closings, election information, and other matters.

Access to Staff: We are also having discussions with our vendor and our IT Director to implement Live Chat from the Town website directly to our staff during our normal business hours. This means if you visit our website, most likely on the Town Clerk’s department page, an icon will show for the option to “chat” with one of the members of the staff. Stay tuned for more details!

Public Records Access: We will be rolling out a dedicated page on the Town website for residents to have the ability to research public records. The staff is in the process of doing back scanning to some of our beautiful archival books and other engaging records so that you will be able to do some research or if you are simply curious about Windham’s history.

Drop Box: This has been a topic of conversation for some time now. Most likely it will only be for the Town Clerk’s office for the public to drop off only renewals for motor vehicles and dog licenses during off business hours. Absentee ballots, cash, and new vehicle paperwork will not be permitted.

In closing:

We are always collecting emails and contact information 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.

Town Clerk

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 an enhancement on registering cars and dogs online, so stand by for these exciting features! Please make sure you subscribe to us on Facebook, Instagram, and especially 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, my 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 always been my pleasure serving as your Town Clerk, and I thank you for the opportunity and look forward to serving you happily for a long time.

GENERAL FUND REVENUES COLLECTED:

	2019	2018
Local Motor Vehicle Fee	\$4,009,085.34	\$3,850,784.65
Municipal Agent Fee	\$48,233.50	\$47,540.00
*State Motor Vehicle Fees	\$1,072,178.38	\$1,040,586.91
Titles	\$6,796.00	\$6,428.00
Dog Licenses	\$22,684.14	\$22,139.20
Income from Dog Officer	\$550.00	\$575.00
Sale of Town Information (copy fees)	\$534.50	\$218.25
Boats (Town)	\$16,081.53	\$16,508.05
UCC Filings / Other Misc	\$6,780.00	\$3,138.00
Vital Records (Town)	\$13,511.00	\$10,867.00
*Vital Records (State)	\$17,799.00	\$14,575.00
OHRV / Hunting & Fishing (Town)	\$588.00	\$505.00
*OHRV/ Hunting & Fishing (State)	\$15,430.00	\$13,412.50
Total	\$5,230,251.39	\$5,027,277.56

**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.*

REMITTED TO TREASURER:	5,230,251.39	\$5,027,277.56
Quantity of Motor Vehicle Permits Issued:	19,293	18,893
Quantity of Dog Licenses Issued	2,867	2,801

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 with collaboratively with Robert Coole, the Town Treasurer.

General Fund Cash Balance on January 1, 2019	\$18,829,701.21
<i>Cash Receipts:</i>	
Tax Collector – Property Taxes, Interest, Etc.	54,520,563.46
Town Clerk	4,158,073.01
Community Development	252,215.38
Transfer Station	64,302.80
Police Department	22,325.06
Fire Department	496,742.24
State of NH – Meals & Rooms Distribution	745,998.61
State of NH – Highway Block Grant	347,272.87
Other Intergovernmental – EM, State Grants, Etc.	349,849.86
Cable Franchise Fees	294,231.33
Sale of Town Property	13,352.74
Insurance & Other Miscellaneous Reimbursements	189,497.74
Donations/Gifts/Grants	237,616.73
Bond Proceeds	3,520,000.00
Administration & Miscellaneous Revenues	23,047.06
Interest on Investments	119,316.84
Transfers In from Special Revenue, Property Trust Funds	66,411.22
Timing of Transfers Impact	-66,411.22
Subtotal Cash Receipts	\$65,354,405.73
<i>Cash Disbursements:</i>	
Selectmen Warrants	-18,920,205.89
Bond Expenditures	-3,520,000.00
School District Transfers	-41,968,613.00
Transfers Out to Property/Earned Time Trust Funds	-50,000.00
Transfers Out to Village Districts	-21,223.00
Subtotal Cash Disbursements	(\$64,480,041.89)
General Fund Cash Balance on December 31, 2019	19,704,065.05

The Tax Collector also received \$353,493.19 in land use change taxes that were passed to the Conservation Commission which 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, 2019:

Citizens Bank Operating Account – earning 0.30%	\$76,844.14
Citizens Bank Investment Account – earning 1.50%	\$19,020,628.43
Citizens Bank TaxCC Account – earning 0.0%	\$600,467.38
TD Bank Ambulance Account – earning 0.0%	\$59,472.66

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 BALANCE DURING YEAR	BALANCE END YEAR	
CEMETERIES									
Cemetery-on-Hill	1,189.03			1,189.03	0.24	0.35		0.59	1,189.62
Perpetual Care	61,880.00			61,880.00	1,099.90	20.74		1,120.64	63,000.64
Neglected Lots	500.00			500.00	0.12	0.15		0.27	500.27
Garaphelia Park	1,000.00			1,000.00	0.24	0.31		0.55	1,000.55
Martha Clark Fund	2,000.00			2,000.00	0.48	0.62		1.10	2,001.10
Dora Haseltine Fund	500.00			500.00	0.12	0.15		0.27	500.27
Cemetery-on-the-Plains	17,574.89			17,574.89	9,542.00	85.72		9,627.72	27,202.61
Cemetery Trustees					25,780.41	7.49		25,787.90	25,787.90
Maintenance Fund	69,700.00	7,100.00	300.00	76,500.00	167.56	20.86		188.42	76,688.42
L. Anderson Hall Fund	1,300.00			1,300.00	0.24	0.37		0.61	1,300.61
LIBRARY									
Public Library Fund	3,000.00			3,000.00	0.72	0.93		1.65	3,001.65
Library Books	1,000.00			1,000.00	0.24	0.31		0.55	1,000.55
ARMSTRONG MEM. BLD.	337.78			337.78	694.40	8.33		702.73	1,040.51
SCHOOLS									
Searles School Repairs		2,500.00		2,500.00	409.15	0.13		409.28	2,909.28
Eliz. Wilson Fund	1,000.00			1,000.00	0.24	0.31		0.55	1,000.55
School Dist. 2,3,4,6	4,022.00			4,022.00	0.72	1.13		1.85	4,023.85
MINISTERIAL FUNDS	1,989.63			1,989.63	0.72	132.50		133.22	2,122.85
NEEDY PERSONS	1,400.00			1,400.00	4,440.82	1.70		4,442.52	5,842.52
REPAIR TOWN BLDGS	1,979.65			1,979.65	0.48	0.61		1.09	1,980.74
IRENE HERBERT SCHSHIP	14,075.00			14,075.00	683.15	4.31		687.46	14,762.46
COBBETTS PD VILL DIST	12,719.56			12,719.56	1,081.87	4.02		1,085.89	13,805.45
CAPITAL RES. FUNDS									
Fire Apparatus	122.45			122.45	0.10	0.05		0.15	122.60
S.D. Repair/Replace Septic					1,646.31	0.44		1,646.75	1,646.75
S.D. Paving/Parking	25,957.68			25,957.68	1,233.40	7.88		1,241.28	27,198.96
Sch Bldg Roof Rpr&Replace	42,100.00			42,100.00	114.30	12.28		126.58	42,226.58
Sch Bldg Roof Rpr&Replace	810,125.00	33,500.00		776,625.00	290.44	225.85		516.29	777,141.29
S.D. Special Ed	100,000.00	100,000.00		200,000.00	12.19	57.67		69.86	200,069.86
School Bldg/Grounds Maint	17,673.45			17,673.45	924.07	5.40		929.47	18,602.92
EXPENDABLE TRUST FD									
Property Maintenance	51,079.83	75,000.00	39,967.66	86,112.17	10.34	\$3.28		13.62	86,125.79
Earned Time	304,646.22			304,646.22	4,452.23	\$89.80		\$4,542.03	309,188.25
Town Museum	4,453.36			4,453.36	109.14	\$1.35		110.49	4,563.85
Town Facilities	11,470.00			11,470.00	12.66	\$3.33		15.99	11,485.99
Campbell Farm	50,000.00	50,000.00			5.15	\$2.01		7.16	7.16
Veterans' Area		3,567.28	840.00	2,727.28		\$0.67		0.67	2,727.95
Griffin Park Passive Rec	5,898.36			5,898.36	1.10	\$1.72		2.82	5,901.18
GRAND TOTALS:	1,620,693.89	188,167.28	124,607.66	1,684,253.51	52,715.25	702.77		53,418.02	1,737,671.53

Respectfully submitted for the Trustees,

Doreen Demone

Doreen Demone, Chair

Police Department

Community policing is an old term with a modern definition. Today, it's used to describe a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime. While today's definition describes our overall mission and goal, we find it useful and necessary to remember what it means, in the simplest of terms, to *our* community. It means treating people with compassion, establishing and maintaining professional standards, remaining dedicated and committed to the community we serve, recognizing and adopting new ideas, trying new ways to do our job better, and above all else – *Making a Difference* – each and every day.

Police Officers are being asked to be prepared for, and respond to, a more diverse spectrum of calls, especially those involving mental health and wellness issues, which in turn requires officers to utilize a vast array of skills and abilities. But it is not just sworn officers, of which we have 21, responding to those calls for service that make up the image and reputation of the Windham Police Department. In support of those officers are:

- Dispatchers (5) who manage and coordinate radio communications and phone calls every hour of every day
- Community Service Officer (1) who is responsible for animal control duties along with a vast array of ancillary duties that support patrol officers and administrative staff
- Prosecutor (1) who manages all court cases and trials, both adult and juvenile, but also assists in case investigations and training of personnel
- Secretarial (1) and Records (1) staff who oversee and manage the vast array of reports and documents that are the foundation of every police organization

Police officers and their departments are on the “front line” of society, challenging those who pose a threat to the safety and security of the community, and adapting to new challenges that stand in the way. We take tremendous pride in the work that we do in support of the citizens of Windham. Challenges and changes will continue to exist through which we will strive to make a difference in the community we so proudly serve.

PERSONNEL / ORGANIZATION



Matt Nieves

In March of this year the department added two (2) new patrol officers, Matt Nieves and Tyler Donahue, to fill existing vacancies. Once hired, both Matt and Tyler attended the NH Police Standards and Training Academy for their training and certification as police officers. At the completion of their academy time, both returned and successfully completed 4-months of field training. Both are now assigned to patrol duties.



Tyler Donahue

Also in March, the department hired Jacob Hoag as our Community Service Officer. This is a civilian position that serves as our Animal Control Officer, as well as assisting with calls where a sworn police officer is not required.



Jacob Hoag

In July, Captain Ed Fedele retired after twenty-years of service with the department. This departure provided an opportunity for upward mobility for existing supervisors. At the completion of two promotional testing processes, Sergeant Bryan Smith was promoted to the rank of Captain and Officer Dan Dawe was promoted to the rank of Sergeant. Subsequently, Sergeant Jessica Flynn was reassigned to the position of Detective Sergeant from her position as a patrol supervisor.

Unfortunately, as many are aware, the job of a police officer is not without its risks. This year two (2) officers received disabling injuries while on-duty. In February, Officer Chris Van Hirtum was injured after being struck by a car while doing traffic control at an incident on RT 111. Officer Van Hirtum was out of work for 12-weeks while he recovered and has since returned to full duty.



In August, Officer Jeff Antista was searching along a residential street late at night for a missing juvenile when his cruiser was struck nearly head-on by a vehicle that had crossed the center line. The driver of the vehicle was subsequently found to be under the influence and was arrested for that charge. As of the end of December, Officer Antista remains out of work for the injuries he suffered in this incident.

As the year comes to a close, we are close to finalizing the hiring process for our only vacancy. We have a promising candidate with prior law enforcement experience, who we believe will be an excellent addition to the ranks.

COMMUNICATIONS

As was reported in the 2018 Annual Report, we completed the renovation and enhancement of our Dispatch Center to include new consoles, furniture and related equipment (a voter approved capital improvement project of \$260,000.00). As essentially a “second phase” of our communication system enhancement, in 2019 we partnered with the Windham Fire Department and were able to upgrade both radio systems with microwave links. The total cost for this phase of work was \$300,000, all paid through grant and impact fees.



DRUG TAKE BACK

As in previous years, the department continues to participate in the bi-annual National Prescription Drug Take Back events sponsored by the DEA. In addition, we have a federally approved prescription drug drop box for public use, conveniently located in the lobby of the Police Department. This year we collected a total of 332 pounds of unused medications.

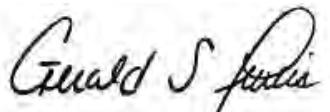
TRAINING

As stated in previous reports, one of the most important yet most overlooked functions within the department is training. It's critical that every officer and dispatcher not only maintain their current proficiencies but acquire new and relevant skills covering a variety of tasks and emerging trends. With the ever-changing challenges facing law enforcement, it is imperative that we prepare the organization to both recognize and respond as necessary. Not to do so would be irresponsible and a liability to the community. This year, department personnel acquired in excess of 1,000-hours of training.

