



*2021 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*  
*2021*

**ON THE COVER:**

Many thanks to **Bob Herzl** for this year's cover photo, which shows the new gazebo on the Town Common fully decked out for the Holidays.

# *MORE ABOUT WINDHAM*

<b>Area</b>	27.2 square miles	<b>Residential Homes</b>	4,832
<b>Population</b>	14,000 +/-	<b>Residential Condos</b>	725
<b>2021 Total Net Valuation</b>	\$3,049,903,280	<b>Multi-Family Units</b>	31
<b>2021 Tax Rate</b>	\$18.62/thousand	<b>Seasonal Homes</b>	180
<b>2021 State Ratio</b>	79% (estimated)	<b>Commercial Parcels</b>	191
<b>Tax Billing</b>	Semi-Annual	<b>Acres in Current Use</b>	869.52

## **EMERGENCY: FIRE, POLICE, OR AMBULANCE CALL 9-1-1**

### **Local Departments/Other:**

Town Administrator/Selectmen	603 432-7732	Animal Control	603 434-5577
Fire Dept. Business Line	603 434-4907	Community Access Television	603 434-0300
Police Dept. Business Line	603 434-5577	Windham Post Office	603 437-3819
Tax Assessor	603 434-7530	Official Website	WindhamNH.gov
Tax Collector	603 432-7731	Official Facebook	Facebook.com/windhamnh
Town Clerk	603 434-5075	<b>School Department:</b>	
Community Development	603 432-3806	Golden Brook School	603 845-1552
Health Officer	603 432-3806	Center School	603 845-1554
Transfer Station	603 426-5102	Middle School	603 845-1556
General Services Division	603 216-5676	Windham High School	603 845-1558
Recreation Department	603 965-1208	Superintendent of Schools	603 845-1550
Nesmith Library	603 432-7154	Official Website	WindhamSD.org

### **State/Federal Representatives:**

#### *Governor*

Chris Sununu - State House, 107 N Main Street, Concord, NH 03301 603 271-2121

#### *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

#### *State Senator District 19:*

Regina Birdsell - State House, Rm 105A, 107 N Main St, Concord, NH 03301 603 271-4151

#### *State Representatives District 7:*

Mary Griffin - 4 Wynridge Road, Windham, NH 03087 603 432-0959

Charles McMahon - 11 Floral Street, Windham, NH 03087 603 432-8877

Bob Lynn - 6 Dublin Road, Windham, NH 03087 603 598-1899

Julius Soti - 74 Marblehead Road, Windham, NH 03087 603 404-1115

#### *Executive Councilor District 3:*

Janet Stevens - PO Box 687, Rye, NH 03870 603 498-0546

#### *County Commissioner District 3:*

Brian Chirichiello - 119 North Road, Brentwood, NH 03833 603 679-9350

**Official State of New Hampshire Website** NH.gov

**Visit [www.WindhamNH.gov](http://www.WindhamNH.gov) and sign up for "Notify Me" to receive alerts and more!**

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# DEDICATION

*I just love working hard. I love being part of a team; I love working toward a common goal. -Tom Brady*

On August 1, 1988 – fresh out the University of Maine and carrying a shiny new Master’s Degree inside his otherwise empty briefcase – a 24 year-old young man stepped into the Town Hall. He sported a wide smile, ambition, and elbow patches (that still haunt him today), and was completely ready to begin his service as Windham’s first-ever Town Administrator.

In no short order, though, he was unabashedly sassed by the old-timers in the building – told in no uncertain terms that no “kid” like him was going to tell them what to do. Some would probably have said, right then, “Thanks, but no thanks!” In fact, in the last 30 years more than one new hire in other departments have done just that for lesser reasons. But, not this guy – he was on a mission.

A mission to learn, to grow, to become part of our community. To unify the workforce and bridge the inevitable gap between not only them and the Board, but the residents as well. To that end, his door was always open; to volunteers, employees and residents who needed to vent or rant or question or just chat. In time, he won over even the most notoriously difficult “townies”, because beyond that tangible hard-earned degree, he’d also brought with him an innate, intangible skill; that of balancing listening and communication so effectively that any situation, no matter how volatile, was easily diffused.

A true New England sports fan, he would bring the goal of teamwork to the forefront both through development of the Town’s first Mission Statement and through taking the phrase “all other duties as required” quite literally. He has, at one time or another, been roofer, grave digger, cleaner, traffic control, and more. He’s come to know the workings of each department and the duties of each employee along with his own, and has never shied away from either.

We often hear the term “institutional knowledge”, defined as the combination of experience, processes, expertise, and information possessed by a particular employee; usually spanning decades and encompassing crucial events and perspectives that define a workplace’s history. To say that he takes with him immeasurable institutional knowledge is an understatement, and he will surely leave behind some large shoes to fill.

Those who were blessed over the years to work directly with him daily (including those sassy old-timers, no longer with us, that he quickly won over) know first hand the level of dedication and loyalty he has maintained for over three decades of employment. Three decades and 26 different Boards of Selectmen, numerous Department Heads, countless employees and volunteers; not to mention, give or take 1,500 Monday night meetings. They also know of his love of random bursts of karaoke, his many “-isms”, that no child less than 3 years old needs an entire Happy Meal to themselves, and that important purchases, like a Habitrail, should take no less than one month’s worth of research. Oh, and of course, that any dog is the best dog, so long as it’s a Labrador.

As his career with the Town grew and expanded, so did his family. During his tenure here, he became a husband, father, and now a grandfather. As he leaves his work family to spend more time with his actual family it is our sincere hope that, as he would say, “the creek don’t rise and the Good Lord’s willing”, and he finds joy and health and harmony in his retirement and new endeavors.

And, also, that he forgives us for ignoring his wishes as we proudly, and with heartfelt gratitude, dedicate these 2021 Annual Reports to **Town Administrator David Sullivan**.

# *IN MEMORIAM*

*Good exercise for the heart; reach out and help thy neighbor. – Mark Twain*

**PETER A. NOEL**

**February 14, 2021**

*Long-time member of the Historic District Commission*

**CARLTON LUHRMANN, SR.**

**February 17, 2021**

*Long-time Cemetery Trustee*

**GEORGE W. KIMBALL**

**April 23, 2021**

*Founding member of the Friends of Moeckel Pond*

**JOEL D. SILVERWATCH**

**April 27, 2021**

*Long-time volunteer for the Adult Basketball League*

**RALPH E. SINCLAIR, JR.**

**September 8, 2021**

*Long-time volunteer at various recreation events and the Community Garden*

**GENNARO "JERRY" RUOCCO**

**December 9, 2021**

*Founder of the Windham Soccer League*

**MARY C. KIVIKOSKI**

**December 27, 2021**

*Long-time educator in the Windham School District*

# TOWN OFFICIALS

## BOARD OF SELECTMEN

Ross McLeod, Chair – 2024

Heath Partington, Vice Chair – 2022

Jennifer Simmons – 2023

Bruce Breton – 2023

Roger Hohenberger – 2024

## TOWN ADMINISTRATOR

David Sullivan

### Town Clerk

Nicole Merrill - 2024

### Tax Collector

Ruth Robertson

### Town Moderator

Peter Griffin - 2022

### Treasurer

Robert Coole - 2024

### Finance Director

Daniel Popovici-Muller

### Chief of Police

Gerald Lewis

### Fire Chief/Warden

Thomas McPherson, Jr.

### Community Development Director

Alex Mello

### General Services Director

Dennis Senibaldi

### IT Director/GIS

Eric DeLong

### Human Resources Director

Paula Carmichael

### Parks & Recreation Director

Cheryl Haas

### Health Officer

Michael McGuire

### Nesmith Library Director

Sylvie Brikiatis

### Cable Studio Coordinator

Kelly McLaughlin

### Community Resource Officer

Jake Hoag

### Cable Advisory Board

Margaret Case, Chair – 2024

Bob Coole – 2022

Barbara Coish – 2022

Mary Griffin – 2023

Leo Hart – 2023

Roger Hohenberger, Selectman – 2022

### Capital Improvements Committee

Rob Gustafson, Citizen, Chair – 2022

Mark Kovacs, Citizen – 2023

Pam McCarthy, Citizen – 2024

Jennean Mason, Planning Board

Matt Rounds, Planning Board

Shannon Ulery, School Board

Cynthia Finn, School Board, Alt.

Heath Partington, Board of Selectmen

Ross McLeod, Board of Selectmen Alt.

### Cemetery Trustees

Wendi Devlin, Chair – 2022

Barbara Coish – 2023

Frank Farmer – 2024

### Conservation Commission

Dave Curto, Chair – 2024

Lisa Ferrisi – 2022

Wayne Morris – 2023

Pam Skinner – 2023

Kara Feldberg – 2024

Brian McFarland, Alt. – 2022

Jim Finn, Alt. – 2022

Jayson Luippold, Alt. – 2023

### Depot Advisory Committee

Mark Samsel, Chair

Wayne Morris

John Mangan

Norm Babineau

David Sullivan, Town Administrator

### Design Review Sub-Committee

David Demers, Chair – 2022

Peter Griffin – 2022

Brenda Behling – 2023

Renee Mallett – 2023

Aaron Maynard, Alt. – 2023

Alexandra Tokanel, Alt. – 2024



**Economic Development Committee**

Kristi St. Laurent, Chair – 2023  
Lisa Walker – 2022  
George Fredette – 2022  
Clare Macoul – 2022  
Gabe Toubia – 2023  
Gary Garfield – 2024  
Mitchell Jacoby – 2024  
Dale Valvo – 2024  
Jennifer Simmons, Selectman – 2022  
Bruce Breton, Selectman Alt. – 2022  
Donna Morris, GSCOC – 2022  
Theodore Moser, Alt. – 2024

**Forestry Committee**

Wanda Rice, Chair – 2023  
Jacob Cross – 2022  
Jim Finn – 2022  
Norm Babineau – 2024

**Highway Safety Committee**

Tom Sharpe, Sr., Citizen, Chair  
Thomas McPherson, Jr., Fire Chief  
Gerald Lewis, Police Chief  
Dennis Senibaldi, General Svcs. Director  
Chris Sullivan, Town Planner  
Bob Coole, Citizen  
Mike Geha, Citizen  
Jack Cartland, Citizen

**Historic District/Heritage Commission**

Wendy Williams, Chair – 2022  
Carol Pynn – 2023  
Derek Saffie – 2023  
Peter Griffin – 2024  
Brad Dinsmore, Alt. – 2022  
Zafar Farooqui, Alt. – 2023  
Frank Farmer, Alt. – 2024  
Jennifer Simmons, Selectman – 2022

**Housing Authority**

Charles McMahon, Chair – 2026  
Leo Hart – 2022  
Rita Ryan – 2023  
Kristi St. Laurent – 2024  
Mary Griffin – 2025

**Local Energy Committee**

Mark Kovacs, Chair – 2022  
Joe Plonski – 2022  
Patrick Manzo – 2023  
Nadia Alawa – 2023  
John Gage – 2024  
Joel Taft – 2024  
John Klyop, Atl. – 2024  
Dennis Senibaldi, General Svcs. Dir.

**Museum Trustees**

Jean Manthorne, Chair – 2022  
Derek Saffie – 2023  
Diane Farmer – 2023  
Wendy Williams – 2024  
Carol Pynn – 2024  
Dana Snow, Alt. – 2022  
Bob Coole, Alt. – 2023

**Nesmith Library Trustees**

Karen Moltenbrey, Chair – 2022  
Cathy Robertson-Souter – 2022  
Michelle Stith – 2022  
Mark Branoff – 2023  
Jaime MacFall – 2023  
Tara Picciano – 2024  
Nadia Alawa – 2024

**Planning Board**

Derek Monson, Chair – 2024  
Alan Carpenter – 2022  
Joe Bradley – 2022  
Jennean Mason – 2022  
Jacob Cross – 2023  
Matthew Rounds – 2024  
Heath Partington, Selectman – 2022  
Bruce Breton, Selectman Alt. – 2022  
Tom Earley, Alt. – 2023  
Dave Curto, Alt. – 2024

**Record Retention Committee**

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

**Recreation Committee**

Jason Gill, Chair – 2023  
Alexander Speidel – 2022  
Alberto Chang – 2022  
Khadija Lodhi – 2023  
Chris Shea – 2024

**Route 111 Beautification Sub-Committee**

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

**Searles School & Chapel Trustees**

Betty Dunn, Chair – 2023  
Peter Griffin – 2022  
Roy Dennehy – 2022  
Rich Parow – 2022  
Mike Mazalewski – 2023  
Betty Dunn – 2023  
Frank Merchel – 2024  
Lisa Thornton – 2024

**Supervisors of the Checklist**

Eileen Mashimo, Chair – 2023  
Rich Parow – 2022  
Roy Dennehy – 2026

**Social Media & Web Tech Advisory Comm.**

Eric Delong, IT Director, Chair  
Alyssa Arrigo – 2022  
Jennifer Guitierrez – 2022  
Jacques Borcoche – 2024  
Eric Deandrea – 2024  
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**

Jacob Cross – 2022  
Tom Earley – 2024

**Zoning Board of Adjustment**

Michael Scholz, Chair – 2022  
Pam Skinner – 2024  
Neelima Gogumalla – 2022  
Nick Shea – 2023  
Michelle Stith – 2024  
Elizabeth Dunn, Alt. – 2023  
Payal Ballaya, Alt. – 2024

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**HOW TO VOLUNTEER:** Volunteers are always needed and welcomed! Most volunteer positions are appointed in June of each year by the Board of Selectmen, including the: Beautification committees, Cable Advisory Board, Conservation Commission, Depot Advisory Committee, Economic Development Committee, Historic District/Heritage Commission, Housing Authority, Recreation Committee, Searles School & Chapel Trustees, Technical Advisory Committee, and Trustees of the Museum. If you are interested in volunteering your time to any of these groups, a letter of interest should be submitted to the Town Administrator at 3 North Lowell Road or via email to [TownAdmin@WindhamNH.gov](mailto:TownAdmin@WindhamNH.gov) (*note: submission of your interest is not a guarantee of appointment*).

Elected volunteer positions include: Board of Selectmen, Planning Board, Zoning Board of Adjustment, Town Moderator, Trustees of the Cemeteries, Trustees of the Trust Funds, Supervisors of the Checklist, and Nesmith Library Trustees. The filing period for candidacy opens in January of each year, and interested parties should contact the Town Clerk's Office at that time to file.

# *ANNUAL SENATE BILL 2 SESSIONS*

Town of Windham, New Hampshire  
Town Deliberative Session  
Windham High School Auditorium  
February 6, 2021

Town Moderator Peter Griffin opened the first session of Town Meeting at 9:00 am with the pledge of allegiance, followed by introductions of the panel. Present were Selectmen Jennifer Simmons, Ross McLeod, Bruce Breton, Heath Partington, and Roger Hohenberger. Town Administrator David Sullivan, Town Clerk Nicole Bottai, Town Council Bernard Campbell, were also included in the introductions.

Moderator Griffin went over how the Deliberative Session operates under SB2. There were some new processes because of Covid-19. He also explained that Article 1 (voting of Town officers) have already been filed and Article 2, Article 3, and Article 4 have also been discussed at a prior Planning Board public hearing, and that they will also be voted on voting day which is March 9, 2021, the second part of this meeting.

## Discussion to follow:

**ARTICLE 3.** To see if the Town will vote to raise and appropriate the sum of Seven Hundred and Fifty Thousand and no 100ths (\$750,000.00) Dollars for the purpose of purchasing a Fire Engine to replace Engine 1, a 2006 KNC Fire Engine, as well as payment of costs associated with the financing of said project; said sum to be in addition to any federal, state or private funds made available therefor, and to raise the same by issuance of not more than \$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. This article is part of the recommended Capital Improvement Plan. (60% Majority Required) Recommended by the Board of Selectmen 4-0-1

Selectman Bruce Breton explained that funds are to be used to purchase a new Fire Engine to replace the Department's Engine 1, a 2006 KME truck which has approximately 87,000 miles and 7500 engine hours. The purchase is part of the department's scheduled fleet rotation. Funding will be through a long-term bond, anticipated to be for eight (8) years. Based on current interest trends, bond payments are estimated to be approximately \$104,720 annually from 2022 - 2030. This article is part of the Capital Improvement Program.

Selectman Roger Hohenberger made a MOTION TO AMEND and it was SECONDED. To change KNC to **KME** fire engine.

Discussion was open regarding the amendment – all in favor.

Selectman Hohenberger noted that he will be changing his recommendation vote to favorable, he had the opportunity to have questions answered directly from the Fire Department.

No further discussion transpired.

Article 3 to be placed on the ballot AS AMENDED.

**ARTICLE 4.** To see if the Town will vote to raise and appropriate the sum of Three Hundred Sixty Five Thousand and no 100ths (\$365,000.00) Dollars for the purpose of purchasing two (2) five-ton six wheel plow trucks for the Highway Department and purchasing ancillary equipment for said vehicles and payment of costs associated with the financing of said project, said sum to be in addition to any federal, state or private funds made available therefore, and to raise the same by issuance of not more

than \$240,520.00 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 the project, with the balance of \$124,480 to come from general taxation. This article is part of the recommended Capital Improvement Plan. (60% Majority Required) Recommended by the Board of Selectmen 4-1

**Selectman Chairman Ross McLeod explained that this article is part of the Capital Improvement Program. These funds are to be used to purchase two (2) 5-ton trucks for the Highway Department. This will provide the ability to take aging equipment off the road to repair, while still having enough trucks on the road to get required work completed. Also this will add additional service operations presently done through subcontractors. The recommendation vote is 4-1.**

Selectman Hohenberger wanted to explain why his vote was in the negative. He spoke to the General Services Department, and his issue is that the truck is seasonal, and projected that the costs are too expensive for the time of use during the year and the contracted services would be more inexpensive.

Resident Bob Coole of Morrison Road questioned how easy is it for the Town to get contractors during the season? It seems like this is a dying occupation. Most contractors that we have are private pickup trucks, but the larger trucks would be more cost effective and to the Town's advantage.

General Services Director, Dennis Senibaldi answered that it is more difficult to get more contractors these days, and that the Town raised the rates, and he ended up losing contractors. We are a growing town, and we are chasing the pickups around town to bail them out. He expects more subcontractors to retire, or having issues finding drivers to drive the larger trucks. It's imperative that we get the larger trucks to keep up with all the roads within Town.

No further discussion transpired.

Article 4 to be placed on the ballot AS WRITTEN.

**ARTICLE 5.** 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 5-0

Selectman Vice Chairman Heath Partington explained that this Article is a part of the property Trust – No change in requested appropriation from 2020. Projects in 2020 included replacing the septic system at the Community Development Department, replacing one of the HVAC systems at the Searles Building, replacing the deck in front of the Windham Depot building, replacing the well pump at the Police Station, and septic system repairs at the Town Hall and Armstrong Building. Current balance of the Trust at 12/31/2020 is \$46,382 of which \$14,210 has been encumbered for interior painting projects at the Police Station and Bartley House (Administrative Offices). The requested funds for 2021 will be used towards such projects as repairs to the concrete patio at the Griffin Park pavilion and carpet replacements in several buildings.

No further discussion transpired.

Article 5 to be placed on the ballot AS WRITTEN.

**ARTICLE 6.** To see if the Town will vote to raise and appropriate the sum of up to \$32,500, said amount to be withdrawn from the balance in the previously established Searles Special Revenue Fund for payment of both marketing related and maintenance related costs associated with the Searles Building. Approval of this article will have no additional impact on the tax rate. Recommended by the Board of Selectmen 5-0

Selectman Jennifer Simmons explained that- Some of the specific expenses paid from these funds include the part-time Coordinator's salary for marketing/showing the building, advertising costs, maintenance-related projects and services to upkeep the building, and "set ups" for events. As of 12/31/2020, the revenue fund has \$11.

Chair of Searles Chapel Committee Betty Dunn explained that Covid has put somewhat a damper on bookings, but hoping to utilize the outside area this coming season. As of now, not many events have been established. This is separate than the bond that was passed last year for the stonework and tower replacement. These projects are nearly complete. They are pleased to report that they may be under budget when complete.

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 \$93,770 for the purpose of paying the third of three lease payments associated with the Fire Department Ambulance leased in 2019. This article is part of the Capital Improvements Program. Recommended by the Board of Selectmen 5-0

Selectman Breton explained that this article is part of the Capital Improvement Program. The original purchase of the ambulance included a non-funding clause which requires us to bring this forward to each separate Town Meeting over the years 2019-2021.

Ross McLeod thanked Al Letizio that was involved with financing structure and for the suggestion to break it out to a 3 year bond.

Heath Partington made a MOTION TO AMEND and SECONDED to insert after the last sentence of the Article to insert: **After this payment the Town would own the ambulance.** Discussion was open regarding the amendment – all in favor.

No further discussion transpired.

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 \$110,000 for the purpose of making any needed repairs to the Fire Station roof as well as replacing the roof shingles and rubber membranes. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is complete or for a period of two (2) years, whichever is less. This article is part of the Capital Improvement Program. Recommended by the Board of Selectmen 5-0

Selectman Partington noted that this article is part of the Capital Improvement Program. As the article details these funds are to be used to replace the shingles and rubber membranes on the Station roof, as well as make any needed repairs. The CIP report states "...the fire roof has passed its life expectancy of 20 years. The fire department has seen significant water leaks and has gotten progressively worse over the past 5 to 7 years. These leaks have happened in both the apparatus bay and office side of the building..."

No further discussion transpired.

Article 8 to be placed on the ballot AS WRITTEN.

**ARTICLE 9.** To see if the Town will vote to raise and appropriate the sum of \$50,000 for the purpose of making improvements associated with Phase I of the Town Common Beautification project to include but not limited to installation of sidewalks and crosswalks along North Lowell Road in the area of the Town Center as well as improving the landscaping and utility of the Town Common area. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is complete or for a period of five (5) years, whichever is less. This article is part of the Capital Improvement Program. Recommended by the Board of Selectmen 5-0

Selectman Simmons noted that this article is part of the Capital Improvement Program. The Plan for 2021 recommended that this project be funded at \$75,000, with the anticipated balance of \$75,000 still needed to complete Phase One to be raised in 2022. The Board of Selectmen felt it more prudent, based on the Town's overall budgetary needs this year, to fund the project at \$50,000 for 2021 with additional funding to come in future years. As the article details, these funds will be put towards improvements associated with Phase One of the Town Common Beautification Project. Such improvements will include, but not be limited to, installing sidewalks and a crosswalk on North Lowell Road and making beautification enhancements within the Town Common. The latter includes the installation of a new fence, gazebo, and bridge across Collins Brook, much of which will be funded with private donations. To date, the Town has raised \$50,000 of an anticipated overall \$200,000 needed for Phase One. The bridge was installed 2 weeks ago, and it beautiful.

No further discussion transpired.

Article 9 to be placed on the ballot AS WRITTEN.

**ARTICLE 10.** To see if the Town will vote to establish a Windham Greenway Rail Trail Capital Reserve Fund (CRF) under the provisions of RSA 35:1 for the purpose of funding the future construction of improvements to the Trail as a pedestrian/bike path and to appropriate the sum of \$30,000 to be placed in said fund. This article is part of the Capital Improvements Program. Recommended by the Board of Selectmen 5-0

Roger Hohenberger explained As the article describes, the intent is to establish a Capital Reserve Fund for the future construction of paving the "Greenway Recreational Trail" from the area of Old Mill Road along the former rail bed over to North Lowell Road, and to set aside an initial \$30,000 to do so. The trail would end near North Lowell Road in close proximity to the current paved trail along the Rockingham Recreational Trail. The overall estimated cost to construct the trail is \$1.2M dollars. As the CIP states "...it will also create a corridor that will connect the west and east sides of Windham. The project would include clearing the rail bed, repairing drainage culverts, building up rail bed base material and finally paving this 2.5 mile stretch."

Ross McLeod this is an opportunity to connect Foster's Pond/Nashua Rd sports fields to the conservation area, and State is also involved with connecting all of the pieces.

No further discussion transpired.

Article 10 to be placed on the ballot AS WRITTEN.

**ARTICLE 11.** To see if the Town will vote to raise and appropriate the sum of \$95,000 for the purpose of purchasing two (2) Power Load Lift Systems for the Windham Fire Department ambulances and to authorize the Board of Selectmen to contract for, accept and expend Federal Assistance to Firefighters Grant (AFG) funding in the amount of \$90,250 to be applied against said appropriation, with the balance of \$4,750 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 funding is not approved. Recommended by the Board of Selectmen 5-0

Bruce Breton explained that the Power Load Lift System aids the firefighters in more easily lifting and loading stretchers into the ambulances. The Fire Department has been very successful over the past two (2) years in securing two other AFG grants – one for a Compressor for SCBA gear and another to replace a Rescue Tool ("Jaws of Life").

No further discussion transpired.

Article 11 to be placed on the ballot AS WRITTEN.

**ARTICLE 12.** To see if the Town will vote to raise and appropriate the sum of \$5,100 for the purpose of purchasing a one (1) acre piece of land surrounding the historic Indian Rock from the State of New Hampshire, which will be subdivided off of State-owned lot 11-C-125 (39 Enterprise Drive), and to further authorize the Board of Selectmen to negotiate the terms and conditions of the purchase. Recommended by the Board of Selectmen 5-0

Selectman Simmons explained that this would authorize the Board to acquire the parcel of land where the historic Indian Rock is located. This famous Rock bears a plaque, erected by the Town in 1933, which reads “Over these rock strewn hills and through these woods the Indians roamed on their hunt for game, on these waters their canoes were launched in their quest for fish, nearby fields yielded their harvest of corn and on this rock it was ground in to meal.”

No further discussion transpired.

Article 12 to be placed on the ballot AS WRITTEN.

**ARTICLE 13.** To see if the Town will vote, pursuant to RSA 162-K:5 that the public interest will be served and establish a municipal economic development and revitalization district to be designated as the Route 111 TIF District, the boundaries of which generally run along NH Route 111 from its intersection with NH Route 111A westerly to its intersection with Ledge Road as shown on a map entitled Proposed TIF District, dated September 22, 2020, available for review in the Community Development Department during regular business hours, said District intended to assist with the financing of a future water line within the proposed District, and to further adopt the “Town of Windham Business Corridor Tax Increment Finance District Plan” for said District, as distributed and dated November 30, 2020; and further to designate the Community Development Director to administer said District under RSA 162-K:13, and to further authorize the Board of Selectmen to appoint a five (5) member advisory committee pursuant to RSA 162-K:14(I) exercising such authority as provided in statutes or by Board of Selectmen Resolution. Said District, if established, shall sunset on December 31, 2026 if a future Route 111 water line is not approved by that date.

Chairman McLeod stated that the 2020 Town Meeting supported the adoption of RSA 162-K, the enabling legislation to allow the consideration of Municipal Economic Development and Revitalization Districts (commonly referred to as TIF Districts). Over the past year, the Board and staff have studied the concept resulting in the development of a proposed Tax Increment Finance Plan and a proposal to establish a TIF District along Route 111 from Route 93 to Ledge Road. The proposed TIF location would encompass the area through which a potential water line could be run as an extension off the recently constructed Regional Water Line. Assuming such a TIF District were to be established, the increase in valuation of properties occurring after the formation of the District, and the taxes that result, would be placed into a fund separate from the Town’s General Fund, to be used to pay any bonds associated with the costs of developing the water line within the defined area.

Rex Norman, Community Development Director prepared a slide show presentation and map highlighting the general areas near McDonald’s on 111 of the proposed water line. This is to plan to prepare the Town to in the event that we obtain a water line. Approximately, 80 parcels would be affected. There is no funding involved, and the Planning Board will need to research this thoroughly.

Citizen Wendy Williams participating on Zoom- commented that the future water line needs to be clear to the public, and what is the intention.

Citizen Betty Dunn questioned if we approved as a Town as YES, then what would be the criteria would be the implantation to move forward. This is just conceptual, but there will need to be more information to understand the next steps.

Director Rex Norman answered that the approval will implement the plan and establish the TIF District, it's simply the point of time to capture the evaluations of these properties. The evaluations savings will be put into this. If we don't do this year, we will have to try next year, there's no cot and this would be a sunset concept. There is no risk, it's just setting the stage for the future. We have water contamination in Town, and this would be the steps going forward to address that.

Selectman Hohenberger addressed why would people be concerned with this, he noted that most people wouldn't understand that this would be the first stage of establishing a water line. His concern would be how many times could this be brought to the voters.

Chairman Ross McLeod thanked fellow Selectman Partington, in capturing the baseline of property evaluations now to capture incremental financing, rather than waiting. He also introduced the sunset clause, so this wouldn't drag on. It's important to note that this isn't voting on the water line, rather to establish the district at this point. He echoed the concerns with the water contaminations. For now, we are focusing on the finance mechanism to be established for the future.

Citizen Kristi St. Laurent of Range Road serves on Economic Committee, however speaking as a resident. Reminding voters, that the High School came before the voters multiple times. One of the big questions based off the water line is that it will benefit the businesses, but not private homes. This would be a tool for cost coverage to establish the funds for that going forward. She also echoed the concerns with water contamination.

Citizen Wendy Williams on Zoom commented that the residential is currently within the proposal, residential is the gray area, that zoning and commercial is also highlighted. The sunset notated that 2026 in a couple years we will see the article for the water line but this would be for the future establishment.

Citizen Jacob Cross Stonehedge Road addressed that there is clear language has been added, and the voters will know better what is being asked for. If you are opposed of water line, then this should be opposed as well.

No further discussion transpired.

Article 13 to be placed on the ballot AS WRITTEN.

**ARTICLE 14.** To see if the Town will vote to adopt the following By-Laws to regulate all Town Conservation Lands under the ownership or stewardship of the Windham Conservation Commission, and to further rescind existing By-laws on the following specific properties: Moeckel Pond, adopted in 2015; Campbell Farm, adopted in 2016; Foster's Pond, adopted in 1988; the Route 28 Windham Town Forest, adopted in 1988; and Deer Leap, adopted in 1989.

BY-LAWS MANAGEMENT OF TOWN CONSERVATION PROPERTY & EASEMENTS:

#### SECTION I: PURPOSE

In order to promote the passive recreational use of, to manage for conservation and recreational purposes, to protect natural resources therein and, in the cases of Deer Leap and Moeckel Pond to do so according to the intent and purpose of the Land Conservation Investment Program (RSA 162-C:6) and/or the Land and Water Conservation Fund Act, the Windham Town Meeting adopts the following use regulations for all properties acquired in the name of the Town, either in fee or by use easement which were acquired by the Town (i) under the provisions of RSA 36-A:4; (ii) by designation by the Donor or grantors as land subject to Conservation Commission jurisdiction; (iii) land/easements acquired in connection with open space; (iv) lands designated for management by the Conservation Commission by Town Meeting designation, or (v) by any other fashion or action under which the Conservation Commission holds jurisdiction to manage or regulate. These regulations are adopted pursuant to authority granted by RSA 31:39.



## SECTION II: PERMITTED USES

A) The following uses are permitted from dawn until dusk, daily, within all Town Conservation lands and easements:

1. Passive recreational activities such as hiking, picnics, fishing, bird watching, and the like, that are consistent with the purpose of these By-laws.
2. Access by law enforcement or emergency vehicles at any time.

B) Additional permitted uses:

1. Clyde Pond (tax map 20D-1200 & 20E-300):

a) Swimming.

2. Deer Leap Natural Area (tax map 25E-10):

a) Small, non-motorized boats may be launched onto Rock Pond from the right-of-way at the end of Abbott Road or the parking area on Bayleaf Road. (Note: In 1963, Order No. 98 was issued by the NH Department of Safety, Division of Safety Services prohibiting the operation of motor boats and outboard motors on Rock Pond).