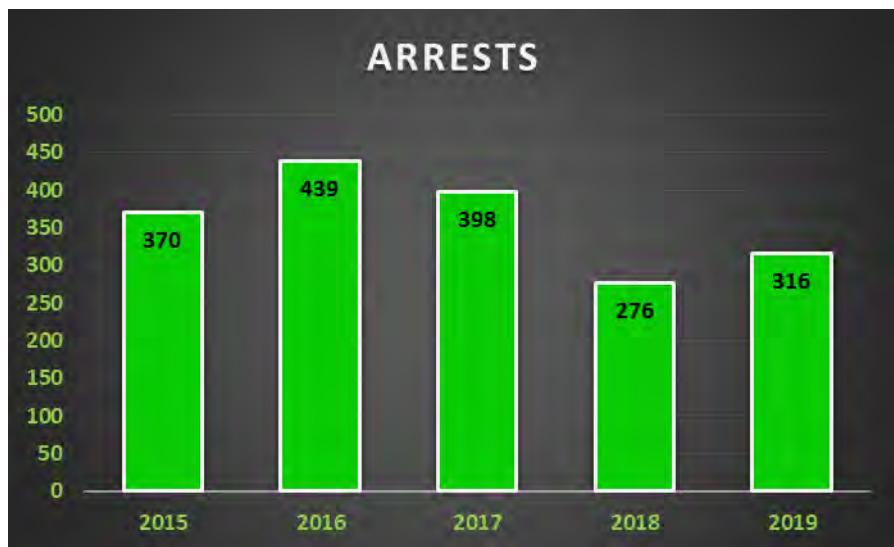
CLOSING

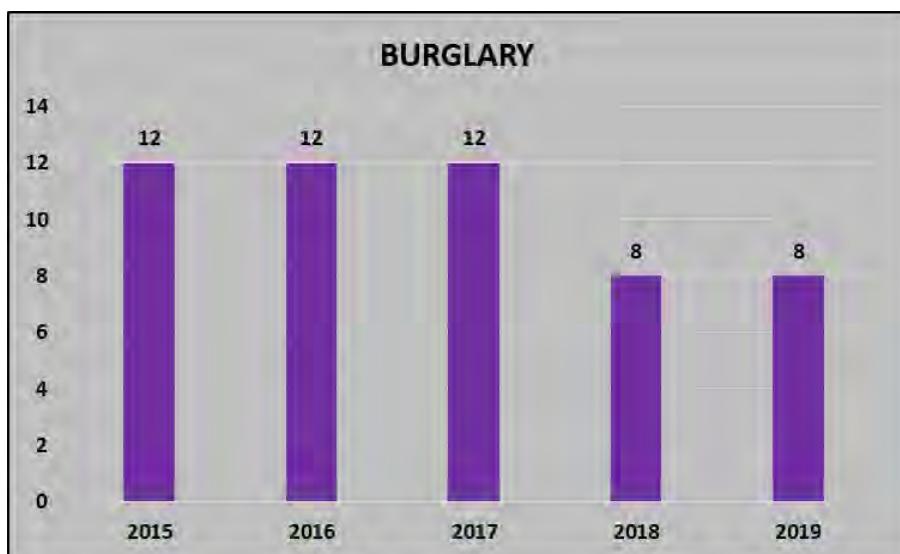
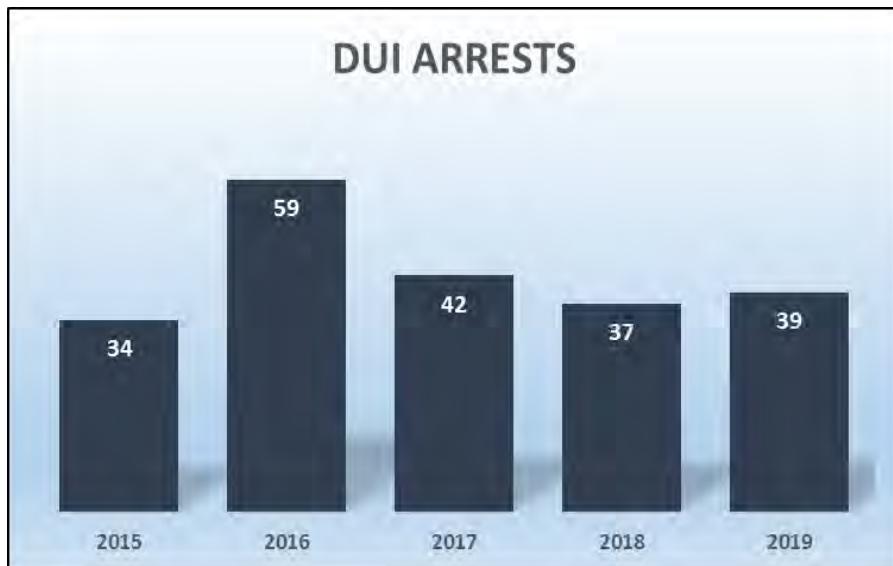
As stated in previous years, in today's challenging economic and social environment police agencies must continually seek ways to creatively utilize limited resources while demonstrating accountability and professionalism to their communities for public funds. It is our commitment to the Windham community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

Making a Difference – it's what we do.



Gerald S. Lewis, Chief of Police





Fire Department

2019 was another busy year for our department; ending the year with 1,762 calls for service. This high demand in services also represented nearly 40% 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 bringing with it their own challenges that were met head on each time.

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

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 on-line. 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. The non-refundable cost of these online permits is \$3.00, which is paid to a "third party" vendor hired by the State to manage the online system. This is only an option, however, as residents may still choose to obtain their yearly permits at the Fire Department, free of charge. If you have any questions, please contact the Fire Department at 434-4907.

Another new change relative to open burning is residents will now be allowed to open burn between the hours of 5:00PM – 9:00AM; the exception being, if the ground is completely snow covered and/or it is physically raining you do not need a permit, but you do need to notify the Fire Department. Lastly, rules for burning brush have also changed, as residents can now purchase their permit 48 hours in advance of the day you plan to burn; you will have to obtain a permit each time this occurs.

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

2019 was another year the department worked through change and growth. Firefighter/Paramedic Scott Zins retired on April 1, 2019 after having served the community for over 20 years. In addition to his Firefighting/EMS duties, Scott also served as the department's vehicle maintenance mechanic. He worked tirelessly to ensure that all of our emergency vehicles, as well as police and municipal vehicles, were kept in working order. Scott also served on many department committees relative to vehicle and equipment purchases, and was instrumental in the success of a federal grant securing funding for four (4) additional Firefighters. We thank Scott for his many years of dedicated service to the Town.

In filling this vacancy, the department hired Anthony Bullock on April 1, 2019. Firefighter Bullock previously served for over 10 years with the Town of Pelham as a Firefighter/EMT-Advanced. Firefighter Bullock resides in New Boston with his wife, Elizabeth, and their son, Wesley.

With the successful award of a federal grant and support of voters, our department hired four new Probationary Firefighters who began their careers on May 8, 2019. The department welcomed Donald Cole, Timothy Fournier, Brendan Tangney and Nicholas Berube. All four individuals came to our department with prior firefighting and EMS experience, and have been a tremendous addition to our organization. With the addition of these firefighters, our department has already seen the positives in our ability to provide a safer working environment and improve upon the quality of services to our residents. We welcome all of these individuals and their families to our department.

CALL VOLUME

As stated earlier, the high demand for services and simultaneous call volume continue to keep our members extremely busy. Statistically, nearly 80% of the call volume was related to Emergency Medical Services (EMS), while the remaining calls were Fire - Haz Mat related incidents. Of the 1,762 incidents, approximately 40% 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 they can be controlled. However, as 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, as it has been proven statistically that when pre-hospital care has been provided within this time frame 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 two Emergency Medical Technicians (EMTs), and that a fire engine ideally be staffed with a minimum of four Firefighters.

Over the past several years, management and staff worked collectively to meet both the operational demands of the department and the Town's budgetary constraints relative to increased overtime; all the while attempting to not reduce the number of on-duty personnel. Traditionally, 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, with the addition of four new Firefighters, our daily on-duty staffing consists of one (1) Lieutenant and five (5) Firefighters, which changes the way we deliver services. During an EMS incident, an ambulance is dispatched with two personnel while the engine responds with three personnel to provide additional assistance. One Firefighter remains at the station and is available to respond to another incident; meeting up with personnel from the engine. This has allowed us to capture a majority of simultaneous EMS calls that otherwise would be covered by mutual aid assistance, as well as dispatch an additional engine/tanker, providing added water supply and equipment. Labor and Management continue to review our response matrix throughout the year, and make adjustments where needed.

TRAINING

The Department continues with its yearly training schedule, with EMT and Paramedic Refresher training continuing to be one of the largest training areas. In addition, refresher training was conducted in areas such as ice/water rescue, blood borne pathogens, self-contained breathing apparatus and Rapid Intervention Team (RIT). One of the greatest challenges in training is keeping up with the ever-changing regulations. Federal, State and local regulations cover areas such as infectious substances, respiratory protection, hazardous materials, emergency vehicle operations, and structural fire fighting. Among the major training disciplines that personnel train in are in areas such as Suppression, EMS, and Hazardous Materials Responses.

The department's annual Fire Prevention Open House held this past October was again a huge success. The department wishes to extend its thanks to the many vendors, businesses and local departments who took part. The department also thanks its members for their participation.

EQUIPMENT

In 2019 the department, with the assistance of the Windham School District, secured grant funding through the Department of Education and other funding sources to embark upon a nearly \$750,000 upgrade to our communications system. By the end of 2019, the Fire Department will be fully digital in its communications, which will greatly enhance Fireground communications and improve firefighter safety. We replaced all of our old mobile 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.

In August, the department received notice of award of a federal grant under the Assistance to Firefighters Grant (AFG) in the amount of \$50,000 for the replacement of our nearly 20 year old Self Contained Breathing Apparatus Air Compressor. This funding was approved by voters in March, contingent upon successful award, and the town's cost share is 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.

Fire Department

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.

2019 FIRE PERMITS AND INSPECTIONS

TYPE	PERMITS	INSPECTIONS
Brush, Camp Cooking	808	0
Day Care	2	5
Heating Systems	390	406
Fuel Tank Installed	114	114
Fuel Tank Removal	4	4
In-Service	0	315
Place of Assembly	11	11
Water Supply	4	4
Wood Stoves	20	22
Smoke Detector Inspection	876	94
Fire Prevention Programs	0	98
Fire Alarm System	5	4
Sprinkler System	2	4
Fire Drills	0	26
Fire Watch	0	6
Construction Inspections/CO	0	84
Plan Reviews	0	135
Underground Piping	67	69
Interior Piping	124	124
Blasting Permits	5	5
Blasting Complaints	0	2
Car Seat Safety Inspections	0	129
TOTALS	2,432	5,657

2019 INCOME STATEMENT

Receipts	2018	2019
Ambulance	\$398,556.98	\$415,916.83
Permit Fees	\$22,110.00	\$21,925.00
Copy Fees	\$99.00	\$140.00
Haz-Mat District Reimb.	\$15,301.48	\$21,189.69
Contracted Services*	\$2,900.00	\$8,725.76
Sub-Total	\$438,868.46	\$467,897.28

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

Fire Department

2019 INCIDENT RESPONSE SUMMARY

100 Fire		500 Service Call, cont.	
100 Fire, other	1	520 Water problem, other	6
111 Building fire	11	521 Water Evacuation	1
113 Cooking fire, confined to container	1	522 Water or steam leak	9
114 Chimney Fires	7	531 Smoke or odor removal	7
116 Fuel Burner/Boiler Malfunction	2	541 Animal Rescue	3
130 Mobile Property Fire	1	550 Public service assistance, other	7
131 Passenger vehicle fire	5	551 Assist police or other governmental agency	2
132 Road Freight/ Transport Vehicle Fire	1	552 Police Matter	1
140 Natural vegetation fires, other	1	553 Public service	2
142 Brush or brush-and-grass mixture fire	6	554 Assist invalid	43
143 Grass Fire	2	561 Unauthorized burning	7
151 Outside Rubbish/Trash Fire	1	571 Cover assignment, standby, move-up	29
154 Dumpster Fires	1		
160 Outside Storage Fires	1		
		<i>Totals 251</i>	
	<i>Totals 41</i>		
200 Overpressure Rupture, Explosion, Overheat (no fire)		600 Good Intent Call	
251 Excessive heat, scorch burns with no ignition	1	600 Good intent call, other	12
		611 Dispatched & canceled enroute	101
	<i>Totals 1</i>	621 Wrong location	2
300 Rescue & Emergency Medical Service Incident		622 No incident found on arrival at dispatch address	19
311 Medical Assist, assist crews	2	631 Authorized controlled burning	6
320 Emergency medical service incident, other	2	651 Smoke scare, odor of smoke	8
321 EMS call, excluding vehicle accident with injury	903	652 Steam, vapor, fog or dust thought to be smoke	2
322 Motor vehicle accident with injuries	74	671 Haz-Mat release investigation w/no Haz-Mat	4
323 Motor Vehicle/Pedestrian Accident	2		
324 Motor vehicle accident with no injuries	64	<i>Totals 154</i>	
331 Lock In	1	700 False Alarm & False Call	
342 Search for Person(s) in Water	1	700 False alarm or false call, other	8
352 Extrication of victim(s) from vehicle	1	710 Malicious, Mischievous False Call	1
353 Removal of Victims from Elevator	2	714 Central Station – Malicious False	1
361 Swimming/Recreational Water Rescue	1	730 System Malfunction	12
362 Ice Rescue	1	733 Smoke detector activation due to malfunction	14
381 Rescue or EMS Standby	5	734 Heat Detector Activation due to Malfunction	1
	<i>Totals 1,059</i>	735 Alarm system sounded due to malfunction	21
400 Hazardous Conditions (No Fire)		736 CO detector activation due to malfunction	11
400 Hazardous conditions, other	5	740 Unintentional transmission of alarm, other	11
410 Combustible/Flammable gas/liquid Conditions	1	741 Sprinkler Activation- - No Fire	1
411 Gasoline or other Flammable liquid spill(s)	5	742 Extinguishing Agent Activation	2
412 Gas leak (natural gas or LPG)	15	743 Smoke detector activation, no fire - unintentional	29
413 Oil or other combustible liquid spill	3	744 Detector activation, no fire - unintentional	13
424 Carbon monoxide incident	18	745 Alarm system activation, no fire - unintentional	36
440 Electrical Wiring/Equipment Problem	4	746 Carbon monoxide detector activation, no CO	19
444 Power line down	9		
445 Arcing, shorted electrical equipment	6	<i>Totals 180</i>	
	<i>Totals 66</i>	800 Severe Weather & Natural Disaster	
500 Service Call		814 Lightning Strike (No Fire)	6
500 Service Call, other	128		
510 Person in distress, other	4	<i>Totals 6</i>	
511 Lock-out	2	900 Special Incident Type	
		900 Special Incident	3
		911 Citizens Complaint	1
		<i>Totals 5</i>	
		Total Yearly Calls - 1,762	

Respectfully submitted,

Thomas L. McPherson Jr., Fire Chief

Community Development

Our Purpose:

To proactively attract and recruit new businesses to the Town that are in support of the Town's goals, with a strong priority on the Professional Business & Technology, Village Center, Gateway, and Market Square Overlay districts, as well as other districts that may be identified as a priority in the future.

Facilitate and promote re-development of underutilized, non-residential areas, in harmony with the Town's Master Plan.

Provide technical assistance to the general public regarding rules, regulations, and policies guiding land use and economic development. Meet with landowners and land developers regarding land development processes, feasibility, and permitting requirements.

Serve as an advocate for economic development, providing information and/or presentations to various boards, commissions, civic groups, businesses, individuals, and the general public on economic and community development issues, services, programs, and plans.

Integrate and align economic and community development initiatives and efforts across various Town boards and committees in keeping with the Master Plan, the Economic Development Committee, Planning Board, and the Board of Selectmen goals; periodically reviewing and prioritizing the Town's economic development initiatives to bring initiatives to fruition.