3. Route 28 Windham Town Forest (tax map 8B-3001, 4000, 4100, 4300, 5000 & 6150):

a) Hunting is permitted subject to compliance with all relevant local, State and Federal regulations.

C) Additional uses allowed only upon receiving written approval from the Conservation Commission:

1. Motorized vehicles for any use as deemed necessary.
2. Trail maintenance including, but not limited to, clearing and maintenance of natural or manmade structures.

D) Additional uses allowed only upon receiving written approval from the Conservation Commission and Windham Fire Department:

1. Camping and building of fires in designated areas of the Route 28 Windham Town Forest.
2. Camping and building of fires in designated areas of Clyde Pond.
3. Camping and building of fires in designated areas of Foster's Pond.

## SECTION III: PROHIBITED ACTIVITIES

A) Unless otherwise noted in Section II, the following are prohibited within all Town Conservation lands and easements:

1. Use of these lands after dusk and before dawn.
2. Hunting, trapping and/or the discharge of firearms. Areas will be posted against these activities pursuant to RSA 635:4.
3. Use of "motorized vehicles" as defined in #WIN 3:00:11:02 "Use of Motor Vehicles on Town Property".
4. Parking anywhere other than in designated areas. 2021
5. Littering; failure to carry out or properly dispose of garbage, trash; illegal dumping of motor vehicles, appliances, etc.
6. Cutting, digging up, or otherwise willfully damaging or defacing trees, shrubs, plants, or any other natural feature or man-made structure.
7. Building of fires.
8. Swimming from the banks or shorelines of brooks, ponds, or streams.
9. Camping.

B) Additional prohibitions:

1. Deer Leap Natural Area (tax map 25E-10):

- a) Vehicles registered for highway use may only use Woodbury and Bayleaf roads, or the south section of Abbot Road, for access.
- b) Swimming is prohibited from the right-of-way shoreline of Rock Pond at the end of Abbott Road.
- c) Rock climbing, scaling, or climbing any vertical areas, or repelling, with or without the assistance of tools or equipment shall be prohibited except on the Deer Leap face area.

2. Moeckel Pond and Foster's Pond (tax map 25C-255 & 1C-2500):

- a) The use of outboard motors including but not limited to jet ski, electric, or battery powered, is prohibited.

3. Campbell Farm (tax 1C-100): a) Access to the homestead and/or its curtilage is prohibited.

SECTION IV: VIOLATIONS

Violations of these By-laws shall be punishable by assessment of the following fines and, in some cases, may also be subject to additional penalties imposed per State statute by law enforcement or the judicial system in response to criminal mischief, trespass or similar offenses:

- Hunting, trapping, discharge of firearms. \$500.00
- Unauthorized use of motor vehicles. \$500.00
- Camping, building of fires, or swimming; each offense. \$500.00
- Interference with the Campbell Homestead; each offense. \$500.00
- Littering as described in Section III, A, 3. \$1,000.00
- Unauthorized cutting, digging up or otherwise willfully damaging or defacing kiosks, benches, bridges, dams, or any natural structures including but not limited to trees, shrubs, plants, rock faces, etc. \$1,000.00
- Disturbance of wetlands, or intentional damage to the Wetland and Watershed Protection District (WWPD) including but not limited to shoreline excavation, tree removal, dumping of brush or any invasive plantings, breaching of beaver dams, culverts, or changing the natural water flow, without prior, written consent and approval from Conservation Commission. \$1,000.00

SECTION V: PENALTIES

Penalties collected shall be turned over to the Finance Department for deposit into the Conservation Land Trust Fund.

SECTION VI: ENFORCEMENT

These By-laws shall be enforced by the Windham Police Department and/or Windham Fire Department.

SECTION VII: SEVERABILITY

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

SECTION VIII: WAIVERS

By majority vote, the Windham Conservation Commission is authorized to make exceptions or grant waivers, in writing, of these By-Laws for limited (in time) specific events or activities, or for good cause shown provided such activities are not inconsistent with the purposes for which such land was acquired as set forth in RSA 36-A:2.

## SECTION IX: LIABILITY

The Town specifically reserves the rights of immunity from liability under the provisions of RSA 212:34 and RSA 508:14 with respect to any damages or injuries occurring on any Town property covered by these Bylaws. SECTION X: AMENDMENTS Upon recommendation of the Conservation Commission, these By-laws may from time to time be amended by vote of the Board of Selectmen at a regularly scheduled meeting. Notice of proposed changes shall be posted in at least two (2) public places, one of which must be the Town Hall, at least fourteen (14) calendar days prior to the date of the meeting.

## SECTION XI: EFFECTIVE DATE

These By-laws shall take effect immediately upon adoption by the Annual Town Meeting, or amendment thereafter by the Board of Selectmen, and shall supersede any and all such By-laws previously enacted.

**Selectman McLeod thanked David Curto and Conservation Commission for bringing this Article forward and also for the clarity of combining several of the conservation lands into one, for efficiency and ease for the community.**

**No further discussion transpired.**

**Article 14 to be placed on the ballot AS WRITTEN.**

ARTICLE 15. To see if the Town will vote to authorize the Board of Selectmen to lease to Revision Energy, or another similar company, portions of the roof of the Nesmith Library at 8 Fellows Road for the purpose of constructing, installing, and operating a solar panel array with a term not to exceed twenty-five (25) years under a Purchase Power Agreement (PPA) which would allow the Town to purchase the equipment at any time after five (5) years and, further, to authorize the Board of Selectmen to negotiate the terms of any associated easements and licenses as they deem appropriate to complete the solar array project. The Selectmen's authority to complete the transactions contemplated in this article shall expire on December 31, 2022. Recommended by the Board of Selectmen 5-0

**Selectman Partington noted that this past year the Board of Selectmen and Nesmith Library Trustees, following the recommendation of the Local Energy Committee, voted to support installing Solar Panels on the roof of the Library. The Board awarded a bid to Revision Energy to install the panels through a Purchase Power Agreement. The agreement requires that the town grant Revision both a license and easements to allow access over the town land to construct and maintain the system. As licenses and easements on and over town property are not within the authority of the Board of Selectmen the intent of this article is to grant the Board the authority to convey these as needed to complete the project.**

**Citizen Mark Kovacs member of the Local Energy Committee did investigations for Town, specifically for the Library and came to the conclusion that Revision Energy savings cost for the town 130,000, including purchase, maintenance and repairs. The Board of Selectmen and Library Trustees approved the accusation. He further explained that the Town would own, operate the system for 5 years, and a part of that agreement, and Town would purchase electricity from the vendor, then purchase out right on the sixth year. Went over in a detailed slide show to explain the breakdown of the funding, cost savings, licensing, and contractor's requirements.**

**Heath Partington thanked Mark Kovacs and Local Energy Committee for the confidence of the breakdown of the numbers.**

**No further discussion transpired.**

**Article 15 to be placed on the ballot AS WRITTEN.**

ARTICLE 16. To see if the Town will vote to modify the purpose of the Cemetery General Care Trust Fund, established under Article #13 of the 1988 Town Warrant, as allowed under RSA 31:19- a(III) and RSA 35:16, to allow any funds therein to be expended toward the general care of the cemeteries and the purchase, construction, or design of future interment/inurnment space. Currently use of the principle is restricted to the “future purchase of cemetery land”. The intent of this article is to allow a portion of these funds to be used to install columbariums or similar features in order to expand available space within the confines of the existing cemetery(ies). Approval of this article will have no impact on the tax rate and requires a 2/3rds vote. Recommended by the Board of Selectmen 5-0

**Selectman Hohenberger explained that due in part to the limited amount of Cemetery space remaining, the Cemetery Trustees are proposing that the General Care Trust Fund, the principal of which is presently limited to purchasing land, be expanded to allow the funds to be used to install features such as columbariums to provide alternative(s) to ground burial.**

**He made a MOTION to AMEND and SECONDED for a spelling error: principal**

**No further discussion transpired.**

**Article 16 to be placed on the ballot AS AMENDED.**

ARTICLE 17. To see if the Town will vote to support the Board of Selectmen’s submittal of a cypres petition to the Superior Court requesting that deed restrictions on lot 18-L-601, known as the Hayes Hart Road ROW (Boat Ramp), be amended. Currently, said restrictions limit use of the ROW to Windham residents only and the petition would seek to amend the deed to allow Salem property owners who directly abut the shoreline of Canobie Lake limited access to the ramp to facilitate putting in and taking out their boats for the season, in the spring and fall respectively. Said authorization to expire on December 31, 2022. Note this is an advisory vote to provide the Board with guidance on the subject. Recommended by the Board of Selectmen 5-0

**Chairman McLeod noted that this is an “advisory vote” that is being put forth by the Selectmen to ascertain how the town residents feel about the Board possibly pursuing a Court Petition to amend the deed restrictions on the Town-owned lot known as the Hayes Hart Boat Ramp; specifically to amend the restriction limiting use of the area to “Windham residents only” to include an allowance for “limited access by Salem residents who are direct abutters to the shoreline of Canobie Lake” during a short period in the Spring and Fall to facilitate putting in and taking out their boats for the season. While the Board, as those responsible to “manage” Town property, is authorized under RSA 41:11-a(1) to submit the Petition, it desires to first obtain the “sense of the voters” on the matter. He explained what the cypres definition related to this Article.**

**Chairman McLeod made a MOTION to AMEND and SECONDED for rewording the first sentence to read as: Board of Selectmen.. should they decide to submit a..**

**Another MOTION to AMEND and SECONDED to underline the word advisory on last sentence of Article.**

**Discussion was open regarding the amendments – all in favor.**

**Article 17 to be placed on the ballot AS AMENDED.**

ARTICLE 18. To see if the Town will vote to authorize the Board of Selectmen to sell Lot 8-B-4401, a .30 acre Town-owned parcel of land between Route 28 and Libbey Road to the abutting property owners for forty-eight thousand (\$48,000) dollars, based on the amount of abutting square footage, and to negotiate other terms and conditions of the sale, including any reservation of easement or utility rights of the Town. Further, upon the sale of 8-B-4401 to discontinue completely Libbey Road in its entirety. Said authorization to expire on December 31, 2022. Recommended by the Board of Selectmen 5-0

Selectman Roger Hohenberger noted that this past year, one of three abutting property owners submitted conceptual plans to the Planning Board to develop their property, to which the Board suggested that the access road be built so as to come out directly across from Northland Road to form a “T” intersection at Route 28. The Board of Selectmen was asked by the owner if it was interested in selling the town land between Route 28 and their parcel to allow such a consideration. The Board, after receiving an appraisal on the town land agreed to sell the land for \$48,000 and, further, to discontinue Libbey Road subject to the following minimum conditions: 1. The Town would sell the land for \$48,000, the cost of which would be split between the abutting property owners based on the abutting square footage that each owns. 2. The property owner proposing to develop their land, subject to their project being approved by the Planning Board, would build a town road across from Northland Road up through the land between the two properties, subject to any agreed upon modifications approved as part of the Planning Board process. 3. The Town would discontinue Libbey Road, (length of approximately 1200’), subject to the new roadway being completed.

No further discussion transpired.

Article 18 to be placed on the ballot AS WRITTEN.

**ARTICLE 19.** By petition of Kristi St. Laurent and others “By petition of 25 or more eligible voters of the town of Windham to see if the town will vote to urge that the New Hampshire General Court, which is obligated to redraw the maps of political districts within the state following the federal census, will ensure fair and effective representation of New Hampshire voters without gerrymandering. Additionally, these voters ask the town of Windham to urge the NH General Court to carry out the redistricting in a fair and transparent way through public meetings, not to favor a particular political party, to include communities of interest, and to minimize multi-seat districts. The record of the vote approving this article shall be transmitted by written notice from the selectmen to Windham’s state legislators, informing them of the demands from their constituents within 30 days of the vote.

Selectman Hohenberger noted that the census took place last year.

Petitioner Kristi St. Laurent noted it is self-explanatory, after the census the districts are studied and its fluid data when people move. Our Town has 4 representatives, and Salem has 9. 10 years ago, the process when the maps were created behind closed doors. It should be done in public, and the maps weren’t available until 24 hours prior to the vote of House and Senate. This Article is for the citizens of Windham to urge State Legislators that no gerrymandering will be tolerated.

No further discussion transpired.

Article 19 to be placed on the ballot AS WRITTEN.

**ARTICLE 20.** 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 \$16,751,922.82. Should this article be defeated, the operating budget shall be \$16,401,922.82 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	General Gov’t Buildings	408,930
Administration	819,735	Appraisal of Properties	213,395
Town Clerk Expenses	369,725	Information Technologies	269,995
Tax Collector Expenses	182,200	Town Museum	5,400
Election and Registration	26,590	Searles Building	10,090
Cemeteries	41,450	Legal Expenses	58,500

Retirement Service Charges	4,000	Health and Human Services	51,485
Insurance	352,370	General Assistance	45,540
Contracted Services	5	Library	1,302,170
Police Department	3,655,720	Recreation	260,550
Dispatching	541,820	Historic District Commission	7,300
Fire Department	4,076,125	Conservation Commission	7,070
Emergency Management	10,600	Senior Center	5,170
Community Development	579,950	Cable TV Expenses	126,850
Town Highway Maintenance	1,182,540	Interest Expenses (TANs)	500
Street Lighting	18,520	Long Term Debt	470,877.82
Solid Waste Disposal	1,283,420	(Principal \$351,442.28 and Interest \$119,435.54)	
		Capital Outlay – Roads (Part of CIP)	360,000

Recommended by the Board of Selectmen 5-0

Chairman McLeod made a MOTION to AMEND to add \$15,000 to Community Development for the restructuring of that Department. To read as follows:

Totaling **\$16,766,922.82**  
Community Development **594,950**

**Discussion was open regarding the amendment – all in favor.**

Selectman Partington made a **MOTION** to **AMEND** and it was **SECONDED** to add \$9,835 to Conservation Commission. He broke down the costs as to why they needed to add this.

**Roger Hohenberger not in favor of Heath's amendment. Noted that years ago, there was a discussion on current use tax. The Town Meeting decided to set that funding aside for conservation. They presently have that funding in their availability at least a couple hundred of thousands of dollars. This is increasing the budget, but not increasing services to the residents.**

Selectman Partington expressed that it is also paying giant bond payments, the real benefit is to understand the real numbers in regards to maintenance. The fund is 204,000 last year, at some point they are extracting these funds and it will be zeroed out.

Selectman Hohenberger says we will address that at the time when the fund is depleted, not now on the budget. On board with amendment when the fund goes to 0 but for now, we don't want to increase it.

Selectman Partington stated that the big difference was a few months ago, he had no idea about expenditures. The real benefit would be the basis of more transparency to the residents.

**No further discussion transpired. Vote was taken on proposed amendment- AMENDMENT FAILED.**

**Article 25 to be placed on the ballot AS AMENDED.**

**OTHER BUSINESS:**

Chairman McLeod expressed dedication for the Annual Town Reports and highlighted that many prominent people that passed. A special thanks to Wendi Devlin for her drafting vision and implementation to the excerpt below:

**Resolutions. We all make them as the echo of the revelry recedes and the New Year officially begins. We resolve to spend more time with extended family, to travel, to go back to school, to be kinder, braver, or some other, better version of ourselves; any multitude of positive, optimistic goals. Sticking to resolutions can be difficult in the best of times but, then, the year 2020 blew in bearing**

a pandemic and moving the proverbial goal post. The world began to change and rather than focusing on quitting smoking or watching less TV, we instead had to dig deep and find within ourselves... resolve. Grit, pluckiness, stick-to-it-iveness. As a community of employees, volunteers, students, residents, and business owners we found it; albeit not entirely without some initial turmoil, anxiety, and vexation. The Town employees adjusted processes, thinking outside the box, never once ceasing operations. Boards and committees adapted to video meetings, in order to continue on with their duties and responsibilities. Students worked hard to embrace remote learning and social distancing, while teachers juggled duties both at home and in school, and parents added teaching to their own daily workloads. Our local businesses reached out with new, innovative ways to provide products and services. Residents looked out for their neighbors in countless ways, every day; wearing masks, social distancing, wellness checks, video chats or phone calls, sharing extra supplies during the early shortages. Although it didn't always feel that way, we came together and faced the Coronavirus head on. As this goes to print, we as a Town are a year into the pandemic and, though we are often tired and frustrated, we continue to persevere – to work, to serve, to educate, to nurture, to support. We look ahead to an end of restrictions, and a greater semblance of normalcy; a time when that trip overseas or reunion with extended family can finally be checked off our list of 2020 resolutions. For all the year threw at us and for all the positive, constructive ways that we, as a community, responded – resolutely, collectively, responsibly – we are proud to dedicate these Annual Reports to us all, to all of Windham. Together, we have come this far. Together, we will make it through the rest of the way.