2019 Highlights - Activity & Growth

The completion of Exit 3 and the relocated Route 111 has drawn considerable attention to Windham as a viable setting for commercial development. With the activity at Exit 1 (Tuscan Village) and Exit 4 (Woodmont Commons) bookending our location, Windham is attempting to integrate itself into this new regional marketplace north of Massachusetts and south of Manchester.

The Gateway project, located off Route 111 on Range Road, is beginning to take shape this year. The first of many buildings in this planned development and their tenants received occupancy permits for a new Citizens Bank, Le Macaron, and Kingluxe Nails & Bar. A second building received permission to construct its foundation. When built-out, this 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 broke ground in 2019. Albeit a slow start, we are excited to see this development continue to unfold.

Water still dominated the conversation this year and is possibly the most important planning issue into the future. Construction finally started on the Route 28 water line, fully paid for by MtBE Settlement monies, and is being built under supervision of the Town of Salem. This line will serve businesses and property along Route 28 and westward on Route 111 ending at Klemm's Mobil and McDonald's. Certain current Pennichuck customers in this area will also be able to tie in.

The WEDC Infrastructure subcommittee has been lobbying to extend this system further on Route 111 to the vicinity of Ledge Road. The Town applied to the New Hampshire Drinking Water and Groundwater Advisory Commission for a \$3M grant, and is pondering the creation of a Tax Increment Financing (TIF) District to help finance the infrastructure and payment of the \$9.5M cost. Watch for local initiatives and warrant articles to acquire the rights and develop water lines in 2020. We feel this long-term solution will improve the quality of life, help replenish our aquifers, and have additional economic benefits.

The master planned “Village Center District” is still taking shape. Enterprise Bank and MVC Eye Care are thriving in their new locations. Property developer Chris McCarthy is hopeful his third building can be developed. Neighboring owner Tim Pitcher has renovated two existing historic homes into office space; using one as his company’s branch office, Luckett & Farley, and leasing the other to Willow Home Designs. Developers here are hopeful for a municipal water system.

Windham is adding over 150K square feet of commercial space. Of the commercial development underway, five received Certificates of Occupancy this year. The largest at 39,000 square feet, Medicus Healthcare Solutions now has a third building in its Roulston Road complex and is Windham’s largest employer. A. J. Letizio Sales & Marketing completed its new headquarters and conference center, adding 19,200 square feet of Class A office space. With its signature “tower” modeled after Searles Castle features, it’s a new Windham landmark. Canobie Lake Veterinary Hospital built their new home, a state of the art veterinary care facility, on Range Road with 4,981 square feet. Capitalizing on location, Wee Care Learning Center built and opened a new facility across from Medicus on Roulston Road, adding 6,400 square feet to our commercial inventory.

Route 28 has experienced a lot of interest this year, especially anticipating a municipal water line. The owner of 13 Rockingham Road completed a facelift on an existing building, creating tenant opportunities that three new businesses have capitalized on. Club 14 Indoor Golf & Virtual Reality, Bar & Cafe opened and is thriving in this location. The Sugar & Spice Bake Shoppe and Play all Day Doggy Daycare are both also fitting in well at this location. This building, with 20,000 square feet, offers high visibility retail on a heavily trafficked location near its intersection with Route 111. There are eight remaining parcels with slightly over 48 acres available for development here.

Other commercial projects completed this year include NH Catholic Charities addition of an independent living wing to their Warde Health Center on Searles Road. The work included renovating the existing Castle College administration building and adding assisted living units. This will add much needed housing opportunities from independent living to short and long-term care.

Commercial development that broke ground and made significant progress in 2019 include a two-story retail/office building at 7 Rockingham Road offering 7,600 square feet to a single or multi-tenant user. Mesiti Development is completing its site plan at 1 Wall Street adding a two-story 19,500 square foot high visibility commercial building with a drive-thru opportunity. We are excited to know who will occupy this space. Ready to occupy space is at a premium in Town.

Three significant residential developments were finalized this year. Lilac Ridge, a 15-lot residential subdivision, Midtrail Crossing, a 51-unit 2-bedroom condominium complex, and Westchester Estates, a 68 unit 3-bedroom condominium complex. All three projects are dependent on the municipal water line constructed on Route 28. Year-end inventory shows Windham has less than 100 approved and ready to build single family lots available, with 33 newly constructed and age restricted condo units remaining for sale.

Community & Economic Development

The Planning Board heard 39 cases this year and, among those, five were conceptual site plans for commercial development, seven were commercial developments, four were lot line adjustments or subdivisions, and eleven cases involved Major Watershed Protection Overlay District applications. New commercial development included a new Bank of New England branch building, a multi-unit 10,984 square foot commercial building, and a multi-lot light industrial development on 29 acres of land which will offer much needed industrial flex space.

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

Some of the continuing efforts facilitated by the Department in 2019 included:

Business Partnerships:

- Welcomed 23 new businesses into Windham;
- Represented the Town of Windham on the Derry/Londonderry Chamber Economic Development Committee;
- Participated with the Greater Salem Chamber of Commerce Economic Development Committee;
- Participated in the Southern NH Planning Commission regional economic development discussions; and
- Active member of the Regional Economic Development Center (REDC) contributing to the 2019 Comprehensive Economic Development Strategy (CEDS) program.

Long-Term Community Development Initiatives:

- Assist 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;
- Continue the Business Visitation Program which entails one-on-one meetings with local businesses to gather information and seek feedback to help the Town be more responsive to the business community's needs;
- Support Windham Economic Development Committee efforts to identify commercial development possibilities through zoning changes, infrastructure needs, and marketing opportunities;
- Continue the development of a community development focused website and social media to meet the needs of the residents and businesses; and
- Create a "Meet Your Local Business Owner" local cable TV program, selecting a new or old local business owner to interview and discuss what motivated them to locate in Windham.

Building/Construction Activities

This Department handles construction applications; building, plumbing, and electrical applications and inspections; pool, fence, signs, and well permitting; and septic design plans.

With a sustained robust economy, CDD fielded a busy year with building and construction permitting and inspection activity. The Department issued the following permits in 2019:

- New Residential Development
 - 59 Single-family dwellings
 - 2 Seasonal homes razed, with both sites redeveloped with new year-round homes
 - 235 Additions/alterations to existing dwellings

- Commercial Development
 - 2 New commercial buildings
 - 19 Redeveloped commercial buildings
 - 1 School building
 - 1 School building renovation
- 294 Building permits
- 374 Electrical permits
- 145 Plumbing permits
- 121 Septic system permits (new and replacement)
- 50 Well permits
- 1 Chimney permit
- 25 Fence permits
- 16 Residential sheds
- 32 Residential pools
- 46 Temporary sign permits
- 44 Permanent sign permits
- 7 Minor Cobbetts Pond and Canobie Lake Watershed Protection Permits
- 11 Major Cobbetts Pond and Canobie Lake Watershed Protection Permits

Administrating the permitting process was challenging this year. The discovery of omitted compliance to certain ordinances resulted in a thorough review of operational procedures in this process. Specifically, requiring certain watershed permits when development is occurring within the Cobbetts Pond and Canobie Lake Watershed Protection Overlay District. Confusing language in the Ordinance was cited as part of the cause of this compliance issue. Clarity of the official reference maps was also cited. An operational review was conducted.

A new GIS layer was created on the Town's web mapping system to identify all property in both Watershed Protection Districts. In addition, a checklist procedure with multiple reviewing layers was immediately implemented. All permits are checked for zoning compliance, Watershed District, Flood Zone, dimensional requirements, and other legal agreements that may be required. The result was immediately recognized by full compliance to the Ordinances and an improved tracking and documentation system.

Code Enforcement

The role of Code Enforcement is one 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 12, 2019. 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. Assistance is also provided to 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 2019, the Community Development Department staff worked to address the following code enforcement items:

- Dilapidated property concerns
- Unregistered motor vehicle concerns
- Various waterfront/flood zone issues with NH DES
- Non-compliance properties with Planning Board site approval
- Unpermitted temporary and permanent signs
- Unpermitted fence installations
- Vehicles on residential land exceeding gross vehicle weight limit allowed in zone

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 45 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 the Historic District/Heritage Commission.

Also, there is on-going effort to rid the town of roadside signs that promote events being held outside of Windham. Those signs that were removed exceeded two hundred in quantity, similar to 2018, 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.

2019 was quite active with legal matters. code enforcement, legal opinions, and court appearances required significant time and consideration from staff and legal counsel. We would like to recognize Town Council Bernard Campbell for his assistance, patience 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, however there was no report from either on the activity this year:

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

Department Staff

In 2019, the department added a new staff member, Christine Freethey. Christine brings several years of experience in the financial and technology sectors, is highly qualified, and a pleasant presence. Brian Arsenault entered his second year as our ZBA/Code Enforcement Administrator. Brian's background made him a perfect fit for this position. The CDD team includes Dick Gregory, Planning Director/Health Officer; Mike McGuire, Building Inspector/Deputy Health Officer; and Julie Suech, our Department Administrative and Planning Assistant. We are also 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. With continuing focus on training opportunities, the fully staffed department will concentrate on procedural improvements, improving communication and customer service.

The department continued to assist the Planning Board, Zoning Board of Adjustment, Historic District/Heritage Commission, Conservation Commission, and Windham Economic Development Committee. The Town of Windham is fortunate to have such wonderful, knowledgeable and dedicated volunteers serving on the Boards/Committees.

In 2020, 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. 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: In 2019 we said a fond farewell to long time Highway Agent/General Services Director Jack McCartney; as he left his position for a well-deserved retirement. Many old and new friends turned out for his retirement party at the Senior Center this past October, sharing memories and well wishes. I personally would like to thank Jack for all his years of service and, in particular, the past two years that we worked side by side. His professionalism and commitment was unending, as he worked tirelessly to make sure the transition to the next General Services Director was seamless. To that end, I am pleased to announce that in October of 2019 the Board of Selectmen and Town Administrator offered me this wonderful opportunity as the new General Services Director. While Jack's departure left behind some big shoes to fill, and it's possible they may never be, I will strive for that goal every day.

In 2019 we completed many large paving projects: Londonderry Rd, Nashua Rd, Searles Rd, Princeton St, Meetinghouse Rd, and the Transfer Station. Before the close of the year, we were also able to put out to bid the 2020 paving work, which was awarded by the Board of Selectmen in late December, pending budget approval. On the schedule for 2020 are Londonderry Rd, Kent St, Bedros St, Castle Hill Rd, Marblehead Rd, Oriole Rd and Griffin Park. Notices will be sent to all abutters before construction begins.

Along with those many paving projects, we also undertook multiple projects as part of the beautification of the Town Center. We removed several dead or dying trees, and cleared the area that runs along Route 111 from Church Street to North Lowell Rd of years of overgrowth. We also completed our general daily work of catch basin cleaning, road sweeping, sign replacement or installation, landfill operations, shoulder work and many other operations integral to the Highway Department.

Maintenance: The Maintenance Department worked aggressively to update or repair many of the old systems and issues within all our buildings. The Fire Department had its 20 year old fire alarm system and Ansul system replaced. The Armstrong building had all its smoke detectors and pull stations updated with new devices meeting today's standards. The historic Senior Center had engineering completed to begin the process of pricing out the replacement of its current foundation. The Police Department had a water filtration system installed to filter out PFOA and PFOS.

The Community Development building had multiple projects completed this year. The flooring structure was fortified to meet current floor load requirements, the old chimney that was beyond repair was replaced, a new water pressure tank and associated plumbing was installed, as was a basement sump pump to help alleviate flooding and, new carpet was installed in the office area.

Griffin Park had its new camera system installed, replacing a donated system that was over 15 years old, along with a new septic system pump and a complete redesign and installation of the water supply system for the multi-purpose building.

Along with all the larger projects overseen by the Maintenance Department, we also supervise and/or assist with the setups of Town events and elections, Searles Chapel rentals, general maintenance, building cleaning and supply distribution; all of which is done via a combination of staff, vendors and volunteers.

Solid Waste: The ongoing mission of the Transfer Station 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 and an informational brochure can be found on the Town website www.windhamnh.gov.

General Services Division

In 2019, the Transfer Station took delivery of a brand new International truck used to haul trailers to the various locations. It replaced an aging vehicle that had long past its working life. I would like to thank the residents who overwhelmingly supported this purchase in the March 2019 election.

As was the case last year, we are still working on a plan to open up on Tuesdays if we have the appropriate amount of staff. We were close in 2019 but retirements, resignations and other factors prevented this from happening. As we enter 2020, this will still be on the front burner as a main goal to complete.

Once again the Transfer Station, in conjunction with the Windham PTA, held its annual electronics collection event at the Windham High School. Our collection tonnage was up over the previous year, making it one of the more successful ones. Thank you to all who helped and participate in this event.

The Transfer Station continues to dispose of its municipal solid waste (MSW) at Covanta Energy, a trash to energy plant, in Haverhill. Our recyclables will continue to go to Greenworks of Peabody Massachusetts as we enter year three of a five year contract. Metal recycling and demolition continue to go to the Re-Energy facility in Salem NH.

Per Our NH Solid Waste Permit, an annual operational report was submitted to NH DES within the required time frame. This discloses our operation performance for the calendar year.

2019 WASTE STREAM STATISTICS

Municipal Solid Waste	5605 tons
Construction & Demolition	1166 tons
Single Stream Recycling	796 tons
Metal Recycling	319 tons
Oil Recycling	3060 gals

For all three departments I would like to express my gratitude to all the staff, other departments, vendors and volunteers who we work side by side with every day. It is with their dedication, commitment and support that we are able to provide high quality services to the residents of Windham.

Respectfully submitted,



Dennis Senibaldi, Director

Nesmith Library

In 2019, Nesmith Library customers borrowed more than 181,600 items. In addition:

- There were 8291 registered borrowers.
- 5370 eBooks and 6529 audio books were borrowed by residents through the libraries participation in the NH Downloadable books consortium.
- 3395 eBooks and 829 audio books were borrowed by residents through Nesmith Library's participation in GMILCS and the 3M Cloud Library.
- 3661 new books were added to the collection.
- 17709 materials were borrowed from GMILCS consortium members for Nesmith customers.
- Strawberry Festival was fabulous – again - thanks to the Friends of the Library!

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

In July 2019, we welcomed Azra Palo and Molly Pevna to our team. Azra is our new Head of Youth Services and Molly has taken over the Teen program, as well as helping out with all things kids. They have added loads of new programming and we look forward to seeing what else they will add.

In August 2019, Chelsea Paige joined us as our newly minted Social Media/Emerging Tech librarian. This is a new positon and Chelsea is creating the job description as she goes, but she has upped our social media game. We are very happy to have all three of them working with us!

In 2019, we said goodbye to long term Children's Librarian, Jane McCue. An entire generation of children went through her story time program.

This year our large facility project was the LED conversion. We now have brighter lights in most areas and have reduced our electric consumption.

This completes my first full year as Library Director. We are grateful for the support that the library received from the Town Administration as well as the residents of Windham during this year of transition. It is a pleasure working with this great staff, Board of Trustees, Friends of the Library volunteers, and the countless other volunteers that give of their time to make the library a wonderful community asset.

It has been our pleasure to serve you, your friends, families and neighbors in 2019. We look forward to seeing you in 2020!

Registered Patrons	8291	Books Added	3661
Total # of Titles in Collection	76012	Items Circulated	179148
Library Visits	71500	Program Attendance	8217
Multi-Purpose & Study Room Uses	1689	Internet Uses	4488
Volunteer Hours	560		

Respectfully submitted,

Sylvie Brikiatis
Sylvie Brikiatis, Director

Parks and Recreation

As we enter 2020, I can't help but to reflect on the past 15 years that I have had the privilege of working for the Windham Recreation Department. The little ones that were in my programs when I first started are now entering college or in college; their parents who were dedicated volunteers in the youth sports programs have handed the torch over to new families; and our program offerings continue to expand.

The Recreation Department had yet another busy 2019 – between special events, classes, and maintaining the facilities. We've been focusing on classes for adults/older adults/seniors, and encourage you to try out a class at no charge – between Yoga, Pilates, Functional Fitness, Line Dancing, MAT class, and Strength/Stretching, there is something for everyone. All ages, abilities, and levels are welcome!

Comcast Cares Day

We were chosen as one of the communities to participate in Comcast Cares Day this past May. We were fortunate enough to host two events with Comcast – Bingo at the Senior Center and a project at Wonderland Playground. A group of Comcast employees, as well as residents and Town of Windham employees, played Bingo with Windham seniors, and enjoyed lunch and raffle prizes. At Wonderland Playground, we spread certified playground mulch and spruced up the area. Both were great days! It was great to see so many volunteers of all ages involved.

In remembrance

On August 9, 2019, on the day of the Annual Senior Picnic, we lost a long-time friend and supporter of the Department, Chuck Nickles. He attended all of the outdoor concerts, Town events, visited the Town Beach frequently, and was always the life of the party. We miss Chuck every day and will always remember him for his sense of humor, his outspoken personality, and his love of music.

Many thanks...

A special thank you to Medicus Healthcare Solutions LLC and Enterprise Bank for sponsoring the Annual Tree Lighting/décor in December. We appreciate their continued support of the Recreation Department and hope that everyone enjoyed the festive additions on the Town Common.

Jack McCartney, Highway Agent/General Services Director, retired in October after 19 years. He made sure all the maintenance was done at the fields/park/beach, as well as being instrumental in assisting with getting all the big Town events ready. He is already missed, and we wish him nothing but health and happiness in his retirement! We are looking forward to working with Dennis Senibaldi in his new role as General Services Director.

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, Windham Garden Club, Windham Lacrosse, Windham Basketball Club, Mom's Alliance of Windham, Windham Soccer Association, Windham Seniors Inc., Windham Wolverines, Windham Community Band, Heritage Baptist Church, Windham Presbyterian Church, and the Woman's Service Club of Windham.

Parks and Recreation

Thank you to: Ralph Sinclair, Bruce Breton, Al Letizio and Family, Margaret and Tom Case, Barbara Coish, Kristi St. Laurent, Bob Coole, Jennifer Simmons, Roger Hohenberger, Ross McLeod, Joel Desilets, Heath Partington, The Brink Family, Jay Yennaco, Jeff Carter, Andrew French, Kids In Service Club, Jessica Weller, Julia Howarth, Karen Frey, Maria Schroeter, Brenda Golden, Kristine Giarrusso, Jil Greeley, Delahunty's, Michael Melchionne, Coco Early & Associates-The Windham Division, Dance Connection, and Stateline Waste Management.

Thank you also to: Dave Sullivan, Dennis Senibaldi, Kelly McLaughlin, Fire Chief Tom McPherson, Police Chief Gerry Lewis, Assistant Fire Chief Ed Morgan, Police Captain Mike Caron, Deputy Fire Chief Steve Brady, Community Service Officer Jake Hoag, Eric Delong, Daniel Popovici-Muller, Wendi Devlin, Paula Carmichael, Dick Gregory, Julie Suech, Rex Norman, Frank Farmer, Paul Lutz, Tina Boermeester, Windham Town Beach Lifeguards, WCTV, Windham Fire Dept, Windham General Services Dept, and Windham Police Dept.

In closing, thank you to the members of the Windham Recreation Committee: Alberto Chang, Dave Curto, Jason Gill, Jon Keating, Khadija Lodhi, and Alex Spiedel. A special thank you to Mark Lucas, who served on the Committee for several years, but has moved on to volunteer with other Town organizations.

Please reach out to me with ideas for programs, as I love to add new things!

Respectfully submitted,



Cheryl S. Haas, Director

Information Technology

Geographic Information Systems / Social Media & Web Technology Advisory Committee

I am pleased to report to the Board and residents that the Town is now riding the cutting edge of information technology; it is secure, accessible, and the actions and activity of the staff and boards is as transparent as it can be.

Security is this office's first priority. The standards and practices best applied are always under scrutiny, and though no amount of effort or labor will prevent every possibility of compromise, to date I am proud to report that our data is, and remains, secure.

Making sure our systems are secure doesn't mean less access, in point of fact, access to critical information is not hindered or delayed in any way. Efficient, easy access means members of the Town staff, elected officials and residents are better informed and able to get the information in and out that they need to complete their daily tasks.

For residents interested in what happens here at the Town offices, access to public information has never been easier to obtain. Nearly all of the public information is now online 24 hours a day, 7 days a week. In the last year, we have added real estate tax information, allowed online payments of taxes, opened access to current and former employees to their records, and introduced a number of new tools; making everyone more efficient and cost effective.

In 2019, the complete upgrade of our Financial System was completed, as was the Assessing Department software. The Police Dispatch Center was also upgraded with new equipment and software.

Geographic Information

The Geographic Systems have been critical in the support of efforts by the Board of Selectman to bring municipal water to properties along Route 28 from Derry to Salem, and plans to expand westward down Route 111; an effort aimed at supporting local business growth. New tracking and mapping tools were added, making additional information easier to map and use.

Town Web Site www.WindhamNH.gov

Three years since our upgraded web site was introduced and many residents and businesses have registered, but we could and should do better. The Technical Advisory Committee was repurposed and will work to improve the site and broaden its appeal and use by residents. I strongly encourage all residents to visit the site and see what they might be missing – events, announcements, celebrations, and more.

Respectfully submitted,



Eric DeLong, Director

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 type of information be desired.

Currently there are around 500 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 \$44,600,000 in 2019, or roughly 2%, as a result of continuing construction and property reviews. The overall total assessed value of the Town is around \$2,525,000,000.

A draft analysis of the Department of Revenue Administration's review of sales information has been completed, and it is expected that the Town's assessment ratio for the 2019 tax year will be approximately 78%. A required, town-wide valuation update will be completed for the 2020 tax year.

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

The following is a list of tax exemptions and credits currently available. 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.	

Tax Assessor

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, Contracted Assessor

Human Services

The Town of Windham, as required by NH State Statutes, provides financial assistance for residents when situations arise in their lives that 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 21 households in 2019, which is one less than last year. The total cost of this assistance was \$35,531.61; which reflects a decrease of \$9,942.62. 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 a reduction in 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 2019:

Food Vouchers	\$ 7,760.00
Shelter Voucher	20,124.69
Electricity Vouchers	3,889.33
Oil/Propane	1,227.59
Gasoline	2,555.00
Miscellaneous	0.00
<hr/> Total	\$35,531.61
Reimbursements	\$ 2,810.11

Respectfully submitted,

Paula Carmichael

Paula Carmichael, Coordinator

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) comprised of both daytime employees and volunteers who meet to improve our state of preparedness.

The Office of Emergency Management also continues to be prepared for the possibility of an emergency or shelter opening; although 2019 was again a quiet year in terms of storm related emergencies and, of those we did encounter, we had no impact in terms of power outages and wind damage. Windham Fire and Emergency Management remain active on "Twitter" as an alternate way to inform residents of important information and weather alerts. You can find us at @WindhamFD.

EM also continued its work in other areas. Some of the highlights as we reflect back on in 2019 were:

- Continued work on Local Emergency Planning Materials.
- Improved upon the Emergency Operations Center with continued upgrades to video and WiFi systems.
- Continued improvements to the EM web page at <http://windhamnh.gov/depts/em.htm>, where one can find the location of all emergency shelters in town, along with other important emergency preparation information and links.
- Ensuring the availability of Emergency Management pamphlets which cover "Severe Weather", "Shelter", and general Emergency Management information; these were handed out at several Town functions and were made available at various locations in Windham.
- Reviewed and updated all Red Cross recognized emergency shelters.

As we enter 2020, 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 our website where you can contact Fire Chief McPherson, or call 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 by assisting 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. Lastly, I want to thank all the members of Town government for their continued support and dedication.

Respectfully submitted,



Fire Chief Thomas McPherson, Jr., 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. The towers' fire detection efforts are supplemented by the NH Civil Air Patrol when the fire danger is 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. Every year New Hampshire sees fires which threaten or destroy structures, 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!

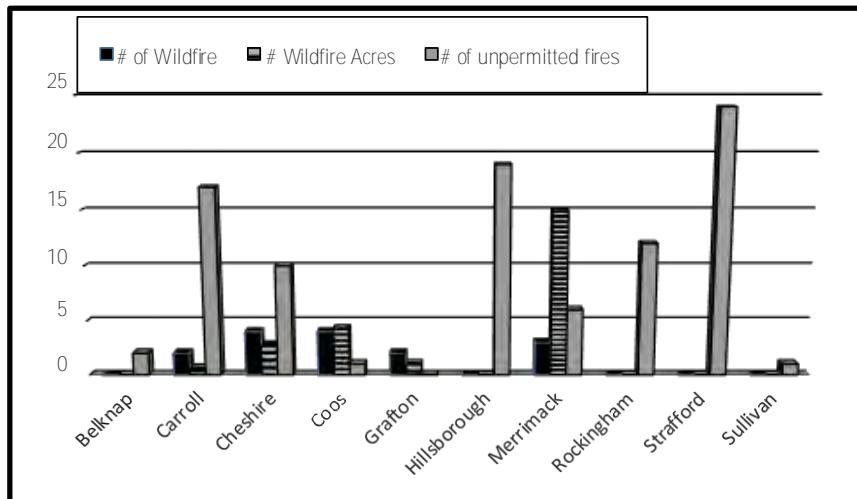


The Forest Protection Bureau and local fire departments were very busy this year celebrating Smokey Bear's 75th year preventing wildfires. Many events were held at local libraries, in fact, this program was so successful we will be offering it again in 2020. We were fortunate enough to partner with the Northeast Forest Fire Protection Compact and bring the Smokey Hot Air Balloon to Franconia Notch in August. The weather was fantastic and hundreds of people got the chance to ride in the balloon!

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 2020 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.nh.gov/nhdfi/.

2019 WILDLAND FIRE STATISTICS
 (All fires reported as of December 2019)



Year	Number of Wildfires	Wildfire Acres Burned	Number of Unpermitted Fires*
2019	15	23.5	92
2018	53	46	91
2017	65	134	100
2016	351	1090	159
2015	143	665	180

* 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
4	3	1	0	1	1	1	1	3

Respectfully submitted,

Chief Thomas McPherson, Jr., Fire Warden

Windham Community Television

In 2019, 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. The WCTV channel line-up for Windham Comcast subscribers is:

- 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, as well as many subcommittee meetings. WCTV also provides coverage for the Town and School Deliberative sessions.

WCTV original programming includes shows such as: Community Connection, Time for Animals, Windham Watch, 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, 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 2019, 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 2019; 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, 2019 BIRTHS

CHILD'S NAME	PARENT(S') NAME
Carter Alan	Ryan & Jennifer Lambert
Riley Elizabeth	Stephen & Lora Blank
Jaiden Winter	Ryan & Brianna Bedard
Anastasia Jeanne	Kristopher & Katelyn Priestley
Alec Ace	Justin Thompson & Lyndsey Mignault-Thompson
Max Devane	Patrick Mallin & Melissa Devane
Gemma Joan-Marie	Frederic & Ashley Dickie III
Brody Daniel	Christopher Graves & Sara Belling-Graves
Natalia Tharayil	Sherry Geevergheese & Dragana Popovic
Grayson Timothy	Adam & Laura Wactowski
Emma Jean	Andrew & Tiffany McHenry
Audrey Marie	Julien & Danielle Moreau
Meredith Abigail	Ezra & Caitlin Moses
Carter James	Matthew & Kristina Mondeau
Aurora Oakley	Joshuah Totten-Greenwood & Alysson Greenwood
Hailey Ann	Zachary & Sarah Fancy
Julian Jackson	Eric & Laura Young
Shae Anne	Stephen & Lauren Simpson
Ava Grace	Brian & Stephanie Restuccia
Nora Grace	Patrick & Natalie O'Connor
Harper Louise	Travis Davekos & Ariana Curfman
Rose Lee	Matthew & Stephanie Cahill
Willa Rae	Michael & Brittni Poisson
Briah Lee	Jonathan Butler & Heather Marttila-Butler
Nash Benjamin Love	Stephen Getchell Jr & Jamie Love-Getchell
Cameron Michael	Keith & Jamie Quigley
Jackson William	Tyler & Laura Smith
Brooke Kathryn	Devon & Nicole Crawford
Elliott Rose	Michael Hachey & Andrea Frost
Liam Patrick	Thomas Page & Caitlyn Jones
Zayn Aziah	Omar & Jennifer Brahim
Jonathan Edward Jr	Jonathan & Marion Kincaid
Nora Juliette	Erin & Jacqueline Keeves
Samy Alaoui Douiri	Abdelaziz Alaoui Douiri & Indre Staskonyte
Nikolai Owen	Andrew & Meaghan Ralich
Evelyn Rhodes	Jonathan & Bethany Ladd
Michael Scott	David & Sarah Thomas
James Joseph	Daniel & Kristen Goodhue
Joshua Joseph	Joseph & Nicole Cicchetto
Georgia Margarita	Ruben Rosario Jr & Carolyn Kaulbach
Fitzgerald Corey	Joshua & Juliet Matte
Robert Matthew Jr	Robert & Maureen Chapman
Zachary Steven	Brandon & Natasha Brown