Moderator Griffin reminded the participants that the second session, which is conducted by ballot is on March 9, 2021.

Motion to adjourn and seconded by all. Adjourned at 10:42am

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Nicole Merrill', written in a cursive style.

Nicole Merrill, CMC, Town Clerk



**Town of Windham, NH**  
**March 9, 2021**  
**Windham High School Gymnasium**  
**2nd Session of Town Meeting (voting of Town Articles)**

On March 9, 2021 at 7:00am Peter J. Griffin, Moderator declared the polls open. He also announced that at 1:00pm the Absentee ballots will begin to be processed. Results are as followed:

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

<b>BOARD OF SELECTMEN</b>	<b>TRUSTEE OF THE TRUST FUND</b>	<b>PLANNING BOARD</b>
For Three Years      Vote for ONLY Two	For Three Years      Vote for ONLY One	For Three Years      Vote for ONLY Two
<b>ROGER HOHENBERGER</b> 1269 <input checked="" type="radio"/>	<b>THOMAS J. EARLEY</b> 1559 <input type="radio"/>	<b>THOMAS D. SHARPE</b> 527 <input type="radio"/>
<b>ROSS McLEOD</b> 1404 <input type="radio"/>	<input type="radio"/>	<b>DEREK MONSON</b> 1070 <input type="radio"/>
<b>JAMES CURTIN</b> 652 <input type="radio"/>	(Write-in) <input type="radio"/>	<b>MATTHEW ROUNDS</b> 1036 <input type="radio"/>
<input type="radio"/>		<b>MARK SAMSEL</b> 712 <input type="radio"/>
(Write-in) <input type="radio"/>		<input type="radio"/>
(Write-in) <input type="radio"/>		(Write-in) <input type="radio"/>
		(Write-in) <input type="radio"/>
<b>TOWN CLERK</b>	<b>TRUSTEE OF THE CEMETERY</b>	<b>ZONING BOARD OF ADJUSTMENT</b>
For Three Years      Vote for ONLY One	For Three Years      Vote for ONLY One	For Two Years      Vote for ONLY Two
<b>NICOLE BOTTAI</b> 1758 <input type="radio"/>	<b>FRANCIS P. FARMER</b> 1588 <input type="radio"/>	<b>PAMELA SKINNER</b> 1097 <input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<b>MICHELLE M. STITH</b> 1181 <input type="radio"/>
(Write-in) <input type="radio"/>	(Write-in) <input type="radio"/>	<b>BRUCE R. BRETON</b> 997 <input type="radio"/>
		<input type="radio"/>
<b>TOWN TREASURER</b>	<b>TRUSTEE OF THE LIBRARY</b>	(Write-in) <input type="radio"/>
For Three Years      Vote for ONLY One	For Three Years      Vote for ONLY Two	(Write-in) <input type="radio"/>
<b>ROBERT COOLE</b> 1627 <input type="radio"/>	<b>TARA PICCIANO</b> 1510 <input type="radio"/>	
<input type="radio"/>	<b>NADIA ALAWA</b> 1394 <input type="radio"/>	
(Write-in) <input type="radio"/>	<input type="radio"/>	
	(Write-in) <input type="radio"/>	
	(Write-in) <input type="radio"/>	

**ARTICLE 3.** To see if the Town will vote to raise and appropriate the sum of Seven Hundred and Fifty Thousand and no 100ths (\$750,000.00) Dollars for the purpose of purchasing a Fire Engine to replace Engine 1, a 2006 KME Fire Engine, as well as payment of costs associated with the financing of said project; said sum to be in addition to any federal, state or private funds made available therefor, and to raise the same by issuance of not more than \$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. This article is part of the recommended Capital Improvement Plan. (60% Majority Required)

1295  
**YES** ☐  
**NO** ☐  
 709

*Recommended by the Board of Selectmen 5-0*

**ARTICLE 4.** To see if the Town will vote to raise and appropriate the sum of Three Hundred Sixty Five Thousand and no 100ths (\$365,000.00) Dollars for the purpose of purchasing two (2) five-ton six wheel plow trucks for the Highway Department and purchasing ancillary equipment for said vehicles and payment of costs associated with the financing of said project, said sum to be in addition to any federal, state or private funds made available therefore, and to raise the same by issuance of not more than \$240,520.00 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 the project, with the balance of \$124,480 to come from general taxation. This article is part of the recommended Capital Improvement Plan. (60% Majority Required)

1124  
**YES** ☐  
**NO** ☐  
 876

*Recommended by the Board of Selectmen 4-1*



<b>ARTICLE 5.</b> 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.	1237 YES <input type="radio"/> NO <input type="radio"/>
<i>Recommended by the Board of Selectmen 5-0</i>	
<b>ARTICLE 6.</b> To see if the Town will vote to raise and appropriate the sum of up to \$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.	1481 YES <input type="radio"/> NO <input type="radio"/>
<i>Recommended by the Board of Selectmen 5-0</i>	
<b>ARTICLE 7.</b> To see if the Town will vote to raise and appropriate the sum of \$93,770 for the purpose of paying the third of three lease payments associated with the Fire Department Ambulance leased in 2019. This article is part of the Capital Improvements Program. After this payment the Town would own the ambulance.	1665 YES <input type="radio"/> NO <input type="radio"/>
<i>Recommended by the Board of Selectmen 5-0</i>	
<b>ARTICLE 8.</b> To see if the Town will vote to raise and appropriate the sum of \$110,000 for the purpose of making any needed repairs to the Fire Station roof as well as replacing the roof shingles and rubber membranes. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is complete or for a period of two (2) years, whichever is less. This article is part of the Capital Improvement Program.	1581 YES <input type="radio"/> NO <input type="radio"/>
<i>Recommended by the Board of Selectmen 5-0</i>	
<b>ARTICLE 9.</b> To see if the Town will vote to raise and appropriate the sum of \$50,000 for the purpose of making improvements associated with Phase I of the Town Common Beautification project to include but not limited to installation of sidewalks and crosswalks along North Lowell Road in the area of the Town Center as well as improving the landscaping and utility of the Town Common area. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is complete or for a period of five (5) years, whichever is less. This article is part of the Capital Improvement Program.	1113 YES <input type="radio"/> NO <input type="radio"/>
<i>Recommended by the Board of Selectmen 5-0</i>	
<b>ARTICLE 10.</b> To see if the Town will vote to establish a Windham Greenway Rail Trail Capital Reserve Fund (CRF) under the provisions of RSA 35:1 for the purpose of funding the future construction of improvements to the Trail as a pedestrian/bike path and to appropriate the sum of \$30,000 to be placed in said fund. This article is part of the Capital Improvements Program.	1401 YES <input type="radio"/> NO <input type="radio"/>
<i>Recommended by the Board of Selectmen 5-0</i>	
<b>ARTICLE 11.</b> To see if the Town will vote to raise and appropriate the sum of \$95,000 for the purpose of purchasing two (2) Power Load Lift Systems for the Windham Fire Department ambulances and to authorize the Board of Selectmen to contract for, accept and expend Federal Assistance to Firefighters Grant (AFG) funding in the amount of \$90,250 to be applied against said appropriation, with the balance of \$4,750 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 funding is not approved.	1403 YES <input type="radio"/> NO <input type="radio"/>
<i>Recommended by the Board of Selectmen 5-0</i>	
<b>ARTICLE 12.</b> To see if the Town will vote to raise and appropriate the sum of \$5,100 for the purpose of purchasing a one (1) acre piece of land surrounding the historic Indian Rock from the State of New Hampshire, which will be subdivided off of State-owned lot 11-C-125 (39 Enterprise Drive), and to further authorize the Board of Selectmen to negotiate the terms and conditions of the purchase.	1428 YES <input type="radio"/> NO <input type="radio"/>
<i>Recommended by the Board of Selectmen 5-0</i>	
<b>ARTICLE 13.</b> To see if the Town will vote, pursuant to RSA 162-K:5 that the public interest will be served and establish a municipal economic development and revitalization district to be designated as the Route 111 TIF District, the boundaries of which generally run along NH Route 111 from its intersection with NH Route 111A westerly to its intersection with Ledge Road as shown on a map entitled Proposed TIF District, dated September 22, 2020, available for review in the Community Development Department during regular business hours, said District intended to assist with the financing of a future water line within the proposed District, and to further adopt the "Town of Windham Business Corridor Tax Increment Finance District Plan" for said District, as distributed and dated November 30, 2020; and further to designate the Community Development Director to administer said District under RSA 162-K:13, and to further authorize the Board of Selectmen to appoint a five (5) member advisory committee pursuant to RSA 162-K:14(I) exercising such authority as provided in statutes or by Board of Selectmen Resolution. Said District, if established, shall sunset on December 31, 2026 if a future Route 111 water line is not approved by that date.	644 YES <input type="radio"/> NO <input type="radio"/>



**ARTICLE 14.** To see if the Town will vote to adopt the following By-Laws to regulate all Town Conservation Lands under the ownership or stewardship of the Windham Conservation Commission, and to further rescind existing By-laws on the following specific properties: Moeckel Pond, adopted in 2015; Campbell Farm, adopted in 2016; Foster's Pond, adopted in 1988; the Route 28 Windham Town Forest, adopted in 1988; and Deer Leap, adopted in 1989.

## **BY-LAWS**

### **MANAGEMENT OF TOWN CONSERVATION PROPERTY & EASEMENTS:**

#### **SECTION I: PURPOSE**

In order to promote the passive recreational use of, to manage for conservation and recreational purposes, to protect natural resources therein and, in the cases of Deer Leap and Moeckel Pond to do so according to the intent and purpose of the Land Conservation Investment Program (RSA 162-C:6) and/or the Land and Water Conservation Fund Act, the Windham Town Meeting adopts the following use regulations for all properties acquired in the name of the Town, either in fee or by use easement which were acquired by the Town (i) under the provisions of RSA 36-A:4; (ii) by designation by the Donor or grantors as land subject to Conservation Commission jurisdiction; (iii) land / easements acquired in connection with open space; (iv) lands designated for management by the Conservation Commission by Town Meeting designation, or (v) by any other fashion or action under which the Conservation Commission holds jurisdiction to manage or regulate. These regulations are adopted pursuant to authority granted by RSA 31:39.

#### **SECTION II: PERMITTED USES**

- A) The following uses are permitted from dawn until dusk, daily, within all Town Conservation lands and easements:
1. Passive recreational activities such as hiking, picnics, fishing, bird watching, and the like, that are consistent with the purpose of these By-laws.
  2. Access by law enforcement or emergency vehicles at any time.
- B) Additional permitted uses:
1. Clyde Pond (tax map 20D-1200 & 20E-300):
    - a) Swimming.
  2. Deer Leap Natural Area (tax map 25E-10):
    - a) Small, non-motorized boats may be launched onto Rock Pond from the right-of-way at the end of Abbott Road or the parking area on Bayleaf Road. *(Note: In 1963, Order No. 98 was issued by the NH Department of Safety, Division of Safety Services prohibiting the operation of motor boats and outboard motors on Rock Pond).*
  3. Route 28 Windham Town Forest (tax map 8B-3001, 4000, 4100, 4300, 5000 & 6150):
    - a) Hunting is permitted subject to compliance with all relevant local, State and Federal regulations.
- C) Additional uses allowed only upon receiving written approval from the Conservation Commission:
1. Motorized vehicles for any use as deemed necessary.
  2. Trail maintenance including, but not limited to, clearing and maintenance of natural or manmade structures.
- D) Additional uses allowed only upon receiving written approval from the Conservation Commission and Windham Fire Department:
1. Camping and building of fires in designated areas of the Route 28 Windham Town Forest
  2. Camping and building of fires in designated areas of Clyde Pond.
  3. Camping and building of fires in designated areas of Foster's Pond

#### **SECTION III: PROHIBITED ACTIVITIES**

- A) Unless otherwise noted in Section II, the following are prohibited within all Town Conservation lands and easements:
1. Use of these lands after dusk and before dawn.
  2. Hunting, trapping and/or the discharge of firearms. Areas will be posted against these activities pursuant to RSA 635:4.
  3. Use of "motorized vehicles" as defined in #WIN 3:00:11:02 "Use of Motor Vehicles on Town Property".
  4. Parking anywhere other than in designated areas.
  5. Littering; failure to carry out or properly dispose of garbage, trash; illegal dumping of motor vehicles, appliances, etc.
  6. Cutting, digging up, or otherwise willfully damaging or defacing trees, shrubs, plants, or any other natural feature or man-made structure.
  7. Building of fires.
  8. Swimming from the banks or shorelines of brooks, ponds, or streams.
  9. Camping.



B) Additional prohibitions:

1. Deer Leap Natural Area (tax map 25E-10):
  - a) Vehicles registered for highway use may only use Woodbury and Bayleaf roads, or the south section of Abbot Road, for access.
  - b) Swimming is prohibited from the right-of-way shoreline of Rock Pond at the end of Abbott Road.
  - c) Rock climbing, scaling, or climbing any vertical areas, or repelling, with or without the assistance of tools or equipment shall be prohibited except on the Deer Leap face area.
2. Moeckel Pond and Foster's Pond (tax map 25C-255 & 1C-2500):
  - a) The use of outboard motors including but not limited to jet ski, electric, or battery powered, is prohibited.
3. Campbell Farm (tax 1C-100):
  - a) Access to the homestead and/or its curtilage is prohibited.

**SECTION IV: VIOLATIONS**

Violations of these By-laws shall be punishable by assessment of the following fines and, in some cases, may also be subject to additional penalties imposed per State statute by law enforcement or the judicial system in response to criminal mischief, trespass or similar offenses:

• Hunting, trapping, discharge of firearms.	\$500.00
• Unauthorized use of motor vehicles.	\$500.00
• Camping, building of fires, or swimming; each offense.	\$500.00
• Interference with the Campbell Homestead; each offense.	\$500.00
• Littering as described in Section III, A, 3.	\$1,000.00
• Unauthorized cutting, digging up or otherwise willfully damaging or defacing kiosks, benches, bridges, dams, or any natural structures including but not limited to trees, shrubs, plants, rock faces, etc.	\$1,000.00
• Disturbance of wetlands, or intentional damage to the Wetland and Watershed Protection District (WWPD) including but not limited to shoreline excavation, tree removal, dumping of brush or any invasive plantings, breaching of beaver dams, culverts, or changing the natural water flow, without prior, written consent and approval from Conservation Commission.	\$1,000.00

**SECTION V: PENALTIES**

Penalties collected shall be turned over to the Finance Department for deposit into the Conservation Land Trust Fund.

**SECTION VI: ENFORCEMENT**

These By-laws shall be enforced by the Windham Police Department and/or Windham Fire Department.

**SECTION VII: SEVERABILITY**

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

**SECTION VIII: WAIVERS**

By majority vote, the Windham Conservation Commission is authorized to make exceptions or grant waivers, in writing, of these By-Laws for limited (in time) specific events or activities, or for good cause shown provided such activities are not inconsistent with the purposes for which such land was acquired as set forth in RSA 36-A:2.

**SECTION IX: LIABILITY**

The Town specifically reserves the rights of immunity from liability under the provisions of RSA 212:34 and RSA 508:14 with respect to any damages or injuries occurring on any Town property covered by these Bylaws.