Vital Statistics Recorded

CHILD'S NAME	PARENT(S') NAME
Evelyn June	Michael & Laurie Ziakas
Wyatt Stanley	Christopher Nackel & Krystyna Hinz
Hudson Murphy	Sarah & Maura Ellins
Olivia Ruth	Ryan & Molly Mackey
Taylor Elizabeth	Guy & Susan Assetta
William Nicholas	William & Kelsey McIntosh

DEATHS

PLACE	DECEDENT'S NAME
Windham	Dorothy Denicola
Derry	Amelia Conroy
Windham	Pamela Mitchell
Windham	Samuel Winer
Merrimack	Mary Glance
Windham	Barbara Fowler
Windham	Gladys Watt
Windham	Grace Marad
Windham	Majorie Perry-Ford
Windham	Mary Spera
Windham	Lisa Angelone-Aniello
Derry	Ruth Seidell
Winchester	Judy White
Derry	Louise Yankowski
Derry	Dorothy Hewitt
Derry	Mary Otis
Windham	Ida Modrak
Derry	Donna Murray
Windham	Clare Hennessey
Windham	Ronald Forward
Derry	Doris Jaskot
Windham	Anthony Tramontozzi
Derry	Albin Seyfferth
Windham	Marie Miller
Portsmouth	James Brown
Derry	Curtis McGadden
Windham	Daniel McPhee Sr
Derry	Mary Ashburn
Windham	Sally Gurley
Windham	Jean Mccoo
Derry	Martha Smith
Manchester	John Muise Jr
Derry	William Cayer
Windham	Brian Trudel

Vital Statistics Recorded

PLACE	DECEDENT'S NAME
Boscawen	Barbara Bell
Merrimack	Marie Varle
Windham	Mado Baldwin
Windham	Ernest Rizzo Jr
Windham	Eunice Boudreau
Windham	Mary Orlando
Windham	Hanako Tajima
Hampton	Rita Godin
Windham	Meredith Hanson
Merrimack	Raymond Marshman Sr
Derry	Leo Connors Jr
Windham	Elena Rodrigues
Windham	Richard Hardy
Windham	Mary Labadini
Windham	Mildred Anderson
Windham	Althea Nigro
Windham	Concetta Milone
Windham	Lenard Marchant
Windham	Judith Holt
Salem	Harold Nickles
Portsmouth	John Caldwell
Windham	Rocco Migliozi Jr
Windham	Jay Marshall
Windham	Mary Pickford
Derry	Swan Priestly
Derry	Steven Casey
Windham	Barbara Klemm
Salem	Aletha Specht
Windham	Lionel St Pierre
Derry	Steve Moore
Derry	Ronald Cyr
Windham	Ingrid Costa
Windham	Richard Sampson
Windham	Irma Barrett
Manchester	Jean Hart
Windham	Debora Carmichael
Windham	Patricia Fradette
Derry	Georgia Coco
Windham	Gwynne Redman
Portsmouth	Barbara Otis
Windham	Emilia Mariani
Windham	Rose Wilson
Windham	Martha Brooks
Londonderry	Ruth Thomson
Windham	Jeanette Ryan

Vital Statistics Recorded

PLACE	DECEDENT'S NAME
Windham	Dorothy Mullen
Windham	Catherine Persson
Windham	David Viau
Bedford	Joan Doiron
Windham	Sarah Madison
Windham	Lois McCarthy
Windham	Dorothy Nelson
Windham	Colleen Dolan
Windham	Marjorie Donnelly
Derry	Marion Winmill
Salem	Alan Griffin Sr
Windham	Nancy Corr

MARRIAGES

DATE	PARTIES WED	PLACE
6/4	Gregory Fuller & Christine Jeeves	Windham
6/15	Charles Newell & Ellen Mullins	Salem
6/22	Michael Dangelo & Bethany Weiss	Allenstown
6/28	Gregory Hogle & Nancy Charland	Windham
7/13	Tyler Zahoruko & Madison Lichtmann	Sandown
8/2	Austin Ford & Heather Long	Seabrook
8/4	Joseph Zucchi & Danielle Kostandin	Londonderry
8/10	Eric Smith & Jennifer Hingston	Hudson
8/10	Kevin Soucey & Kayla Nieves	Lincoln
8/19	Thomas Taylor & Alice Aguirre	Windham
8/24	Shannon Beauregard & Conor Timmins	Portsmouth
9/6	Michael Keene & Marie Keene	Derry
9/13	Anthony Minicucci Jr & Skyla Smith	Lincoln
9/16	Justin Hughes & Julie Davenport	Strafford
9/28	Michael Misiewicz & Renee Mallett	Manchester
10/5	Cody Nichols & Amanda Alexander	Portsmouth
10/26	Nikolas Denuccio & Morgan Scott	Windham
11/08	Donald Bass & Mishel Vida	Alton
11/08	Stephen Brady & Abigail Wells	Windham
12/21	Anthony Caruso & Lisa Dolan	Bretton Woods

Respectfully submitted,



Nicole Bottai, Town Clerk

Cemetery Trustees

2019 was a year of change for the cemeteries in terms of fees and regulations, as substantial amendments were made to both at a well-publicized, but not well-attended Public Hearing we held in March. Along with several, general clarifications throughout the cemetery Rules and Regulations, amendments of note included:

- Purchase of lots by residents will now be limited to those family members residing in the home OR no more than five – whichever is smaller – and proof of the former is now required. This change was necessary as we were experiencing individuals attempting to buy up literally dozens of lots. The explanations ranged from the extra lots being needed for non-resident family members, to wanting a buffer zone around their graves, or to just wanting them in case of future children/spouses/in-laws. As space nears being at a premium, the Trustees must work to ensure that burial rights are being sold equitably; and we believe this change is a means to that end.

The ability to purchase lots was also expanded to include former employees of the Town who meet certain eligibility requirements. To learn more about who is eligible to purchase burial rights in Windham, and how, we encourage residents to check out the current version of the Cemetery Rules & Regulations by visiting our page on the Town website, WindhamNH.gov.

- The most substantial change, by far, pertains to the addition of a new section, “Winter Operations”. Of particular note is sub-section B), which eliminates winter maintenance and burials at the Cemetery on the Hill. Having been a growing concern for some time, the Trustees no longer feel that the Hill can safely be plowed or sanded by our Custodian; particularly in light of the increased traffic along Range Road. Visitors may have noticed that the gates are now chained and posted just prior to a winter weather event, and remain that way until the snow/ice naturally melts off the roadways, at which time the chains are removed. As to burials, the Trustees have informed all area funeral homes that the Hill is closed to them during the winter months and, as this goes to print, we are aware of only one that required postponing to spring. Fortunately the Hill, of all the Windham cemeteries, normally represents the smallest number of overall burials in any given year.
- Lastly, fees to purchase burial rights were doubled from \$200/lot to \$400/lot. This amount is still well below the vast majority of surrounding communities, but does represent the first increase in decades. Lots in the Veteran section remain free of charge to eligible residents.

New signs were purchased and installed in each of the cemeteries last year, and we’re cautiously optimistic that the new, bold design will bring to an end some of the more repetitive issues we face; particularly dogs in the cemeteries. We all have, or have had, our own canine companions, and understand that the cemeteries seem like a great place to toss a ball with them; and that Memorial Day is a family event that you might want your pup to participate in. The fact is, though, that their presence in the cemeteries is prohibited per local regulation #WIN 2:06:21:04, and we ask that you keep them at home while visiting.

Looking ahead to 2020, visitors to the New Plains may notice two areas of bare ground come spring. These are part of a planned project to see if the overall ground cover can be improved. Using an outside contractor, the existing lawn in these areas will be killed off and then seeded to see if better quality grass can be coaxed to grow.

The difficulty faced by most cemeteries, ours included, that do not have “golf course” grounds centers primarily on a lack of irrigation. There is also a need to limit chemical use, and the stones themselves impede certain activities. While we believe the New Plains looks as good as, if not better than, your average New England cemetery, we have agreed to see if some level of improvement can not only be achieved but, more importantly, sustained.

The Trustees would like to take a moment to acknowledge the retirement of the Town’s General Services Director, Jack McCartney. Over the years, Jack and his crew went above and beyond to assist the Cemeteries with beaver, flooding, and other issues. He is missed, but we wish him the absolute best in his retirement.

We would also like to recognize the passing of Mort Pearlman and Chuck Nickles; former Post Commanders and Parade Marshals for American Legion Post 109. Each, in his time, worked hard to ensure that our Memorial Day Parade and Service was a success. We are saddened by their loss, but look forward to working with their replacement.

As always, our sincere thanks go out to our Custodian, Scott Polumbo, 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. To Parks and Recreation Director Cheryl Haas, as well, for her efforts in coordinating another successful Memorial Day parade.

The question was recently asked “what do the Trustees of the Cemetery do?” The short answer is we comply with State statutes and local regulations as they pertain to the sale of burial rights, burials, maintenance, budgets and expenditures, records and maps, and all other things paperwork. We bid out contracts and projects, and oversee both. We help your find your ancestors. Those are the easy parts.

We also take phone calls on nights and weekends from families, contractors, and funeral homes. We meet with families at the cemeteries during blizzards, monsoons; all kinds of weather. We referee disputes between estranged family members. In the absence of our Custodian, we pick up dog poop, bags of household trash, and the occasional headstone kicked over by vandals.

We hug moms who have lost little ones, and elderly men who have lost their high school sweetheart. We laugh along with jesters who are pre-planning their funerals because they’re 100% certain their kids won’t do it right.

Sometimes, we just wait quietly for as long as it takes a family to talk it out amongst themselves.

Sometimes, we have to tell people “no” in the midst of the worst moment of their lives.

We do all that, and more that’s unquestionably been forgotten as this is written. We do it, and we love it. Serving as Trustees is an honor and a privilege, and one we look forward to doing year after year; for as long as the voters will have us.

Respectfully submitted for the Trustees,



Wendi A. Devlin, Chair

Conservation Commission

As your current elected Chairman, I am proud to be part of the team. As a Commission we come from different walks of life; each of us carrying our own precise assets to the table. Like pieces of a puzzle we come together as a diverse and complementary team with one common goal in mind, the three “P’s” of conservation - plan, preserve, and protect - something I have learned from many mentors along my personal journey.

The Commission continues to perform its essential responsibilities:

- Review of Planning Board applications, providing comments, concerns and suggestions where appropriate
- Zoning Board of Adjustment case review, providing comments and testimony on cases having environmental concerns
- Dredge and Fill review and associated site walks to assess environmental impacts related to the application
- Annual monitoring walks of the Landry Family, Ingersoll and Deer Leap conservation easements

As we close out 2019, I can't help but recall the many great achievements we have made in conservation. We have many new and exciting land improvements, acquisitions, and preservation efforts happening. Most of this year's exciting focus has been on the following properties:

Campbell Farm Property

With the help and teamwork of the Campbell Farm subcommittee and many late-night meetings, we worked diligently with the NH Preservation Alliance to create a curatorship plan. A curator agreement was established and, as a result, the restoration and remolding of the Farmhouse is currently underway. The Museum Trustees have worked with the Commission to help document and identify artifacts to preserve their historic value.

The land and parking area are maintained by the Commission, as well as wildlife studies, bird nesting, animal habitat, and monitoring the curatorship of the Farmhouse. In the upcoming years, the Commission is planning passive recreation trails in the area with historic value added.

Moeckel Pond

With the immense amount of effort of so many others involved, the Commission is grateful that the dam reconstruction is finally making strides. Some delay has occurred from the wet fall, melting snow, and beaver dams backing up the water, however, it is starting to look like a pond again. Many thanks to the Friends of Moeckel Pond for all their efforts over the past ten years. Planning is underway for the ADA approved permanent boat docking system. The island has two picnic areas planned, that have great views of Dear Leap and the surrounding forest. In collaboration with the Town of Pelham Conservation Commission, we will soon have a parking area with trailheads connecting both towns, as well as direct boat launch and dock access. The preserved historic mechanics of the original dam will have a viewing museum area.

The Conservation Commission will continue with the cleanup, maintenance, ecological studies, and efforts to restructure the aquatic eco system.

Clyde Pond Land Acquisition

The grand finale of achievements this past year, by far, would be the acquisition of the Clyde Pond property, which is situated on London Bridge Road abutting the High School and other conservation parcels. This piece houses an abundance of resources; environmental, ecological, and recreational.

Environmentally preserving this 60-acre conservation land has a large impact to our natural resources, water, and air quality. Sitting atop one of our largest branches of the aquifer, feeding our streams, ponds, and well water, is acre upon acre of trees and vegetation acting as filtration to our water source. This same forest helps to restore good air quality and its decomposing compost of leaves, pine needles, twigs that fall off create more enriching soils. Forests help provide food and shelter to our wildlife habitat, streams, ponds, wetlands, and for our aquatic ecology.

Nestled within this Town conservation forest, are many existing recreational assets; an abundance of trails for snow skiing, snow shoeing, snowboarding, hiking, biking, and a direct connection to the High School cross country course. The cleared hill provides a safe, fun place for kids to go sledding in the winter and fabulous views all season long; overlooking the pond that provides fishing, ice skating, and a great way to cool off on hot summer days. There is so much to offer at Clyde Pond. As a bonus to the purchase agreement, we also were gifted conservation open space from the neighboring Ashton Woods subdivision, which is connected to our existing trail system.

Throughout my term as chairman, however long it may turn out to be, my goals for the team of our conservation commission is to continue the practice of what I know to be the three “P’s” of conservation.

Plan

- Current landowner and future town prospective relationship development
- Proper forestry planning and management
- Compliant trail development, strategies, and practices
- Continue efforts to acquire open space parcels, while keeping an acceptable balance of residential, commercial, and industrial properties

Preserve

- Plant and wildlife preservation in our fields, forest, streams, wetlands, and ponds
- Preservation of historically significant monuments, structures, and town history specific areas

Protect

- Protecting our investment for the future environmentally, ecologically, and within compliance

Respectfully submitted for the Commission,



David C. Curto, 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 the development of the Windham Rail Trail. Members of the committee are Mark Samsel, John Mangan, Wayne Morris, Carol Pynn, Norm Babineau, and Dick Forde.

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.

2019 primarily focused on grounds maintenance. During the year, the Windham Rail Trail Alliance and volunteers provided over 70 hours of work at the site that included trash pickup, landscaping, mowing and maintenance.

In collaboration with the Windham Historic District/Heritage Commission, we are pursuing a project to provide electricity to the buildings. For the short-term, this will allow for safety lighting and an electrical source, and fits into the long-term plan for eventual further, interior restoration of the Depot building.

The Windham Depot Advisory Committee extends thanks to the Town and community for their continued support, and to those who have donated their time and materials. We have openings on the Committee, so anyone interested in depot maintenance activities and the potential building project, please contact the Town Administrator or the Chairman. As well, please contact the same for any requests for guided discussion of this historic site or tours of the C-16.

Respectfully submitted for the Committee,



Mark Samsel, 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 biodiversity 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.

2019 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 Wood Meadow Estates, Bayberry Road, Weston Road, Osgood Street and Copps Hill Road.
- Trail signage and markings have been installed, as well as online trail mapping, using the OpenStreetMap application.
- New McIlvaine Town Forest trail head kiosks were installed at Weston Road and Osgood Road.
- The Committee has been monitoring wildlife through the use of a game camera placed at various locations in the Forest.
- Through the use of trail cameras, we were able to assess the amount of illegal OHGV usage. Our local Fish and Game Officer worked on enforcing laws prohibiting OHGV use in the Forest.
- We had our experimental wildflower meadow, aka pollinator habitat, mowed to help encourage the growth of desired plant species.
- Invasive species, such as glossy buckthorn, have been identified in the Forest and some eradication has been undertaken.
- A public Forest tour was held to help residents understand the work of our Committee. This included examples of the property's timber regeneration, varied habitats, wildlife and trail network.

In 2020, the Committee will continue working on the McIlvaine Town Forest recreational trail network. 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 wildlife habitat, 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 matters such as:

- Town Master Plan Review
- 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 related to:

- West Shore Road
- Sawtelle Road
- Spring Street
- Rail Trail
- Kendall Pond Road
- Heritage Hill Road
- East Nashua 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, which 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 2019, the Commission continued to work on both fronts with efforts to restore, renovate and, as a last resort, document historic buildings prior to demolition. A high priority for 2020 will be raising public awareness of any issues concerning the diminishing historic locations in our Town, and adding Historic Districts for preservation.

This year, 2019, we were very fortunate to add a new member to the Commission, Skot Paré, who with his work on the Annual Strawberry Festival and the Nesmith Library Committee, brings a specific set of skills that will bode well for the upcoming year. During the year, we also added Heath Partington as our Selectman liaison and, regrettably, said goodbye to Jennifer Simmons who supported us throughout the years.

Nutfield 300th Anniversary:

The year 2019 marked the notable and historic 300th Anniversary milestone for the New Hampshire towns of Windham, Derry, Londonderry, and sections of Manchester and Derryfield. The early Scotch-Irish settlers arrived at these New Hampshire towns in early 1719 where they were granted a large tract of land, which they then called Nutfield due to the large number of chestnut trees. The Scotch-Irish brought both ingenuity and skills that established a world-renowned flax linen industry, Londonderry Linen, and cultivated the first white potatoes in New England.

Windham 300th Commemorative Medal:

The Nutfield 300th medal was designed by the HD/HC for the occasion, with member Michael Speidel doing yeoman's work in assisting in designing and coordinating with the foundry that struck the Windham medal. Michael also took on the part of the "Duke of Windham" in several events and presentations for the Windham Museum, the town of Londonderry, Derry, and Windham, the Windham Terrance, and Strawberry Festival.



Historic Cultural Resource List:

The Commission worked diligently this year 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 from the Department to the HD/HC. We will work with the Community Development Department to incorporate the Town's GIS system to electronically notify Department staff of any building permits on lot numbers that are associated with the list.

Historical Town Records:

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

Original Windham Historic Town Center:

The future landscape of our Town is still on the drawing board 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 Post 109, and the Parks & Recreation Director the HD/HC has worked to upgrade the Town Common, which included a Veterans Memorial dedicated in 2018.

Indian Rock:

With the re-routing of traffic on RT111 (Indian Rock Road) and the creation of Enterprise Drive, Indian Rock has become a significant part of the Town's past which lends credence to the first Indian settlers in Windham. The Commission has added this site to our 2021 Historic District Listing and will be working with the Town to include this site on a future ballot as a Historic District. This rock, as mentioned in L.A. Morrison's "History of Windham", will become a fitting memorial in this location once the land boundaries are finalized with the State.

Armstrong Memorial Building:

The HD/HC working, in conjunction with the Museum Trustees, placed the Armstrong Memorial Building on the National Historic Register. With the assistance of a Historic Preservation consultant, Lisa B. Maisel, 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, national list of historic buildings and sites overseen by the National Park Services. A dedication of the building and plaque will be completed in 2020.

Looking forward to 2020:

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

- Documenting and preserving remaining granite finger post signs in town
- Once again working with the Annual Strawberry Festival Committee; the HD/HC plans to incorporate a Windham's History Tent to continue presenting the history of the Town from its incorporation in 1742 to 2020.
- Working with the Town Planning Board, the Dinsmore Plaque will be placed on the 2020 zoning ballot as a proposed zoning amendment to designate it as a Historic District.

If successful, the Dinsmore Plaque will join the Windham Depot, Stickney Cellar, Town Common, Simpson Cellar, Union Hall, Gage Land Sheep Pen, and Searles School and Chapel on the Windham Historic Districts List. The Gage Land Sheep Pen Historic District was added to our list in March of 2019. It is the largest Historic District in the Town and is overseen by the Conservation Commission; it serves to highlight the large “sheep boom” that improved the economy in both the Town and the State.

Future documentation and/or preserving:

- Whitehead Log Cabin, Bowery Brae
- Robert Armstrong House
- Indian Rock
- London Bridge

Respectfully submitted for the Commission,



Frank Farmer, Chair

Local Energy Committee

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

- a. Evaluation of an RFP for a photovoltaic, solar system for the Nesmith Library;
- b. Proposal evaluation for Searles School HVAC upgrade;
- c. Continued editing of DIY approach for improving residential energy efficiency;
- d. Initiation of an LED lighting upgrade for Windham street lighting;
- e. Initial review of a Community Electricity Power Initiative approved by NH; and
- f. Review of a “Carbon Fee Initiative” to reduce hydrocarbon emissions nationwide.

The LEC added Joe Plonsky to its membership as a replacement for Peter Serian. John Gage, Joel Taft, Michael Misiewicz, Pat Manzo, Peter Tousignant, and Mark Kovacs continued as members.

a. RFP for Nesmith Photovoltaic, Solar System – P. Manzo and M. Kovacs

Three years ago, the LEC concluded it was financially more advantageous to choose membership in the local energy consortium rather than to install a Nesmith solar system.

System costs have been falling, and the Town became aware of a system that appeared to be financially attractive. The LEC presented its findings to the Board of Selectmen (BOS) and to the Library Committee who both authorized the LEC to prepare an RFP. The LEC issued the RFP, reviewed the proposals and recommended a bidder to the BOS who authorized the procurement.

Unfortunately, a week after the award, the State of New Hampshire announced that it had depleted its solar rebate program funding. The selected bidder was not able to proceed without this funding. Consequently, the LEC recommended that the BOS cancel its approval, which they did. The LEC will continue to monitor the solar energy economics to be ready should the financial situation become more favorable.

b. Proposal Evaluation for Searles School HVAC Upgrade – P. Manzo and M. Kovacs

The Town determined that the HVAC system at the Searles School required replacement and requested that the LEC review proposals received from four bidders. The Searles HVAC system consists of two systems comprised of an air handler (cools and heats air to the building), an exterior air conditioning compressor, and a hot water boiler. Only the air handler and compressor are being replaced since the boilers were replaced recently. The LEC proposal review identified the best value supplier (also the lowest cost proposal) and informed the Town Administrator. The Town has delayed this procurement because of a critical roof repair problem encountered at the Searles School in late fall.

c. DIY Methods for Improving Residential Energy Efficiency – J. Taft

At the end of this year, the LEC decided to offer its “DIY Methods for Improving Residential Energy Efficiency” in two formats: a long-form with sufficient detail to guide the interested homeowner in carrying out these improvements himself/herself or directing a specialist contractor in their implementation, and a viewgraph presentation to be presented by the LEC to Town residents to garner interest in moving forward with these conservation measures. The LEC anticipates having this material ready for distribution/presentation in the first quarter of 2020.

d. Assessment of LED Lighting Upgrade for Windham Street Lighting – J. Plonsky and J. Gage.

At the recent encouragement of the Town Administration, the LEC is in the early stages of assessing the cost/benefit of upgrading the Town's street lighting from high-pressure sodium (HPS) to LED lamps. LED lamps typically are more efficient (more lumens/watt) than high pressure sodium lamps, have longer lifetimes (lower maintenance costs) and better color rendition (HPS lamps have a decidedly yellow color, whereas LED lamps can produce a very white light). HPS lamps do have the advantage of lower capital cost. The LEC will examine these factors and make a recommendation to the Board of Selectmen in early 2020.

e. Community Electric Power Initiative – M. Kovacs

The NH legislature approved a bill which would enable local communities to act as an aggregator for electric power to be sold to community residents. This legislation allows the Town to negotiate lower cost, large volume electricity rates on behalf of all residents and eliminates the need for individual residents to negotiate third-party supply rates for themselves. Although the legislation took effect October 1, 2019, the implementation rules are still under consideration by the NH PUC and should be in place in early 2020 when the LEC will take action to work with large volume, electricity brokers to bring this program to Windham residents.

f. “Carbon Fee” Initiative for National Hydrocarbon Reduction – J. Gage

Congress is currently considering “carbon pricing” legislation as an approach to bring market forces into play to reduce hydrocarbon use and to increase development of non-carbon-based, renewable fuels. This initiative has 3 principal components:

1. A gradually increasing fee imposed upon hydrocarbon-based fuels suppliers;
2. Distribution of this fee directly back to the citizens; and
3. A border adjustment (essentially a tariff) to enhance the competitiveness of US firms while inducing foreign nations to adopt similar measures.

John reported that a bill (HR 763) currently resides in Congress awaiting action and described the latest assessment by US Government agencies' substantiation of climate change, the need for near-term action and the benefits that would accrue from a “carbon fee” program. John pointed out that such programs have been adopted by 46 nations to date.

Respectfully submitted for the Committee,

Mark Kovacs

Dr. 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.

This year, the Museum Trustees worked with the Historic District/Heritage Commission to design and place a plaque at the Armstrong Memorial Building to commemorate its listing on the National Register of Historic Places.

The Trustees spent considerable time during 2019 working on the cataloguing and display of the artifacts from the Campbell Farm. Investments were made in additional display cases and conservation materials.

Museum Trustee Derek Saffie, with the assistance of photographer Joan Normington, has continued to work on the Museum website, which can be reached at: www.windhamnhmuseum.com. In addition to frequent Open Houses, the Museum is open by appointment by contacting any of the Museum Trustees who are listed on the website.

The Museum was the site of a number of activities with the Windham Historical Society during the year. Meetings of the Society 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 2019 included several genealogy workshops, many open houses, and a field trip for the third graders from Golden Brook School. The Museum was also open during the Town's Tree Lighting Celebration in December.

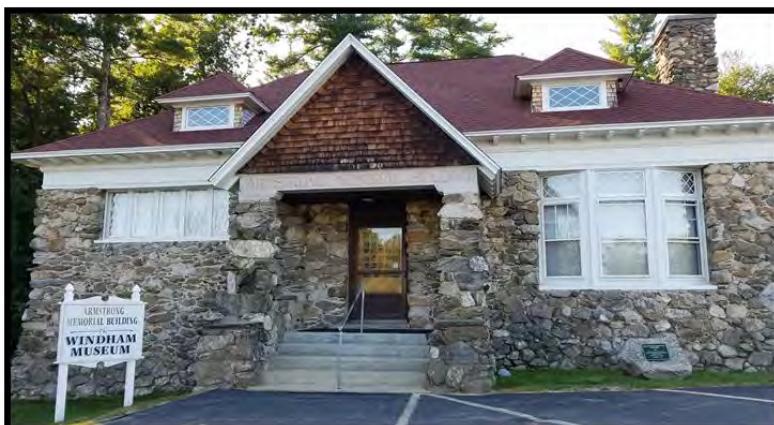
In addition to the events at the Museum, the Windham Historical Society partnered with the Nesmith Library to host speaker Michael Bruno, who discussed his book "Cruising NH History, A Study of New Hampshire's Green Historical Markers".

A number of events commemorated the Nutfield 300th Anniversary. The Museum was open during the Town's celebrations, and the Historical Society's Annual Mystery Tour was a visit to the Morrison House in Londonderry, hosted by the Londonderry Historical Society. In addition, members of the Society and the Historic District/Heritage Commission did a presentation at Windham Terrace on the Nutfield 300th Anniversary.

Respectfully submitted for the Trustees,

Jean Manthorne

Jean Manthorne, Chair



Nesmith Library Trustees

2019 was a year of transition at the Nesmith Library with new leadership, staff and offerings. The community of Windham is fortunate to have an outstanding library staff who made those changes seamlessly. As we enter a new decade, the Nesmith Library continues to strive to meet the needs of our town.

STAFF: The greatest asset of any library goes home at the end of the day. The Board would like to thank the entire staff for another year of dedication in serving the Windham community. Our staff is what makes the library a warm and inviting place to visit. We welcomed new staff, saw others transition into new roles and said goodbye to long-serving staff members.

After a thorough search, we welcomed Sylvie Brikiatis as our new Director at Nesmith Library. Sylvie was previously an Assistant Director and Teen Librarian here at Nesmith. We are excited that Sylvie will be leading us into this new chapter.

We were happy to announce the promotion of Nancy Vigazzi to Assistant Director. She will be performing these additional responsibilities, along with her current duties as Head of Technical Services.

We welcomed Azra Palo, Head of Youth Services, Molly Pevna, Youth Services Librarian, and Chelsea Paige, Social Media/Emerging Technology Librarian, to the staff. We are eager to embrace new ideas brought by these enthusiastic additions.