**SECTION X: AMENDMENTS**

Upon recommendation of the Conservation Commission, these By-laws may from time to time be amended by vote of the Board of Selectmen at a regularly scheduled meeting. Notice of proposed changes shall be posted in at least two (2) public places, one of which must be the Town Hall, at least fourteen (14) calendar days prior to the date of the meeting.

1492

YES ☐

NO ☐

494

**SECTION XI: EFFECTIVE DATE**

These By-laws shall take effect immediately upon adoption by the Annual Town Meeting, or amendment thereafter by the Board of Selectmen, and shall supersede any and all such By-laws previously enacted.

*Recommended by the Board of Selectmen 5-0*

**ARTICLE 15.** To see if the Town will vote to authorize the Board of Selectmen to lease to Revision Energy, or another similar company, portions of the roof of the Nesmith Library at 8 Fellows Road for the purpose of constructing, installing, and operating a solar panel array with a term not to exceed twenty-five (25) years under a Purchase Power Agreement (PPA) which would allow the Town to purchase the equipment at any time after five (5) years and, further, to authorize the Board of Selectmen to negotiate the terms of any associated easements and licenses as they deem appropriate to complete the solar array project. The Selectmen's authority to complete the transactions contemplated in this article shall expire on December 31, 2022.

1379

YES ☐

NO ☐

624

*Recommended by the Board of Selectmen 5-0*



**ARTICLE 16.** To see if the Town will vote to modify the purpose of the Cemetery General Care Trust Fund, established under Article #13 of the 1988 Town Warrant, as allowed under RSA 31:19-a(III) and RSA 35:16, to allow any funds therein to be expended toward the general care of the cemeteries and the purchase, construction, or design of future interment/inurnment space. Currently use of the principal is restricted to the "future purchase of cemetery land". The intent of this article is to allow a portion of these funds to be used to install columbariums or similar features in order to expand available space within the confines of the existing cemetery(ies). Approval of this article will have no impact on the tax rate and requires a 2/3rds vote.

1604  
YES ☐  
NO ☐  
368

*Recommended by the Board of Selectmen 5-0*

**ARTICLE 17.** To see if the Town will vote to support the Board of Selectmen should they decide to submit a cy-près petition to the Superior Court requesting that deed restrictions on lot 18-L-601, known as the Hayes Hart Road ROW (Boat Ramp), be amended. Currently, said restrictions limit use of the ROW to Windham residents only and the petition would seek to amend the deed to allow Salem property owners who directly abut the shoreline of Canobie Lake limited access to the ramp to facilitate putting in and taking out their boats for the season, in the spring and fall respectively. Note this is an advisory vote to provide the Board with guidance on the subject.

462  
YES ☐  
NO ☐  
1535

**ARTICLE 18.** To see if the Town will vote to authorize the Board of Selectmen to sell Lot 8-B-4401, a .30 acre Town-owned parcel of land between Route 28 and Libbey Road to the abutting property owners for forty-eight thousand (\$48,000) dollars, based on the amount of abutting square footage, and to negotiate other terms and conditions of the sale, including any reservation of easement or utility rights of the Town. Further, upon the sale of 8-B-4401 to discontinue completely Libbey Road in its entirety. Said authorization to expire on December 31, 2022.

1405  
YES ☐  
NO ☐  
518

*Recommended by the Board of Selectmen 5-0*

**ARTICLE 19.** By petition of Kristi St. Laurent and others "By petition of 25 or more eligible voters of the town of Windham to see if the town will vote to urge that the New Hampshire General Court, which is obligated to redraw the maps of political districts within the state following the federal census, will ensure fair and effective representation of New Hampshire voters without gerrymandering. Additionally, these voters ask the town of Windham to urge the NH General Court to carry out the redistricting in a fair and transparent way through public meetings, not to favor a particular political party, to include communities of interest, and to minimize multi-seat districts. The record of the vote approving this article shall be transmitted by written notice from the selectmen to Windham's state legislators, informing them of the demands from their constituents within 30 days of the vote.

1138  
YES ☐  
NO ☐  
780

**ARTICLE 20.** 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 \$16,766,922.82. Should this article be defeated, the operating budget shall be \$16,401,922.82 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	Street Lighting	18,520
Administration	819,735	Solid Waste Disposal	1,283,420
Town Clerk Expenses	369,725	Health and Human Services	51,485
Tax Collector Expenses	182,200	General Assistance	45,540
Election and Registration	26,590	Library	1,302,170
Cemeteries	41,450	Recreation	260,550
General Gov't Buildings	408,930	Historic District Commission	7,300
Appraisal of Properties	213,395	Conservation Commission	7,070
Information Technologies	269,995	Senior Center	5,170
Town Museum	5,400	Cable TV Expenses	126,850
Searles Building	10,090	Interest Expenses (TANs)	500
Legal Expenses	58,500	Long Term Debt	470,877.82
Retirement Service Charges	4,000	<i>(Principal \$351,442.28 and Interest \$119,435.54)</i>	
Insurance	352,370	Capital Outlay – Roads (Part of CIP)	360,000
Contracted Services	5		
Police Department	3,655,720		
Dispatching	541,820		
Fire Department	4,076,125		
Emergency Management	10,600		
Community Development	594,950		
Town Highway Maintenance	1,182,540		

*Recommended by the Board of Selectmen 5-0*

1343  
YES ☐  
NO ☐  
645

\*Note: Warrant Article 20 (operating budget does not include appropriations proposed under any other warrant articles).

Respectfully submitted,



Nicole Merrill, CMC, Town Clerk

# BOARD OF SELECTMEN

On behalf of all who do so much for our community, we are pleased to submit our annual report for 2021. Over this past year the Board, as well as staff and volunteers, have been involved with a myriad of different issues. It is through the dedication and passion of all those associated with the community that we have been able to accomplish many things. We extend our heartfelt appreciation for their commitment and, while we cannot cover all that has been achieved, we welcome the opportunity to share some of the more notable accomplishments that took place this past year.

**November 2020 Election Audit:** In November of 2020, during a State of New Hampshire recount of our local State Representative race, which was requested by one of the candidates, it was discovered that there was an approximate 300 vote discrepancy between the recount totals and what the Town had counted on election night.

Although the discrepancy did not change the outcome of the race, State Legislators and Town and State officials worked together to create a process by which the issue could be both understood and rectified in the future. This would ultimately require passage of legislation at the State level to allow further handling of the ballots and the machines used in the November 2020 election.

After several public meetings at the local and State level, the result was SB43, the language of which would allow for three auditors to be chosen to determine the cause of the discrepancy. Over the course of ensuing public meetings, significant public input was taken from residents of the town, with much also being received from residents of the state, New England, and from across the country. Ultimately, the Board of Selectmen selected their auditor at a public meeting held on April 26.

The audit itself began on May 11 at the Edward Cross Training Complex in Pembroke, NH, with the three chosen auditors examining the results according to the requirements of SB43. The audit resulted in a comprehensive 100-plus page audit report that was released in July, which noted "The primary root cause of the discrepancy to be folds through vote targets on some absentee ballots, largely resulting from using a machine to fold absentee ballots." Additionally, the auditors noted, "For the most part our audit found the Windham election to have been well run under challenging circumstances."

Special thanks go to the twenty volunteer observers of the audit, chosen at a public meeting held on May 7. Each day, over a time span of more than two weeks, these volunteers spent hours being the eyes and ears for the community to help confirm that the audit was performed in a transparent and professional manner. Additional reports from these volunteers, both online and through correspondence, kept the community in the know throughout the process.

Also, thank you to those Town employees who manned the phones during the public input stage of this process. We understand many of the calls came from outside our community and we appreciate that you went above and beyond to do your best to properly receive those comments and answer any questions.

**COVID-19 Pandemic:** Despite our best hopes and efforts, the pandemic continued into a second year; highlighted by the Delta and Omicron variants. Throughout the year, many of us were vaccinated to try to limit both the spread and the severity of the virus. The majority of Town-related public meetings returned to “in person” again, as the Governor’s State of Emergency orders expired in June. The Board and town staff continued to balance public service offerings versus public safety throughout the year, with very little loss of service.

Although the pandemic continued, our recreational offerings began to look more like they had prior to the pandemic. These included the annual Memorial Day Parade, fireworks at Windham High School, Harvest Festival, Daddy/Daughter dances, the Christmas Tree Lighting on the Common, and the Senior Christmas Party, as well as other events that were held during the year. Thank you to Parks and Recreation Director Cheryl Haas for her continued support in these efforts.

**Community Development Department Reorganization:** Continuing the plan to reorganize the Community Development Department, set forth by the Board in 2020, we welcomed many new faces to the department resulting in more support to the existing staff. Community Development Director Alex Mello started in September, and covered much of the staffing needs of the department until the end of the year when a Town Planner, full-time Code Enforcement Officer, and Administrative Assistant were also hired. These staffing changes have already led to significant improvements in service to our land use boards and our community as a whole. We thank each member of the Department for their efforts, and are confident of continued improvement as people become more comfortable in their new roles.

**Phase 1 Water Line:** An agreement with the Town of Salem, to administer the water line, was finalized this year. The Windham portion of the Regional Water Line runs south down Route 28, then west, ending at Klemm’s McDonalds. Additionally, the Public Utilities Commission (PUC) approved the petition requesting that the franchise area from the intersection of Route 28 to Klemm’s, abutting the water line, be transferred from Pennichuck to the Town of Salem to facilitate the operations agreement. With this final approval in place, landowners along the route are now able to work with the Town of Salem to connect to the line. Several applications expressing intent to use water from the new line have already been received by the Town of Windham.

**PFOS Investigation:** Wilcox and Barton Engineering continued to be retained by the Town to both conduct additional site investigations and to develop a Remedial Action Plan (RAP); the latter intended to address those properties showing exceedances of the State drinking water standards in wells in the area of both the former fire station on North Lowell Road and the current station on Fellows Road. As part of the working RAP, the Town engaged the services of Advance Radon Mitigation – the Water Techs to begin the installation of Point of Entry Treatment Systems (POETS) and, by year end, nine (9) systems were installed with three (3) others pending.

**Town Beautification:** Because of the continued generosity of the community and funds that had already been set aside for the project, a new bridge, gazebo and additional fencing were added to the area between the Bartley Building and the Veterans Memorial. We expect to continue with additions and improvements to this area in the future. Thank you to all those that donated funds and time to this important project.

**Use of Property Maintenance Trust and Facilities Maintenance Trust Funds:** The Property Maintenance Trust was used primarily for: replacement of carpeting at the Police Station and Bartley Building; interior painting at the Police Station and Bartley Building; purchase of commercial size dehumidifiers for the Bartley, Armstrong and Senior Center buildings; and replacement of the boiler at the Searles School and Chapel.

Next year, we plan to use funds in the Trust to replace the rubber roof on the Town Hall vault, replace a water tank at the Searles School and Chapel, replace gutters on the Police Station, and repair windows and renovate the kitchen at the Fire Station.

**Bond Releases and Road Acceptances:** Upon the recommendation of the Planning Board, several partial road bond releases were approved and portions of Wilson and Marden Road were accepted as Town roads.

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

Employees who began their employment with us in 2021:

Scott Bradbury, General Services Laborer	Alexander Mello, CDD Director
Amy Casparius, Planning Admin Assistant	Beverly Mesa-Zendt, CDD Director
Denise Centazzo, Asst Town Clerk	Ryan Pitts, Firefighter
Michael Dame, Firefighter	Melissa Rusak, Dispatcher
Stephanie Daniels, Asst Tax Collector	Kirsten Rickershauser, Library Assistant
Justin Graham, Firefighter	Christopher Sullivan, Planner / Asst Director

Employees terminating employment in 2021:

Brian Arsenault, Code Enforcement	Richard Gregory, Planning Director
Anthony Bullock, Firefighter	Beverly Mesa-Zendt, CDD Director
Stephanie Daniels, Asst Tax Collector	Rex Norman, CDD Director
Christine Freethey, Planning Admin Asst	Oriana Raymond, Searles Coordinator
Brian Gagne, General Services Laborer	Jennifer Zins, Deputy Assessor
Jason Gallant, Dispatcher	
Justin Graham, Firefighter	

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.

**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:

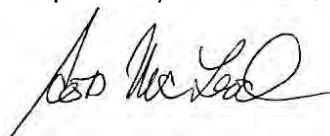
- Thirty-eight (38) leather executive conference room/office chairs from AJ Letizio Enterprise Center, valued at \$57,000, for use in the Community Development Conference room and in many offices throughout town

- \$25,500 from the Windham Endowment - \$13,000 in additional funds towards the Moeckel Dam project (with this donation the overall donations towards this project total over \$42,900), \$10,000 towards a wood restoration project at the Searles School and Chapel, and \$2,500 towards the refurbishing of the "Indian Rock" plaque
- Funds towards improvements at the Griffin Park Passive Recreation Area - \$1,200 from the Windham Moms Fund, \$500 from Doreen Demone, \$1,000 from Homeyer Consulting Services, \$500 from Jackie Bennett, \$600 from DEI, \$50 from Norm Babineau, \$100 from Al Pappardo, and \$50 from David Norton
- \$2,000 from Homeyer Consulting Services towards recreation summer concert series
- \$2,000 from Windham Lacrosse towards recreation field maintenance
- \$450 from Catalyst Investment Management for the DJ at the Senior Christmas party
- \$250 from Debbie Tringali for the Senior Christmas party entertainment
- Several hundreds of dollars in gift cards and baskets from various individuals for a variety of recreation events

This year we learned a lot, both as a Board and as a community. The larger issues we faced are things that can easily be taken for granted - our personal health and confidence in our election process – however, your Board of Selectmen does not take these for granted. We continue to evolve and better our processes so that all our rights are preserved. This is a charge we do not take lightly in our duty to serve our community.

We would like to thank our entire community, residents, volunteers, Town employees, and business owners for their support over the course of this year. Your support and input are critical to what we do, and without it we would truly be flying blind.

Respectfully submitted,



Ross McLeod, Chairman

For the Entire Board:  
 Heath Partington, Vice-Chair  
 Bruce Breton  
 Roger Hohenberger  
 Jennifer Simmons



# TOWN ADMINISTRATOR

I am pleased to submit my Administrator's report for 2021, focusing on our budget recommendations for the upcoming year; whereas the Board of Selectmen report highlights the accomplishments of our Town departments, staff, and volunteers.

**2021 TAX RATE DISCUSSION:** As shown in the table below, the overall total tax rate for 2021 was lower than that in 2020 by (\$.51/1000) valuation; a decrease of (2.67%).

The following breakdown of the 2021 tax rate as it compares to 2020 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.