The community said goodbye to both Diane Mayr and Jane McCue as they moved on to other pursuits. Diane was the resident author at Nesmith Library, including penning the wonderful children's books Run, Turkey, Run! and Littlebat's Halloween Story. Diane dedicated over 30 years to the Nesmith Library and the community of Windham, and will be sorely missed. Jane was a Children's Librarian at Nesmith for nearly 19 years, and many families considered her part of their own. We wish both of these women the very best.

FACILITY: The Nesmith Library is always looking for ways to become more energy efficient and cut utility costs. This year, the library undertook an LED conversion of the lights in the building. This is another step in our endeavors toward a greener building.

PROGRAMMING: The library is the heart of the town, built on a solid foundation of community resulting from patrons attending these programs. In 2019, the library offered 227 programming events with a total of 8,217 attendees, ranging in age from infants to seniors. We owe a huge thank you to all of the staff, Friends and volunteers who make these programs possible.

OFFERINGS: Let's face it, in this day and age, everyone has a packed schedule. At Nesmith, we're always looking for ways to ease that burden as best we can, and we're using technology to make things at Nesmith as convenient as possible for our patrons. New this year, Windham residents can obtain a temporary library card online; stream books, shows and movies using the HOOPLA app; and get regular updates from WOWbrary on what is new at the library. We continually strive to meet the needs of our patrons, so be sure to check in regularly to see what is new!

FRIENDS: The Library is successful thanks in part to the many friends it has throughout the community.

The Friends of the Library of Windham (F.L.O.W.) worked throughout the year to provide wonderful programming that would otherwise not be fiscally possible. The Spring Carnival and Book Fair was fun for all! The annual Strawberry Festival and Book Fair partnered with the Nutfield 300th committee this year to bring the community together to celebrate the library and the history of our town. We are very fortunate that the Friends' book fairs make book ownership affordable to all. And we haven't even mentioned the Museum Passes, Scholarships, or ongoing book sales.... Wow, we have such dedicated FRIENDS!

Twenty Nesmith volunteers collectively donated 605 hours of service, shelving countless items and thereby saving the Library staff priceless time that was diverted to other important work.

The Windham Garden Club devoted many hours to maintaining the Library's beautiful butterfly garden. We are so lucky to be greeted by this magical garden every time we visit the library!

DONATIONS: The Board of Trustees invites all community members to consider creating a Named Fund at the Library. The Named Fund Program gives donors the opportunity to honor a loved one in perpetuity while supporting the Library's collection and services. It is a meaningful, forward-looking way to say that you care about your Library and all that it does for our community. For more information, stop by the Library or contact Director Sylvie Brikiatis or a Trustee.

THANK YOU: The Nesmith Library and its staff are great assets to the Town of Windham, providing educational and recreational information and programming for Windham's citizens. The Library's mission is to inspire, empower and enrich the lives of readers of all ages. We thank the citizens of Windham for always supporting our endeavors.

"Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life. Libraries change lives for the better." —Sidney Sheldon

Respectfully submitted for the Trustees,

Michelle Stith

Michelle Stith, Chair

Searles School & Chapel Trustees

2019 was another exciting year for Searles School & Chapel. Our Coordinator Cristy Kadish, hired in early 2018, continues to make strides in improving the website, working with the Greater Derry/Londonderry and Greater Salem Chambers of Commerce to build business. She has also made great progress in implementing the customer service protocols the Trustees implemented in 2018.

In 2019:

- Total days rented: 161
 - Unique paid events: 85 (this counts “1” for multi-day events, i.e. rehearsal and wedding)
 - Unpaid events: 61 - These represent a part of our mission to provide complimentary meeting space for Town, non-profit organizations.

Jerry Parsons, who joined the Board last year, has moved to Palm Springs, CA. Before he left, Jerry assembled a landscaping master plan for Searles and he also secured an Arthur Baker Grant from the Windham Garden Club. Thank you Windham Garden Club. He also coordinated with Jay Yennaco at Delahunty's Nurseries to identify plants that would fit his landscaping plan.

Joining the Board is Rich Parow. Rich is with the Windham Garden Club. He continues to implement Jerry Parson's landscaping plan, and also identified additional appropriate plantings assisted by Lake Street Garden Center. He coordinated with Jay Yennaco the donation and planting of shrubs and trees listed in the landscaping master plan. Thank you Jay Yennaco.

Also joining the Board is Lisa Thornton. Lisa's background is in interior design and education. She will be working on identifying grant opportunities as well as improving the aesthetic qualities of Searles.

As stated in our 2018 report, the Trustees are faced with two long-term, deferred maintenance projects. The first is replacement of the tower roof, the second is restoration of the exterior stone work around the tower. The critical area of the defective stone work is larger than originally anticipated and, once we have a final number, we may be requesting a bond to complete the work.

Officers and Trustees for 2019 include Chairman Peter Griffin, Vice-Chairman Michael Mazalewski, Secretary Maureen Spooner; at large trustees are Roy Dennehy, Betty Dunn, Lisa Thornton, Fred Linnemann and Rich Parow.

I am fortunate to work with a talented group of Trustees. Besides those I have mentioned earlier, there is Mike Mazalewski. With his degree in architecture and construction, Mike has been a points person on subjects relating to structural issues. Maureen Spooner, also a trained architect and an IT project manager, has been invaluable in project issues. She has also developed a long-range project planning program for Searles, as well as installing a new, higher strength WIFI. Roy Dennehy has been attempting to develop an auction house appraisal program. Betty Dunn has been developing an information gathering program for grant making organizations. Fred Linnemann has a huge institutional knowledge of Searles, which is always necessary.

The Trustees wish to thank Dave Sullivan for his continued guidance, Dennis Senibaldi and Jack McCartney for their collaboration on numerous projects, and Selectman Representative Ross McLeod for his support.

Margaret Case never ceases in her generosity towards Searles School & Chapel. In 2018, using the Searles School Fund coordinated by the Windham Endowment for Community Advancement, Margaret made a donation from her retirement. This was for the installation of more historically accurate heating grates. This form of charitable donation is something that any Windham resident can do through the Endowment. Less stringent tax deductible donations can be made to the Town of Windham for Searles School.

The landscaping master plan was kicked off with a massive planting of about 100 bulbs. It was a collaboration between Jessica Weller and her Kids in Service organization, master gardeners from the Windham Garden Club, who mentored the students, and Trustee Rich Parow who coordinated the effort. This collaboration was inspired by Pete and Katie Bamberg's Kindness Campaign.

The Trustees of Searles School & Chapel wish to thank the people of Windham for their support and use of the building. Proceeds from rentals help us to continue the ongoing restoration programs.

Respectfully submitted for the Trustees,

Peter Griffin

Peter Griffin, Chair

• SE 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 2020 operating budget for the District was \$137,155. Additionally, in 2019 the District applied for and received federal grants for equipment, training, and operational expenses totaling \$163,193. This grant funding included funding for a new Hazardous Materials Response Vehicle which will be delivered in the spring of 2020. 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 26 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. 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 and an Air Supply/Lighting Trailer. In 2019 the Town of Windham donated a used Ford SUV to the District for use as a utility vehicle.

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 fire fighters at the scene. Staffing of this vehicle is done by a team of dedicated volunteers recruited from some of the District's fire departments along with the Derry Community Emergency Response Team (CERT).

Response Team Training

In 2019 the Emergency Response Team completed 877 hours of training consisting of monthly training drills and specialized classes attended by team members. These specialized classes included Cargo Tank Emergencies, Rail Car Emergency Response, Physical and Chemical Properties for Risk based Response. 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 2019 the Hazardous Materials Team responded to 15 incidents. These included spill trailer responses for hydrocarbon fuel spills from motor vehicle crashes. 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 8 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.senhhazmat.org

Respectfully submitted for the District,



Windham Selectman Bruce Breton, Board of Directors Chair



Windham Fire Chief Thomas McPherson, Jr., 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 professional staff related to land use and transportation planning. 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.

Often, Community Planning Boards, Conservation Commissions, and Governing Boards request assistance from SNHPC for traffic, pedestrian, and bicycle counts, grant assistance, specific studies, mapping, and facilitation services. Technical assistance is provided in a professional and timely manner as SNHPC carries out projects of common interest and benefit to all member communities; keeps officials apprised of changes in planning and land use regulations; and in conjunction with the New Hampshire Municipal Association, offers annual training workshops for Planning Board and Zoning Board members.



In 2019, it has been the Commission's pleasure to assist the community with securing \$1.3 Million in the Ten-Year Plan for the NH Route 28/Roulston Road intersection safety improvement project, conducting traffic counts, assisting with mapping stormwater infrastructure, updating land use maps, working with Town Staff on planning requests, and updating the Town's 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 regional projects 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
1.	98.5	Worked with Windham staff to complete the 2019 Windham Hazard Mitigation Plan update as required by the NH Department of Homeland Security & Emergency Management;
2.	57.9	Performed traffic counts at 14 sites in the Town of Windham;
3.	26.5	Assisted the Town of Windham in mapping stormwater infrastructure in accordance with the requirements Municipal Separate Storm Sewer System (MS4) stormwater permit; coordinated with town officials to deploy a software application that would be used in the field via a tablet or smart phone to inventory the Town's stormwater infrastructure; coordinated with the Town's IT director to develop a GIS infrastructure layer;
4.	10	Conducted two bicycle/pedestrian counts on the Windham Rail Trail; analyzed and shared data with interested stakeholders;
5.	8.5	Provided mapping assistance; updated Windham flood zone, wetlands and road maps;
6.	7	Helped secure \$1.3 Million in supplemental funding in the Ten-Year Plan for the NH Route 28/Roulston Road intersection safety improvement project; coordinated with regional municipalities and the NHDOT to develop the 2019-2028 Ten-Year Transportation Improvement Plan;

7.	60.9	Conducted 4 culvert field assessments in the Town of Windham; for ongoing development of the Regional Vulnerability Assessment; this work identifies climate related risk to culverts and small bridges. In 2019 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;
8.	84.8	Began the Congestion Management Process Plan update for the SNHPC region;
9.	33.2	Implemented the Becoming Age-Friendly Pilot Program Phase III and began Phase IV: Continued outreach efforts with community representatives and staff. Offered pilot programs in which the Commission could tackle various community identified issues related to aging issues. With funding from AARP, in 2019 SNHPC hosted a statewide forum on age-friendly housing opportunities in New Hampshire;
10.	31.2	Continued development of the SNHPC Public Participation Plan;
11.	25.8	Compiled building permit data and certificate of occupancy permit records to record dwelling unit totals from all municipalities in the region;
12.	17.2	The FY 2019-2022 Transportation Improvement Program was developed and approved;
13.	12.3	Continued updating the SNHPC Regional Transportation Plan;
14.	11.6	Represented the interests of the Town on the Region 9 Regional Coordinating Council for the Statewide Coordination of Community Transportation Services Project;
15.	11.6	Provided staff assistance to Statewide Coordinating Council for Community Transportation (SCC);
16.	11	Conducted outreach to towns for the development of Road Safety Audit (RSA) and Highway Safety Improvement Program (HISP) funding applications to the NHDOT;
17.	9.75	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;
18.	8.3	Provided monthly information to the Planning Board regarding upcoming meetings, project and grant updates, webinars and other training opportunities through the planning commission's quarterly Newsletters, monthly Media Blasts and periodic E-Bulletins;
19.	8.1	Conducted regional outreach for the Commission's complete streets demonstrations, which utilized tactical urbanism equipment;
20.	6.8	Participated in the Complete Streets Advisory Committee; organized a region-wide forum and provided feedback for the NHDOT State Bicycle/Pedestrian Plan;
21.	6.3	Provided detailed analysis of survey results from the State Plan on Aging, prepared by NHDHHS;
22.	6.2	Developed an interactive map of volunteer driver services in the State of New Hampshire;
23.	2.8	Continued updating the regional travel demand model, which is used to forecast traffic volumes on roads throughout the region;
24.	1.5	Coordinated the establishment of regional transportation performance measures through Partnering for Performance NH (PFPNH) workgroup;
25.	1	Organized and facilitated the Legislative Event " <i>Tiny Homes in New Hampshire</i> " for NH Legislators and local officials in the SNHPC region;

Town of Windham Representatives to the Commission

Peter Griffin
John Hiltz

Executive Committee Member: Peter Griffin

Town Center Beautification Committee

The Town Center Beautification initiative is an ambitious plan to redesign the entire Town Center area, something that has never been done before. This includes the area behind the Bartley House and the Windham Senior Center as well as the area on the other side of N. Lowell Road adjacent to the Armstrong Building, Windham Town Hall and the Community Development Department. It includes addressing safety issues with the installation of sidewalks, improvement of landscaping and parking, and the installation of decorative lighting fixtures.

In 2018, the Committee initiated the first phase of the project. It included the clearing of overgrowth in the area behind the Bartley House and Senior Center and the installation of a Veterans Terrace and exposure of a Veterans Memorial stone first installed in 1982. It also included the development of engineering plans for the entire project.

In 2019, the next phase of the project was a fundraising initiative to replace the substandard wooden bridge with one that is a steel frame with a galvanized finished structure that would be fully handicapped accessible. Its scale and future installation were developed in a manner to address flood plain issues and periodic flooding in the Collins Brook Area. It will also allow access from the parking lot to the benches around the Veterans Memorial Area. The campaign was highly successful. A major donation completed the campaign for the bridge but also underwrote the cost of a new gazebo.

Concurrent with this, the beautification plan was one again presented to the CIP Committee. They voted to recommend \$100,000 be appropriated for the next phase which will include sidewalks, electrical systems, etc. The Selectmen needing to balance the CIP recommendation against other expenses are supporting a warrant article of \$50,000.

Outreach has begun for donations! A fund has been established with the Windham Endowment for Community Action to accommodate donations needing specific 501(c)(3) needs. Those wishing to make donations toward the project can contact Cheryl Haas in the Recreation Office for information. Many thanks you to everyone who has made a donation so far!

Thank you to fellow Committee Members: Co-Chair Kathleen DiFruscia, Frank Farmer, Siri Wilbur and Town Representatives Cheryl Haas and David Sullivan.

Respectfully submitted for the Committee,

Peter Griffin

Peter Griffin, Co-Chair

Zoning Board of Adjustment

For 2019, the Zoning Board of Adjustment held 21 meetings to handle a total of 46 cases. The cases heard consisted of 41 variance requests (30 granted, 7 denied, 2 withdrawn, 1 relief was not required, 1 continued into 2020), 2 appeals of administrative decisions (both granted), 3 equitable waivers (each granted) and 2 rehearing requests (both denied).