## 2021 TAX RATE HIGHLIGHTS

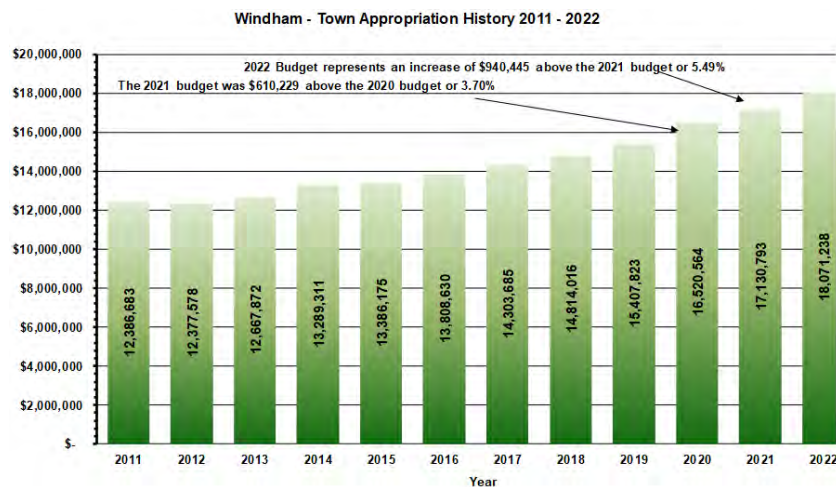
*(assumes valuation changes [real rate])*

	2021 Net Appropriation	2021 Tax Rate	2020 Net Appropriation	2020 Tax Rate	% Tax Increase (2021-2020)
Town	\$9,565,099	\$3.10	\$9,119,810	\$ 2.99	3.68%
Local School	\$39,684,311	\$12.84	\$41,166,753	\$13.45	(4.54%)
State School	\$5,637,667	\$1.85	\$5,560,588	\$ 1.84	.54%
County	\$2,575,107	\$0.83	\$2,612,733	\$ 0.85	(2.35%)
Total Property Tax assessed	\$57,462,184	\$18.62	\$58,459,884	\$19.13	(2.67%)
Net Assessed Valuation	\$3,059,617,070		\$3,059,617,070		

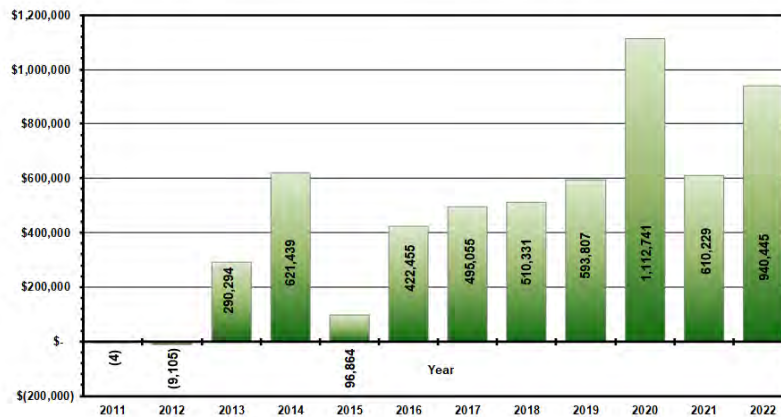
While the overall rate decreased, predominantly due to a decrease in the Local School rate, the Town's portion increased \$0.11/1000, or 3.68%. For comparison purposes, the Town rate decreased in 2020 by (\$.34/1000), and also in 2019 by (\$.06/1000). The decrease in 2020 was due to the Town's Revaluation of properties that year.

**2022 BUDGET DISCUSSION:** As we developed our budget recommendation for 2022, we strived to reflect the needs of the Town in a fiscally responsive way, keeping in mind that the COVID pandemic continues to impact us all. In total, the budget recommendation for 2022, as submitted to the Deliberative Session and net of all available offsetting revenues\*, has increased \$940,445 or 5.49%. Note that this does not include a Citizen Petition article for \$9,500 to repair the Governor Dinsmore wall.

For purposes of comparing year to year, the following two charts highlight our annual appropriations, and the percentage differences in same, from 2021 to 2022. 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.

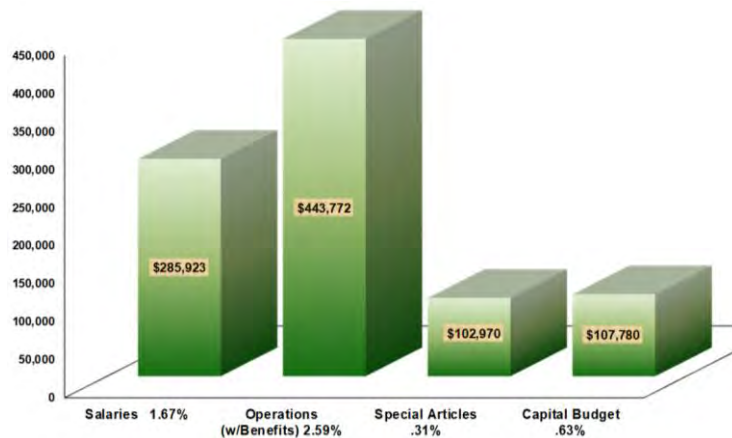
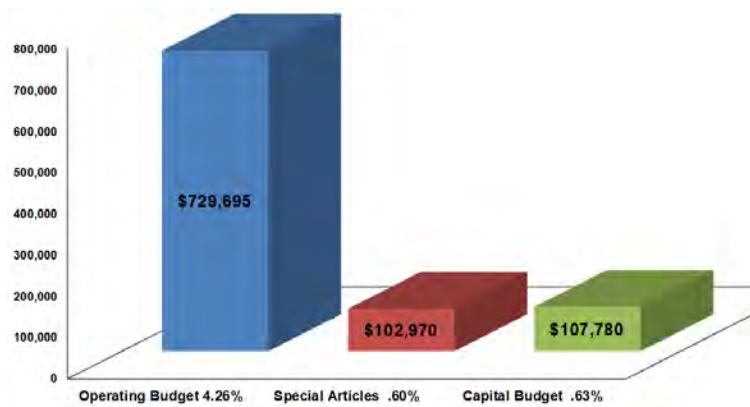


Windham - Differences in Appropriation History 2011 - 2022



As further outlined below, the \$940,445 increase in our 2022 budget is due to an increase of \$729,695 in our Operating Budget (*specifically, wage and benefit impacts of \$471,488 and all other operating costs of \$258,207*); an increase of \$102,970 within special warrant articles, and; an increase of \$107,780 in the Town's portion of the Capital Improvement Program (CIP) expenditures.

### BREAKDOWN OF BUDGET IMPACT – 2022



\*Note: The above four charts present the overall budget recommendation on a gross basis, not including additional revenues anticipated from the Conservation Land Acquisition Fund intended to reimburse the town for the third year bond payment for the 2019 land purchase off of London Bridge Road. Net this reimbursement, the overall budget increase from 2021 to 2022 would be reduced to \$754,745, or 4.41%.

## **OPERATING BUDGET:**

**Personnel Salaries:** The overall increase in salary expenses of \$285,923 is due primarily to wage increases for all employees based on a 2.5% COLA (combined cost for all of \$207,140), step raise impacts totaling \$62,751 for several individuals across the overall Town employ, and the full year impact of adjustments made in 2021.

**Operations:** This year's operating costs reflect a net increase of \$443,772 over two areas: \$185,565 more in benefit-related expenses, and \$258,207 in general operational costs across all other departments. Employee State retirement benefit costs have increased \$166,970 across all employee categories due to the full year impact from a significant rate increase, which was effective in July of 2021. Health and Dental benefit costs reflect a decrease of (\$67,150) overall due to premium rate reductions of (1.7%) and (1.2%), respectively.

The general operating cost increase represents changes across all departments, both increases and decreases, some of which include:

- Administration – Includes an increase of \$33,720 in Contracted Services in order to perform additional studies related to the PFOS contamination in the Town center, as well as to cover costs related to remediating several residential and commercial properties through installation of water treatment/filter systems (POETS).

*Note that the Town will be receiving a grant from the State PFOS Remediation Fund to help offset much of the cost associated with installing POETS.*

- Legal – Increase of \$75,000 due to several cases currently pending with the Town – some of which are expected to be protracted – including several Planning Board and Zoning Board appeals, a commercial assessing appeal with Shaw's Supermarket, an assessing case involving a tax exemption issue, and a case involving the PFOS contamination in the area of the Town center.
- Insurance – Increase of \$29,155 due to higher premiums in the Town's overall Worker's Compensation and Property Liability Insurance premiums.
- Police – Increase of \$27,865 from 2021. Some items of note include \$30,400 in Investigations to purchase crime, crash, and pre-incident digital mapping software and \$26,600 in Equipment to begin replacing the Department's handguns (which will be done over a five year period), as well as to purchase a firearms training equipment trailer; offset by reductions of (\$27,680) in Vehicle Equipment and (\$5,380) in Vehicle Fuel.
- Fire Department – Increase of \$39,720, the majority of which is in Training (\$26,820) to cover the cost of time and courses to train one additional firefighter to the paramedic level.

- Solid Waste – Increase of \$84,040 in Waste Removal Cost based on a new five year disposal contract, the first year of which reflects a 15.4% rate increase (remaining years reflect 4% annually), and \$4,540 more in Demolition Removal costs. Our rate per ton to remove Recyclables is decreasing in 2022, reflecting a projected savings of \$21,880.
- Library – Increase of \$20,000 in the Property Maintenance Account to be used towards replacing/repairing the building's brick walkway.

### **CAPITAL PROJECTS:**

The following seven (7) 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 \$107,780 from our 2020 CIP allocation.

1. \$380,000 for road improvements, which is an annual allocation to perform both complete and partial reconstructions of Town roadways; showing an increase of \$20,000 over last year. Portions of Castle Hill, Ministerial, and Faith roads are intended for 2022.
2. \$40,222 representing the second and final bond payment associated with the Town's 2019 purchase of a new Transfer Station truck.
3. \$76,125 representing the first of eight bond payments associated with the purchase of a Fire Truck in 2021.
4. \$20,000 towards several projects to repair/preserve the Town Hall including window improvements, refinishing the exterior, improving the insulation, and interior moisture control. The Historic District Commission, along with the General Services Division, is presently completing an assessment of the building through an Historic Preservation Grant, and intends to apply for additional grant funds next year thorough the State LCHIP program. While the final approach to the repairs and method of refinishing has not been determined, all involved know that improvements are necessary.
5. \$100,000 to purchase a small excavator for the Highway Department. As stated in the CIP report it *"...would be used for several maintenance projects including digging and filling ditch lines, level spreaders, digging 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. This purchase would allow the General Services department to be less reliant on sub-contractors and give them the ability to accomplish these jobs much faster and much more efficiently and cost effectively"*.
6. \$185,000 to purchase a new 5-ton truck for the Highway Department. As the CIP Report states *"...this addition to the current fleet of trucks would ease the burden of the current fleet as older trucks are out of commission, having repair work completed. This would also benefit the town by adding the ability to do services such as plowing, snow removal, and other heavy lifting jobs presently done through subcontractors"*.

## **SPECIAL WARRANT ARTICLES:**

In addition to the above operating and capital budget items, the following six (6) special warrant articles make up the balance of the Town's overall net budget request. They include one appropriation to a trust, one appropriation to be bonded, two appropriations that have previously raised funds available to offset the need to raise any additional funds, and two general appropriations.

### ***Trust Articles:***

1. \$75,000 - Property Maintenance Trust: This amount is the same as appropriated in 2021. The requested funds for 2022 will be used towards such projects as repairs / renovations to the Fire Department kitchen, and replacing the Fire Department windows.

### ***Other Articles:***

1. \$6,200,000 Conservation Land Bond (*net of \$0 after use of bond proceeds*) to purchase land and easements for conservation purposes. The use of the money is structured so that the Conservation Commission would have funds available to be able to purchase land that may become available, subject to the approval of the Board of Selectmen, over time. The warrant article to raise the money limits the amount that can be borrowed in any given calendar year to \$2 Million Dollars with an overall limitation of \$6.2 Million Dollars. The Town would be responsible for paying only the principle and interest cost of the actual amounts borrowed from year to year. Also, while the Town is responsible for paying the bond costs as part of its annual budget, it is the intention of the Conservation Commission to utilize Current Use Change Taxes available to them over time to reimburse the Town for the annual cost of the bond whenever possible.
2. \$98,579 Use of Unused Searles Bond Funds (*net of \$0 after use of available funds*) to make repairs to the structural flooring of the Tower along with repairing interior walls of the tower that were removed or damaged discovered during the stonework and roof repairs/replacement. The funds to be used, if approved by the 2022 Town Meeting, are those funds that were unexpended from the Searles Bond approved by the 2020 Town Meeting to make repairs to the stonework and roof of the Searles Tower.
3. \$58,070 Hiring Police Officer - The funds would cover the salary and benefit costs for half a year, as well as some one-time equipment purchases to outfit the new officer. The anticipated cost for a full year for this position, salary and benefits, is \$95,430.
4. \$50,000 Master Plan Development – to complete a full update of the Town's Master Plan, including hiring a consultant to assist the Planning Board to develop the Plan.
5. \$7,500 – Use of Forestry Funds (*net of \$0 after use of available funds*) towards maintenance and trail improvements within the McIlvaine Town Forest. The funding for this project will come from the proceeds of the 2015 timber harvest conducted in the Forest. As provided for in RSA 31:113, these revenues, currently \$48,370 available, were placed into a Special Non-Lapsing fund and any uses of these funds can only be authorized by action of the Town Meeting.

## **IN CONCLUSION:**

It has been my honor and privilege to have been able to serve as Windham's first Town Administrator for just shy of thirty-four years but, with both excitement and sadness, I will be retiring from my position as of April 1, 2022.

I look forward to being able to spend more time with my family, but will miss my fellow employees and the many residents whom I have worked with and come to know over the years. I have had the great pleasure of working alongside so many talented and dedicated individuals who have worked for or volunteered their time to Windham.

I have also been blessed to have had a wonderful staff and the support of many different Selectmen over the years who have given of their time in service to the Town; it has been my sincere pleasure to have worked with all of you, and I wish you all the best in the future.

As I move on to the next chapter in my life, I will forever be grateful for the opportunity the Town afforded me so many years ago to serve and do what I could to contribute to this great town. Windham will always hold a special place in my heart.

Finally, to my immediate staff – and “to make a long story short” – always remember “don't put all your ducks in one basket”, but be sure to “always keep your baskets in a row”.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David Sullivan", written in a cursive style.

David Sullivan, Town Administrator

# EMPLOYEE WAGES AND BENEFITS - 2021

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2021 TOTAL GROSS PAY	2021 BENEFITS	2021 SALARY & BENEFITS
<u>TOWN OFFICERS</u>												
Breton, Bruce	Board of Selectmen	-	-	-	-	-	-	-	-	-	-	-
Coole, Robert	Treasurer	3,195.00	-	-	-	-	-	-	-	3,195.00	244.48	3,439.48
Davis, Robert	Deputy Treasurer	500.00	-	-	-	-	-	-	-	500.00	38.25	538.25
Hohenberger, Roger	Board of Selectmen	-	-	-	-	-	-	-	-	-	-	-
McLeod, Ross	Board of Selectmen	-	-	-	-	-	-	-	-	-	-	-
Partington, Heath	Board of Selectmen	-	-	-	-	-	-	-	-	-	-	-
Simmons, Jennifer	Board of Selectmen	-	-	-	-	-	-	-	-	-	-	-
<u>ADMINISTRATION</u>												
Carmichael, Paula	HR Director	86,377.11	-	-	-	-	-	-	138.00	(a) 86,515.11	40,795.48	127,310.59
Devlin, Wendi	Admin Asst to Town Admin	61,392.34	-	529.11	-	-	-	-	60.72	(a) 61,982.17	32,638.60	94,620.77
Parker, Robert	Accounting Assistant	46,551.12	-	-	-	-	-	-	10,006.80	(ab) 56,557.92	19,262.27	75,820.19
Popovici-Muller, Daniel	Finance Director	87,894.54	-	-	-	-	-	-	10,823.75	(ab) 98,718.29	29,941.80	128,660.09
Sullivan, David	Town Administrator	122,146.90	-	-	-	-	-	-	4,955.95	(ae) 127,102.85	48,798.24	175,901.09
<u>INFORMATION TECH</u>												
DeLong, Eric	IT Director	99,995.92	-	-	-	-	-	-	16,616.07	(abe) 116,611.99	33,394.42	150,006.41
<u>TOWN CLERK</u>												
Centazzo, Denise	Assistant Town Clerk PT	13,996.09	-	-	-	-	-	-	-	13,996.09	1,730.53	15,726.62
Davis, Hannah	Deputy Town Clerk	37,966.25	-	-	-	-	-	-	6,948.82	(a) 44,915.07	38,441.90	83,356.97
Johnson, Candis	Assistant Town Clerk	47,293.34	-	-	-	-	-	-	2,587.44	49,880.78	12,355.36	62,236.14
Merrill, Nicole	Town Clerk	88,434.49	-	-	-	-	-	-	1,688.66	(a) 90,123.15	31,408.53	121,531.68
<u>TAX COLLECTOR</u>												
Bergeron, Rita	Deputy Tax Collector	39,351.20	-	-	-	-	-	-	653.37	(e) 40,004.57	5,060.46	45,065.03
Daniels, Stephanie*	Assistant Tax Collector	9,392.52	-	-	-	-	-	-	-	() 9,392.52	1,188.16	10,580.68
Robertson, Ruth	Tax Collector	74,600.12	-	-	-	-	-	-	563.88	(a) 75,164.00	25,390.85	100,554.85
<u>ELECTIONS</u>												
Arangio, Theresa	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Boss, Frances	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Forde, Richard	Election Ballot Clerk	136.00	-	-	-	-	-	-	-	136.00	-	136.00
Freeman, Toni	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Gallagher, Neil	Election Ballot Clerk	204.00	-	-	-	-	-	-	-	204.00	-	204.00
Griffin, Mary	Supervisors Of Checklist	22.00	-	-	-	-	-	-	-	22.00	1.68	23.68
Griffin, Peter	Town Moderator	150.00	-	-	-	-	-	-	-	150.00	11.48	161.48
Hunt, Thomas	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Kovacs, Mark	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Kovacs, Ruth	Election Ballot Clerk	68.00	-	-	-	-	-	-	-	68.00	-	68.00
Mashimo, Eileen	Supervisors Of Checklist	5,186.50	-	-	-	-	-	-	-	5,186.50	396.78	5,583.28
Stearns, Galen	Election Ballot Clerk	136.00	-	-	-	-	-	-	-	136.00	-	136.00
<u>ASSESSING</u>												
Zins, Jennifer*	Admin Asst to Assessor	44,796.24	-	-	-	-	-	-	21,320.25	(eg) 66,116.49	43,455.62	109,572.11

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER		2021 TOTAL GROSS PAY	2021 BENEFITS	2021 SALARY & BENEFITS
<b>POLICE DEPARTMENT</b>													
Antista, Jeffrey	Police Officer	66,985.10	133.23	8,621.26	5,146.39	2,089.92	3,319.99	710.15	591.44	(a)	87,597.48	60,846.34	148,443.82
Bliss, Bryan	Police Sergeant	77,271.22	1,306.62	26,004.18	5,345.89	16,060.99	3,887.26	2,107.58	2,906.92	(ace)	134,890.66	76,716.76	211,607.42
Boudreau, Daniel	Police Officer	54,265.58	2,110.35	4,979.49	2,983.91	3,294.17	-	302.35	1,474.01	(ac)	69,409.86	35,356.05	104,765.91
Campbell, Shannon	Police Officer	60,295.78	2,571.88	8,133.93	4,615.56	1,090.83	-	543.74	765.12	(a)	78,016.84	41,014.72	119,031.56
Caron, Michael	Police Captain	99,995.92	-	-	-	4,213.50	-	-	4,853.99	(ae)	109,063.41	46,917.68	155,981.09
Clark, Daniel	Police Sergeant	77,271.22	877.62	7,392.90	5,345.89	728.87	3,887.26	786.03	10,799.16	(abc)	107,088.95	44,883.05	151,972.00
Comeau, David	Special Police Officer	40.56	-	-	-	12,308.57	-	-	-	-	12,349.13	179.03	12,528.16
Courtois, Matthew	Police Officer	65,995.01	955.85	9,522.62	4,310.39	2,197.44	3,320.00	896.28	770.16	(ac)	87,967.75	40,504.28	128,472.03
Cryts, Laura	Police Secretary	49,531.83	-	107.82	-	-	-	-	63.36	(a)	49,703.01	33,192.39	82,895.40
Dawe, Daniel	Police Sergeant	70,334.37	2,976.58	24,391.40	4,365.59	4,791.25	3,701.13	2,731.84	733.89	(a)	114,026.05	68,050.47	182,076.52
Donahue, Tyler	Police Officer	59,089.84	2,428.80	11,817.72	4,276.51	2,014.99	-	658.29	1,389.12	(abc)	81,675.27	35,719.34	117,394.61
Dzierlatka, Jason	Police Officer	67,975.56	145.15	8,136.78	5,222.42	1,996.30	1,709.80	364.75	1,354.99	(ae)	86,905.75	60,657.49	147,563.24
Flynn, Jessica	Police Sergeant	79,589.54	191.05	16,490.00	6,114.74	9,555.94	4,003.88	1,192.43	3,282.85	(ae)	120,420.43	52,062.28	172,482.71
Frangomihalos, George	Police Officer	65,995.01	905.24	9,054.86	4,565.77	1,173.17	1,660.00	529.08	776.88	(ac)	84,660.01	59,561.92	144,221.93
Hardy, Jennifer	Police Records Clerk	24,161.80	-	-	-	-	-	-	-	-	24,161.80	1,848.60	26,010.40
Hoag, Jacob	Community Service Officer	56,275.10	-	277.70	-	-	-	-	118.63	(a)	56,671.43	20,142.58	76,814.01
Hudson, Edward	Police Officer	65,995.01	746.12	2,659.91	4,565.77	-	1,660.00	263.75	10,779.60	(abc)	86,670.16	37,124.85	123,795.01
Iworsky, Gregory	Police Officer	66,047.94	719.75	26,148.45	4,565.77	2,205.03	3,369.79	1,928.34	783.60	(ac)	105,768.67	66,717.82	172,486.49
Iworsky, Heather	Police Prosecutor	86,848.28	-	-	-	-	-	-	60.00	(a)	86,908.28	17,981.14	104,889.42
Lewis, Gerald	Police Chief	110,264.39	-	-	-	-	-	-	1,146.00	(a)	111,410.39	60,490.34	171,900.73
Mirisola, Shane	Police Sergeant	75,289.36	737.93	10,229.14	5,532.12	1,185.62	3,887.26	965.06	10,789.32	(abc)	108,615.81	45,462.48	154,078.29
Moore, Theresa*	Police Officer	-	-	-	-	-	-	-	-	-	-	1,633.20	1,633.20
Nieves, Matthew	Police Officer	59,089.84	1,395.09	13,220.03	4,069.93	8,161.63	-	407.96	2,429.12	(abc)	88,773.60	30,409.49	119,183.09
O'Loughlin, Philip	Police Officer	66,990.15	212.64	14,798.95	5,146.39	6,430.38	3,369.79	1,067.62	899.64	(a)	98,915.56	64,662.72	163,578.28
Smith, Bryan	Police Captain	90,995.99	-	-	-	636.00	-	-	10,803.96	(ab)	102,435.95	43,317.96	145,753.91
Surette, Stephen	Police Officer	66,098.43	841.19	10,970.83	4,821.16	4,373.28	3,319.99	1,022.07	10,766.16	(abc)	102,213.11	40,950.85	143,163.96
Van Hirtum, Christopher	Police Officer	65,994.98	817.81	13,425.76	4,821.16	2,873.08	-	225.78	833.60	(ac)	88,992.17	61,234.04	150,226.21
<b>DISPATCHING</b>													
Bodenrader, Brian	Part-Time Dispatcher	21,796.12	1,084.67	-	601.89	-	-	25.83	200.00	-	23,708.51	1,813.75	25,522.26
Gallant, Jason*	Police Dispatcher	16,193.83	65.65	1,022.42	1,009.78	-	-	3.56	18,000.74	(eg)	36,295.98	9,668.51	45,964.49
Lemasurier, Noelle	Part-Time Dispatcher	178.45	-	-	-	-	-	-	-	()	178.45	13.65	192.10
Moltenbrey, Jesse	Police Dispatcher	44,629.03	657.45	10,087.15	3,679.80	-	2,691.07	893.29	9,019.59	(a)	71,657.38	43,596.89	115,254.27
Pelletier, Jamie	Police Dispatcher	52,714.66	1,525.84	29,416.84	3,447.18	-	1,325.65	1,781.38	8,412.64	(ab)	98,624.19	27,228.18	125,852.37
Rusak, Melissa	Police Dispatcher	15,170.58	495.59	1,676.93	1,756.81	-	-	40.98	-	()	19,140.89	7,874.30	27,015.19
Weyers-Leuchtner, Crystal	Police Dispatcher	50,895.02	863.01	14,163.27	3,646.15	-	-	300.99	10,001.04	(ab)	79,869.48	23,105.66	102,975.14
<b>FIRE DEPARTMENT/EM</b>													
Arel, Travis	Firefighter	60,261.31	-	8,333.82	2,840.88	-	4,739.94	906.10	670.16	(a)	77,752.21	57,397.20	135,149.41
Baker, David	Firefighter	62,488.78	-	7,071.82	3,375.43	129.53	7,040.70	1,189.42	677.60	(a)	81,973.28	59,331.60	141,304.88
Berube, Nicholas	Firefighter	57,256.82	-	31,229.98	2,993.44	240.43	3,150.60	1,904.21	660.80	(a)	97,436.28	44,451.41	141,887.69
Brady, Stephen	Assistant Chief	98,805.26	-	-	-	3,136.88	-	-	10,050.00	(ab)	111,992.14	46,728.21	158,720.35
Bullock, Anthony*	Firefighter	28,225.21	-	1,198.00	766.75	240.43	-	-	7,060.30	(eg)	37,490.69	28,721.54	66,212.23
Campbell, Gordon	Call Firefighter	13,197.68	-	1,216.51	-	247.90	-	-	33,787.54	(e)	48,449.63	11,728.37	60,178.00
Cole, Donald	Firefighter	57,232.12	-	6,739.24	3,046.87	1,281.86	3,850.73	742.73	10,667.60	(ab)	83,561.15	34,921.38	118,482.53
Curran, Joseph	Call Firefighter	866.04	-	251.07	-	-	-	-	-	-	1,117.11	85.41	1,202.52
Dame, Michael	Firefighter	14,352.97	-	482.88	1,409.17	273.33	-	-	2,504.40	(ab)	19,022.75	6,377.62	25,400.37
Demarco, Ralph	Fire Lieutenant	62,171.58	-	15,977.07	3,760.95	636.24	7,410.93	2,121.65	14,725.96	(ae)	106,804.38	59,204.32	166,008.70
Doherty, Daniel	Firefighter	62,480.09	-	19,306.84	3,605.70	2,998.22	7,166.43	2,964.27	10,674.80	(ab)	109,196.35	44,821.92	154,018.27



DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2021 TOTAL GROSS PAY	2021 BENEFITS	2021 SALARY & BENEFITS
<u>FIRE DEPARTMENT/EM</u>												
Dubowik, Danielle	Firefighter	62,480.12	-	28,263.90	3,548.14	302.23	6,789.25	3,481.67	674.84 (a)	105,540.15	47,383.51	152,923.66
Dunn, Timothy	Fire Lieutenant	58,056.63	-	28,001.44	4,043.51	687.71	2,992.87	170.83	17,826.50 (ab)	111,779.49	48,688.46	160,467.95
Fisher, Paul	Firefighter	62,480.08	-	3,511.69	3,037.05	2,104.21	7,417.88	1,021.06	9,952.86 (ab)	89,524.83	36,782.15	126,306.98
Fournier, Timothy	Firefighter	57,255.66	-	11,541.64	2,886.59	1,916.19	2,800.53	794.54	2,333.28 (ab)	79,528.43	42,204.03	121,732.46
Graham, Justin*	Firefighter	25,852.03	-	318.01	485.92	17,137.88	-	-	960.91 (e)	44,754.75	22,583.75	67,338.50
Hildebrandt, Eric	Firefighter	64,349.30	-	37,479.67	4,118.89	4,539.97	6,789.25	6,378.70	3,486.83 (ae)	127,142.61	74,343.25	201,485.86
Kurgan, Gary	Firefighter	56,860.51	-	8,455.00	2,857.34	-	3,394.62	618.71	16,355.02 (ab)	88,541.20	38,701.73	127,242.93
Lundergan, Charles	Firefighter	62,480.09	-	1,800.48	3,317.87	-	3,897.53	319.44	674.84 (a)	72,490.25	36,810.11	109,300.36
Marquis, Angela	Fire Department Secretary	49,531.82	-	-	-	-	-	-	6,009.60 (ab)	55,541.42	14,443.29	69,984.71
McPherson, Thomas	Fire Chief	110,264.43	-	-	-	-	-	-	4,636.94 (ae)	114,901.37	69,181.45	184,082.82
Merrill, William	Firefighter	62,491.69	-	9,484.64	3,145.17	194.29	4,651.89	957.95	11,373.06 (abe)	92,298.69	37,902.58	130,201.27
Moltenbrey, Jay	Call Firefighter	199.56	-	1,093.51	-	-	-	-	-	1,293.07	98.91	1,391.98
Nault, Diana	Firefighter	62,480.08	-	19,300.73	2,857.33	1,176.53	4,651.89	1,736.21	768.68 (a)	92,971.45	54,493.97	147,465.42
Pitts, Ryan	Firefighter	7,920.56	-	1,284.66	971.84	637.77	-	-	1.92 (a)	10,816.75	4,243.54	15,060.29
Robertson, Patrick	Firefighter	62,489.59	-	39,868.33	3,317.87	215.88	3,394.62	2,341.11	713.48 (a)	112,340.88	60,800.16	173,141.04
Saulnier, James	Deputy Chief	77,131.48	-	-	-	393.95	-	-	211.56 (a)	77,736.99	51,943.17	129,680.16
Savard, Scott	Fire Lieutenant	70,801.37	-	19,447.72	4,016.52	783.07	6,555.82	2,239.68	10,741.04 (ab)	114,585.22	47,532.10	162,117.32
Sliver, Jason	Fire Lieutenant	70,732.50	-	29,232.85	3,554.27	208.00	8,836.10	4,121.19	8,724.29 (ab)	125,409.20	49,118.32	174,527.52
Specian, Michael	Firefighter	62,480.14	-	42,941.86	4,111.88	2,080.25	3,897.53	3,058.03	10,764.68 (ab)	129,334.37	52,335.39	181,669.76
Stevens, John	Fleet Maint Mechanic	18,606.25	-	-	-	-	-	-	-	18,606.25	1,423.45	20,029.70
Tangney, Brendan	Firefighter	57,353.71	-	35,346.24	2,726.29	4,656.46	4,317.49	3,235.40	667.28 (a)	108,302.87	63,314.68	171,617.55
Taylor, Robert	Firefighter	63,227.76	-	10,991.58	3,548.14	-	2,640.26	785.11	713.48 (a)	81,906.33	50,903.84	132,810.17
Zins, Zacharey	Firefighter	60,270.81	-	12,015.87	3,241.25	1,544.25	3,646.11	1,023.38	1,078.60 (ab)	82,820.27	28,012.95	110,833.22
<u>COMMUNITY DEV</u>												
Arsenault, Brian*	ZBA/Code Enforcement	4,783.40	-	-	-	-	-	-	-	4,783.40	365.93	5,149.33
Campbell, Kara*	ZBA/Code Enforcement	88.54	-	-	-	-	-	-	-	88.54	6.77	95.31
Casparius, Amy	Community Dev Clerk PT	9,837.11	-	-	-	-	-	-	-	9,837.11	1,244.39	11,081.50
Freethy, Christine*	Community Dev Clerk PT	16,572.59	-	-	-	-	-	-	-	16,572.59	1,267.76	17,840.35
Gregory, Richard*	Planning Director	15,437.30	-	-	-	-	-	-	3,440.53 (eg)	18,877.83	941.75	19,819.58
Lincicum, Anitra	Minute Taker	4,310.00	-	-	-	-	-	-	-	4,310.00	329.82	4,639.82
Mallett, Renee	Minute Taker	3,700.00	-	-	-	-	-	-	-	3,700.00	283.05	3,983.05
McGuire, Michael	Building Inspector	80,018.59	-	653.45	-	-	-	-	3,303.57 (a)	83,975.61	30,512.55	114,488.16
Mello, Alexander	Community Dev Director	31,646.40	-	-	-	-	-	-	2,695.00 (ab)	34,341.40	10,246.86	44,588.26
Norman, Rex*	Community Dev Director	86,655.07	-	-	-	-	-	-	7,471.69 (eg)	94,126.76	48,348.41	142,475.17
Soucy, Roland	Bldg Inspector PT, Temp	5,850.00	-	-	-	-	-	-	-	5,850.00	447.57	6,297.57
Such, Julie	Planning Technician	49,369.25	-	89.85	-	-	-	-	6,017.40 (ab)	55,476.50	19,573.78	75,050.28
Sullivan, Christopher	Planner/Assistant Director	2,295.39	-	-	-	-	-	-	-	2,295.39	356.01	2,651.40
Zelonis, J Timothy	Bldg Inspector PT, Temp	1,800.00	-	-	-	-	-	-	-	1,800.00	137.70	1,937.70
Zendt, Beverly*	Community Dev Director	14,614.80	-	-	-	-	-	-	2,072.71 (be)	16,687.51	3,092.31	19,779.82
<u>SOLID WASTE</u>												
Chartier, Craig	Solid Waste Operator 2	45,295.38	-	4,240.99	1,664.01	-	-	-	18,371.50 (ab)	69,571.88	22,016.59	91,588.47
DiGloria, Stephen	Solid Waste Operator 1	44,243.67	-	3,648.09	1,221.51	-	-	-	3.48 (a)	49,116.75	41,133.63	90,250.38
Dobson, Robert	Solid Waste Operator 2	47,544.99	-	700.09	1,659.42	-	-	-	1,479.87 (a)	51,384.37	22,505.08	73,889.45
Holm, Wayne	Solid Waste Operator 2 PT	44,511.74	-	-	-	-	-	-	400.00	44,911.74	2,896.98	47,808.72
Hussey, Mark*	Solid Waste Operator 2 PT	7,152.49	-	-	-	-	-	-	200.00	7,352.49	562.51	7,915.00
Senibaldi, Dennis	General Services Director	96,057.28	-	-	-	-	-	-	1,038.00 (a)	97,095.28	51,180.84	148,276.12