In the March election, Dan Clark and I were each elected to a 3-year term. However, Mr. Clark resigned his position in June and the Board appointed Neelima Gogumalla to fill his vacancy in accordance with NH RSAs. Regular members at the conclusion of the year were: Michael Scholz, Chairman (2022); Mark Samsel, Vice Chairman (2020); Pam Skinner, Secretary (2021), Bruce Breton (2021) and Neelima Gogumalla (appointed until our next town election in 2020 for a term ending in 2022). Alternates included Kevin Hughes (2021) and Nick Shea (2020).

The Board would like to thank Brian Arsenault (ZBA Administrator/Code Enforcement Officer) for his hard work in supporting the Board this year as we are grateful for his service.

Members attended the New Hampshire Office of Strategic Initiatives 25th 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, as well as public hearing notices, agendas, minutes and the annual meeting schedule.

The Board thanks Anita Roy (Department Assistant) who left in May and welcomed Christine Freethey (Office Administration Assistant) in July. The Board also thanks Anitra Brodeur (Minute Taker) and Julie Suech (Department Administrative Assistant) for attendance at our meetings, preparing case information, and providing information to the Board. Without your assistance, much of what we do as a Board would not be possible.

Lastly, a special thanks goes to both Tom and Margaret Case for their tremendous dedication to our community with handling cable coverage and recording our meetings, as well as to the entire Cable Committee for providing televised access to Windham residents.

Respectfully submitted for the Board,

Michael Scholz

Michael Scholz, Chair

Friends of the Library of Windham

The Friends of the Library of Windham, also known as F.L.O.W., is a non-profit organization made up of volunteers dedicated to encouraging awareness and greater use of the Nesmith Library and its many services and programs. The Friends provide invaluable financial support to the Library through fundraising efforts (the largest is Windham's Annual Strawberry Festival and Book Fair) and generous donations. The financial support helps to pursue opportunities and acquisitions beyond the scope of the Library's budget.

The Friends enhance the Library and enrich our community by offering a wide spectrum of educational and cultural programs at the Nesmith Library. Each year, the Friends activities and programs touch hundreds of Windham children and their families. The Friends offer children and adult programs, sponsor museum passes, host special library events, and donate much needed library materials and equipment. In addition, the Friends will award scholarships to three graduating high school seniors. For the first time, we'll also offer a scholarship to a non-traditional/returning student.

Membership to the Friends is open to everyone. For more information, please visit the Friends of the Library of Windham website at www.FlowWindham.org.

Respectfully submitted,

Skot Paré

Skot Paré, President

Windham Endowment for Community Advancement

Dear Windham Resident,

As the Windham Endowment for Community Advancement concludes another year of service to our town, we are proud to have surpassed \$335,000 in total support provided for educational, recreational, cultural, and environmental initiatives in the community. The vast majority of our support has come from you, the residents of Windham, who have given time, talent, and treasure to advance the Endowment's work.

While we look forward to continuing our work in 2020, we can reflect on what was accomplished in 2019. Here are some highlights of that work, with a bit of a look forward:

- The Windham Endowment has participated in many efforts this year, although our work on the **Moeckel Pond Project** with our partner the Friends of Moeckel Pond has been, by many measures, the most memorable. Windham will soon enjoy a valuable new water recreation resource that will be easily accessible to the public and surrounded by relatively undeveloped land, including the striking and beautiful conservation land around Deer Leap.

Major milestones in the project's Phase I this year include:

- Awarded \$150,000 grant from the federal Land and Water Conservation Fund
- Received over \$25,000 from the Endowment for a dock system to provide direct water access, including a fishing pier and an ADA-compliant kayak launch
- Began dam reconstruction in August
- Preserved archaeologically-significant objects
- Began construction of a parking area with hard-pack trail connection to dock
- Planned for seating, signage, and life safety equipment

Phase I creates the core infrastructure of the project. Our partnership with Friends of Moeckel Pond will continue as we start on Phase II which could include:

- History wall, incorporating artifacts unearthed during the dam reconstruction
- Expanding passive recreational activities including improved trail access to Deer Leap
- Landscaping with native plants
- Working with the town's Scouting community to fund Eagle and Gold projects at Moeckel Pond

We welcome contributions to help us continue creating this preeminent recreational area for our community.

- Our **scholarship program** for the town's graduating high school seniors continues to be the focus of our support for education. Through the extraordinary generosity of our donors, the Windham Endowment will increase the number of scholarship awards for students graduating in 2020 from 7 to 11 and more than double the total value of those awards to \$13,500. Please see our website for more information about all of our scholarships; your help, whether contributing to an existing fund or creating a new one, is always appreciated.

- The **Don Zimmer Memorial Fund**, carrying on Don Zimmer's legacy of generosity to youth in our community, is celebrating five years of giving to Windham families in crisis. During this time, the fund has distributed over \$7,200 to families in an effort to bring some joy to their lives during challenging times by providing the opportunity to participate in holiday activities, celebrate milestones, join extracurricular activities, and attend professional sporting, music, and theatrical events. Support for this fund comes from generous contributions from both Windham residents and people outside of our community.

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 it to an endowed fund, is managed so that distributions from the fund will benefit Windham for generations to come.

We are grateful for your generous contributions each year. It is community-minded residents like you who allow us to make a difference in our town. Gifts of all sizes, when combined, enable the Endowment to do its work. Your gift 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.

Best wishes,

Diane Carpenter

Diane Carpenter, President



P.O. Box 4315, Windham NH 03087
603.437.0686 | Contact WE@windhamendowment.org
www.windhamendowment.org

Windham Lions Club



The Windham Lions Club was organized on December 2, 1969 and chartered on January 24, 1970. We are celebrating 50 years of service to the Town of Windham. We will be celebrating this milestone with an Anniversary banquet on Sunday, April 29, 2020 at Castleton in Windham.

The Windham Lions Club is governed by Lions Clubs International, a secular organization, with over 48,000 clubs and more than 1.4 million members in over 200 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 2019:

- \$4,000 in Scholarships awarded to 4 high school seniors in the furtherance of their college education:

Merrill Greenly Memorial Scholarship - \$1,000

The Merrill Greenlee Memorial Scholarship was awarded to **Taryn Livingstone - Windham High School**. Taryn is attending Northeastern University and is the daughter of Peter and Deborah Livingstone.

David Dunn Memorial Scholarship - \$1,000

The David Dunn Memorial Scholarship was awarded to a **Christopher Redard - Windham High School**. Christopher is attending the University of New Hampshire and is the son of Russell and Alysia Redard.

Two Jeffery P. Shaw Memorial Engineering Scholarships - \$2,000

The Jeffery P. Shaw Memorial Engineering Scholarship consists of two scholarships, each in the amount of \$1,000. One is awarded to a graduating senior from Pinkerton Academy, regardless of his or her residency, and one is awarded to a graduating senior from any accredited high school while residing in the Town of Windham.

Madeline Strange - Pinkerton Academy was a recipient of this award. Madeline is attending the University of New Hampshire and is the daughter of David and Margaret Strange.

Joshua Parker - Windham High School was also a recipient of this award. Joshua is attending the University of Lowell and is the son of David and Tonia Parker.

Other local activities include:

- \$1000 Holiday donation to Shepherd's Pantry
- Donation to Windham Senior Center and Christmas party
- Donation to Windham Helping Hands F2FC Race/Walk
- 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 the Town's Bridge to Beautification project
- Donation to Town Tree Lighting Event

- Donation to Homeland Heroes Foundation
- Donation of decorated Christmas Tree to Bektash Shriners, Concord, NH
- Donation of 1,000 bags of candy at the Harvest Festival
- Donation and volunteer support to Cradles to Crayons, Boston, MA
- Donation to Waypoint (formerly known as Child & Family Services)
- Christmas Cards for Troops
- Donation of toys to Children's Hospital Dartmouth-Hitchcock (CHaD)

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 & 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.
- Donation to Hurricane Dorian Disaster Relief.
- Donation to Lions Youth Service

Windham Lions Fundraisers have included:

- The annual Christmas Wreath & Kissing Ball Sales
- Concession Tables at Town Events
- The annual 52 Week Raffle
- Resort Raffle

Kindness in Action-Lions International

When caring people join together, roll up their sleeves and take action to make their community better, it's a beautiful thing - and an incredible feeling for everyone involved. That's Lions. Being a Lion is about leading by example, building relationships and improving the world through kindness. It's 1.4 million caring men and women serving together so they can make a lasting impact and change more lives.

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 Renée Bailey at 603-893-1163.

The Windham Lions Club would like to take this opportunity to thank the local businesses, community organizations, residents and friends for their continued support in promoting Windham Lions charitable endeavors.

Respectfully submitted on behalf of The Windham Lions Club,

Patricia A. Provenzano

Patricia A. Provenzano, Secretary

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 ten miles of paved trail; the longest stretch along an abandoned rail bed in New Hampshire!

With the connections to our neighbors, we continue to experience increasing numbers of usage. NH Department of Transportation (DOT) counts, held between June 28 and July 18, recorded 12,418 (daily average 621) users southbound from the Depot, and 5,813 (daily average 291) northbound at North Lowell Road. Important to note, during this period we had some of the hottest days of the summer, which we observed curtailed trail use.

Approximately 450 hours were spent on maintenance by the WRTA and trail volunteers on brush cutting, trash removal, cutting downed trees, and the clearing the trail and drainage lines of leaves. Included are over 70 hours of work at the Windham Depot that included mowing, landscaping, and lawn upkeep. 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 9, 337 runners and a large contingent of spectators enjoyed our 12th 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 Sam Fazioli of Salem with a fast time of 15:49 and, for the women, setting a new course record was Sam's fiancé Jaclyn Solimine of Haverhill; clocking a time of 18:00. We look forward to the 2020 race scheduled for June 14.

We are also grateful for the tremendous partnership with the Windham Endowment for Community Advancement for their sponsorship role and volunteering efforts.

Addressing the continuing serious safety issues at the Depot Road trail crossing, to augment the seasonal use of speed bumps, the Board of Selectmen (BOS) approved the installation of automated flashing crossing signs both at the Depot and Roulston Road. Continuous comments are received in support of the Town addressing safety concerns.

For addressing the rebuilding of the Rainforest section of the trail, that will address infrastructure drainage and frost heave safety issues, we enter 2020 with initial approval by the BOS to fund through the CIP and bond the balance to fully fund the work in 2020. As this project has been recommended through the CIP and brought to the BOS for the last 4 years, we ask for support of the voting public to approve funding to address this serious need. This 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 on behalf of the Alliance,

A handwritten signature in black ink, appearing to read 'Mark Samsel'.

Mark Samsel, President

Windham Senior Citizens, Inc.

Another successful year at the Windham Senior Center has come to an end. Sadly, my report once again must begin with mentioning the deaths of members. Early this year, Mary Glance and Grace Marad passed away. Both lived active lives into their nineties. The memory of each warms our hearts when we think of them. The Windham Seniors and the Windham Garden Club were recipients of generous donations in their memories.

Our building continues to be a warm place for many activities aside from the senior usage. Nonprofits, rentals for functions, and the many offerings sponsored by the Windham Recreation Department keep the walls of the Center active and happy. Thanks to Cheryl Haas for the many activities that she plans for us and for being the person who voluntarily distributes keys to users for us. We love Cheryl!

This year, the Town has taken over a couple of expenses for which we were previously responsible. We are now a part of the new phone system for the Town, therefore that expense has been removed from us. Also, the new contract with bottled water has included us, resulting in no expense to us. We must acknowledge significant donations from the Lions and the Toastmasters, who alternate use of the building on Wednesday nights. We are grateful for their continued support. The annual floral plantings out front are due to the Lions digging in - physically.

We donated \$2500.00 toward the Town Beautification Project. Our money is to be used toward the construction and installation of the new bridge over Collins Brook. The new bridge will be handicap accessible, and will allow everyone to have access to the entire area. Eric Delong's annual Lego project was supported by us once again, and we hope that each recipient enjoys their gift.

We had Don Smith come to sing for us twice and we have also enjoyed many speakers at our monthly meetings. At this year's Christmas Party at Castleton, June Constantineau was named our Angel for 2019. We miss her, as she has moved to Canterbury, and since she was unable to be present at Castleton, previous angels stood in for her for the photo.

We encourage senior citizens to join us on Tuesday and Thursday at the Center for lunch, activities and socialization. Meals from our new supplier, Glendale are wonderful and a real bargain at \$3.00. We look forward to another successful year in 2020!

Respectfully submitted,



Barbara Coish, President

Windham/Suzdal Sister City Committee

Windham and Suzdal, Russia have been Sister Cities since 1992; twenty-seven wonderful years now! The relationship began under the guidance of John Barry and friends, who were traveling to Russia in conjunction with Derry's Sister City of Cherepovets. A few Windham folks traveling with John had the idea that this kind of relationship would be a benefit to the Town of Windham. From that idea grew the relationship that remains today.

Over the years, many people from Suzdal have visited us in Windham. These delegations consisted of Town Officials, business men and women, Fire Chief, doctors and many young students. Many of these young students have grown into wonderful adults, who keep in contact often by computer and Facebook.

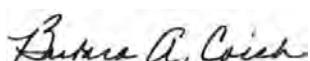
A relationship grew between the women of the "Suzdal Swatch" quilting club and Windham. We would carry fabric to them during visits, and they greatly appreciated incorporating our fabric with theirs. Since we have not physically traveled to Suzdal in seven years, we have been mailing fabric to them frequently. These 15 lb. boxes - filled with fabric - delight the women as they open them.

This year we mailed two boxes, one in April and one in August, both of which arrived in fine shape as is shown in photos posted by the club on Facebook and with this report. In return for each package of fabric they receive, we are sent a gift parcel filled with some of their handiwork; which we love to share. Oksana Vinnechenko, Quilt Leader, recently commented that the package to America appeared to arrive here quicker than they can send a package within their own country.

We thank the Town of Windham for continuing to support the Committee through an annual appropriation of \$500; which most recently aided us with purchasing/ship fabric to the Swatch. Over the winter, we will continue to gather more fabric, so that in early spring we shall have another box ready to mail. If anyone wishes to donate fabric that they may have (small colorful cotton prints are preferred) please contact me at 421-4870.

We look forward to the day that we will travel to Suzdal again. They do not forget us and wish that we can share a visit again soon.

Respectfully submitted,



Barbara Coish, Chair



You have reached the end of the Town Reports

Please visit the [School District website](#) for
their submissions to the printed copy.