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2021 TOTAL GROSS PAY	2021 BENEFITS	2021 SALARY & BENEFITS
<u>ROADS</u>												
Blanchette, Larry*	Temporary Laborer	3,634.90	-	91.66	-	-	-	-	-	3,726.56	285.08	4,011.64
Bradbury, Scott	Highway Laborer	14,764.82	-	2,212.64	-	-	-	-	832.20 (ab)	17,809.66	3,477.24	21,286.90
Davis, Damien	Highway Laborer	43,803.40	-	5,260.71	-	-	-	-	10,001.16 (ab)	59,065.27	18,997.01	78,062.28
Devlin, John	Highway Laborer	48,321.08	-	6,978.00	-	-	-	-	407.56 (a)	55,706.64	31,840.38	87,547.02
Finch, Aaron	Temporary Laborer	4,386.46	-	91.66	-	-	-	-	-	4,478.12	342.56	4,820.68
Gagne, Brian*	Highway Laborer	19,761.48	-	3,923.41	-	-	-	-	2,635.24 (eg)	26,320.13	14,126.25	40,446.38
Hindes, Steven*	Highway Laborer	-	-	-	-	-	-	-	-	-	1,953.49	1,953.49
<u>RECREATION</u>												
Bartley, Christian	Recreation Lifeguard	3,416.71	-	-	-	-	-	-	-	3,416.71	261.35	3,678.06
Becht, Madison	Recreation Lifeguard	4,498.61	-	-	-	-	-	-	-	4,498.61	344.13	4,842.74
Brink, Erin	Event Assistant	250.00	-	-	-	-	-	-	-	250.00	19.13	269.13
Cinelli, Isabella	Recreation Lifeguard	2,649.62	-	-	-	-	-	-	-	2,649.62	202.68	2,852.30
Farrell, Kira	Recreation Lifeguard	3,804.89	-	-	-	-	-	-	-	3,804.89	291.08	4,095.97
Haas, Cheryl	Parks & Recreation Director	73,411.14	-	1,101.88	-	-	-	33.61	2,819.18 (ae)	77,365.81	28,738.15	106,103.96
Harris, Shailey	Recreation Lifeguard	6,947.70	-	-	-	-	-	-	-	6,947.70	531.48	7,479.18
Hynes, Kathryn	Recreation Lifeguard	2,061.78	-	-	-	-	-	-	-	2,061.78	157.71	2,219.49
Lutz, Paul	Park Ranger	16,159.35	-	-	-	-	-	-	-	16,159.35	1,236.18	17,395.53
McNamee, Emily	Recreation Lifeguard	3,438.68	-	-	-	-	-	-	-	3,438.68	263.07	3,701.75
Reynolds, Murray	Recreation Lifeguard	2,547.46	-	-	-	-	-	-	-	2,547.46	194.88	2,742.34
Salvador, Reilly	Recreation Lifeguard	1,864.64	-	-	-	-	-	-	-	1,864.64	142.65	2,007.29
Young, Ava	Recreation Lifeguard	1,668.93	-	-	-	-	-	-	-	1,668.93	127.66	1,796.59
<u>LIBRARY</u>												
Brikiatis, Sylvie	Library Director	89,929.88	-	-	-	-	-	-	258.00 (a)	90,187.88	49,919.75	140,107.63
Burbank, Karen	Circulation Manager	67,691.93	-	-	-	-	-	-	9,253.24 (ab)	76,945.17	25,434.06	102,379.23
Bushell, Cynthia	Library Admin Assistant PT	30,147.80	-	-	-	-	-	-	255.11	30,402.91	3,845.96	34,248.87
Houde, Jo-Ann	Library Assistant PT	25,438.29	-	-	-	-	-	-	-	25,438.29	1,946.03	27,384.32
Lord, Patrick	Library Assistant PT	24,434.01	-	-	-	-	-	-	-	24,434.01	1,869.25	26,303.26
Miloro, Michael	Library Assistant PT	9,765.73	-	-	-	-	-	-	-	9,765.73	747.12	10,512.85
Montgomery, Laura	Assoc Librarian Inter/Loan	50,535.84	-	-	-	-	-	-	10,117.44 (ab)	60,653.28	21,148.87	81,802.15
Nagle, Barbara	Library Assistant PT	28,888.10	-	-	-	-	-	-	-	28,888.10	2,209.89	31,097.99
Paige, Chelsea	Social Media/Emrging Tech	56,823.57	-	-	-	-	-	-	17.28 (a)	56,840.85	23,271.73	80,112.58
Palo, Azra	Head Youth Librarian	62,992.06	-	-	-	-	-	-	22.00 (a)	63,014.06	32,822.93	95,836.99
Pevna, Molly	Children's Librarian	57,089.51	-	-	-	-	-	-	12.96 (a)	57,102.47	20,707.58	77,810.05
Rickershauser, Kirsten	Library Children Asst Pt	14,054.50	-	-	-	-	-	-	-	14,054.50	1,075.14	15,129.64
Rittenhouse, Elaine	Technical Services Librarian	64,475.36	-	-	-	-	-	-	618.00 (a)	65,093.36	24,857.53	89,950.89
Roche, Kathleen	Library Assistant PT	11,354.57	-	-	-	-	-	-	-	11,354.57	868.60	12,223.17
Savukinas, Christine	Library Assistant PT	22,335.01	-	-	-	-	-	-	-	22,335.01	1,708.60	24,043.61
Schroeter, Maria	Adult Services Librarian	67,692.01	-	-	-	-	-	-	149.64 (a)	67,841.65	45,210.33	113,051.98
Vigazzi, Nancy	Asst Dir/Head Tech Svcs	74,600.12	-	-	-	-	-	-	563.88 (a)	75,164.00	38,341.41	113,505.41
<u>SEARLES SCHOOL</u>												
Raymond, Oriana*	Coordinator	7,080.00	-	-	-	-	-	-	-	7,080.00	541.65	7,621.65
<u>VAN DRIVERS</u>												
Gebo, Russell	Driver PT	145.20	-	-	-	-	-	-	-	145.20	11.11	156.31
Hudson, Paul	Driver PT/ Park Ranger	3,748.60	-	-	-	-	-	-	-	3,748.60	286.78	4,035.38
Marsden, Charles	Driver PT	805.16	-	-	-	-	-	-	-	805.16	61.61	866.77
Root, Dennis	Driver PT	1,511.36	-	-	-	-	-	-	-	1,511.36	115.61	1,626.97

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2021 TOTAL GROSS PAY	2021 BENEFITS	2021 SALARY & BENEFITS
<u>CABLE</u>												
Case, Thomas	Videographer	815.00	-	-	-	-	-	-	-	815.00	62.41	877.41
Coish, Barbara	Videographer	944.00	-	-	-	-	-	-	-	944.00	72.35	1,016.35
McLaughlin, Kelly	Cable Coordinator	64,498.03	-	4,626.99	-	-	-	-	27.00	(a) 69,152.02	33,702.13	102,854.15
Nolan, Thomas	Videographer	1,575.00	-	-	-	-	-	-	-	1,575.00	120.60	1,695.60
Shea, Christopher	Videographer	155.00	-	-	-	-	-	-	-	155.00	11.87	166.87
		6,312,226.49	24,765.11	749,085.92	182,086.97	135,144.42	155,145.84	61,894.13	485,801.73	8,106,150.61	3,644,460.82	11,750,611.43

**FOOTNOTES:**

\* - Individual who left employment with Town before the end of 2021

\*\* 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 - 2021

VENDOR NAME	2021 PMTS
1st Responder Newspaper	170.00
2-Way Communications Svc., Inc.	6,023.24
A Safe Place	2,000.00
A Very Good Cleaning Company	1,030.05
A & R Masonry, LLC	2,080.00
Dedham Sportsmen's Center, Inc.	12,399.88
Access A/V, LLC	21,365.00
ACOANH	40.00
Acorn Recording Solutions, Inc.	1,550.00
Adamson Industries Corp	1,019.70
Advanced Workplace Strategies, Inc.	201.00
Aids Response-Seacoast	525.00
Air Cleaning Specialists of New England LLC	150.40
Airgas USA, LLC	3,643.51
Albertsons   Safeway	7,183.06
Alexander's Detailing	125.00
Allegiance Trucks LLC	19,271.82
Alliance Mechanical, Inc.	11,499.52
Alpine Software Corp.	4,006.55
Alternative Communications Service Corp	2,215.55
Amazing Athletes Opco, LLC	4,340.00
American Flagging & Traffic	5,323.31
American Striping LLC	900.00
Amric Services, LLC	16,750.00
Anakalia SUP	3,262.00
Anco Signs & Stamps Inc	34.90
Anderson, Stanley W Jr	250.00
Antista, Jeffrey	189.88
Aquarius Capital Solutions Group LLC	2,000.00
ASCAP	367.00
Assabet Interactive, LLC	1,050.00
Atlantic Tactical, Inc.	9,815.91
Atlas PyroVision Entertainment Group, Inc.	7,150.00
DatabaseUSA, LLC	1,245.00
Axon Enterprise, Inc.	10,534.00
B & H Oil Co., Inc.	51,265.78
B&S Locksmith Inc.	3,367.40
Barta, Evan	720.00
F.A. Bartlett Tree Expert Company	890.00
Bartley, Jonathan H	629.95
Batteries Plus	297.73
Bauchman's Towing Inc	1,580.00
Bcl Capital, Inc.	92,133.10
Beaumont & Campbell Prof. Assoc.	99,745.91
Bellemore Property Svcs., LLC	35,562.50
Ben's Uniforms	2,983.86
Benchmark Engineering, Inc.	500.00
Bergeron Protective Clothing LLC	15,766.16
Berry, Nancy	44.47
Best of the Best Cleaning & Services, Inc.	99,261.50
Big Brothers Big Sisters of Gr. Nashua, Inc.	500.00
Johnson, William D. dba Bill Johnson Painting	15,310.00
Blackstone Audio Books	6,341.35
Blazing Saddles Mowing Svcs., LLC	21,800.00
Bob's Tees	474.00

VENDOR NAME	2021 PMTS
Robert Bates, Inc.	2,745.75
Bolduc, Michael	5,476.25
Botach	174.60
Bound Tree Medical LLC	11,493.33
Bourdon, Brian	7,175.00
Boyden's Landscaping	155,036.33
Boyers Auto Body & Sales, Inc.	1,683.00
Brand Company, Inc.	1,715.90
Breezy Gale Village District	19,110.00
Brikiatis, Sylvie	369.13
Brodart Co	199.20
Brown, William	404.17
Brox Industries Inc.	4,018.23
Bruce Wilson's Tire & Auto LLC	79.95
Bulldog Fire Apparatus, Inc.	2,317.12
Bullock, Anthony	817.59
Burbank, Karen	272.78
Bushell, Cynthia	166.29
C.R.L. Inc.	550.00
Child Advocacy Center of Rockingham County	0.00
Campbell, Gordon	20.00
Candela Investments LLC	888.02
Carew, John P Anita L	8.50
Carmichael, Paula	360.21
Caron, Michael C	420.00
Carparts Distribution Center, Inc.	2,355.60
Carrington Mortgage Services, LLC	2,467.77
Cartographic Associates, Inc.	6,000.00
Cartridge World	3,911.44
Court Appointed Special Advocates	0.00
Casella Waste Services, Inc.	2,224.20
Castleton	7,808.00
Central Loan Administration	4,478.00
Central Paper Products Co.	12,468.95
CentralSquare Technologies	14,744.25
Certified Laboratories	990.00
CF Medical Inc.	40.00
Chappell Tractor	1,582.18
Chappell Tractor East LLC	2,483.34
Charland, Nancy	473.46
Chase	10,017.00
Gr. Derry Community Health Services, Inc	2,500.00
Citizens Bank	82,073.52
CivicPlus, Inc.	6,075.00
Clear Air LLC	367.00
Center for Life Management	4,400.00
CMA Engineers, Inc.	1,864.43
Coach K's NH Tennis Hub, LLC	15,878.22
Coles, Derek	600.00
Gordon Chevrolet, Inc.	6,450.80
Comcast	10,052.91
Comeau, David G	1,234.47
Comeau, Susan	500.00
Community Caregivers of Gr. Derry	3,500.00
Pumbo, Scott dba Concrete Svcs & Landscape	28,400.00

VENDOR NAME	2021 PMTS
Conley, Howard J	400.00
Consolidated Communications	116,026.53
Container ONE	4,383.54
ConvenientMD LLC	980.00
Conway Office Products, Inc.	2,903.32
Coogan, Gerald I	400.00
Corvi, Alberta E	363.11
Country Club Drive Owner LLC	3,390.00
Country Press, The	4,240.25
Covanta Energy LLC	469,510.70
Crane Division	600.00
Crestline Specialties Co., Inc.	690.36
Crossing Life Church	1,496.20
Cypress Information Services LLC	231.53
Cyr Lumber Co., Inc.	5,482.95
Daedalus, Inc.	2,500.00
Dame, Michael	40.00
Daniels Equipment Company, Inc.	1,101.46
Daugherty, Diane	322.28
Davis, Kathleen	44.47
Dawe, Dan	104.99
Delaney, Scott M	2,465.53
Dell Marketing L.P.	18,947.62
DeLong, Eric	49.97
DEM Electric	43,972.37
DeMarco, Ralph	25.00
Demco Inc	2,784.21
Demone, Doreen	841.20
Dermatec Direct	416.99
Derry, Town of	111,477.00
Devlin Construction, Inc.	44,360.00
Devlin, John	80.00
Diazit Company Inc	153.63
DisinfectIT, Inc	4,375.00
Riley, Jessica dba DJ Jess Riley	200.00
Jungkman, Laura dba DJ Laura	225.00
DJ Rogers Collision Center, LLC	3,910.88
DMT Electric & Communications	4,413.00
Dog Waste Depot	152.43
Donahue, Tucker & Ciandella, PLLC	46,216.98
Donovan Equipment Co Inc	2,035.70
Donovan Spring Co Inc	1,401.75
Door Control Inc	343.00
Degroot, Robert dba DoorUp	620.45
Dovenmuehle Mortgage, Inc	26,729.90
Drivers License Guide Company	47.00
Drummond, Woodsum & McMahon Attorneys	17,820.17
Dubowik, Brian	55.00
Dubowik, Danielle	25.00
Ducharme, Andre G	1,200.00
Dukenzbret LLC	32,257.50
Dyson Piano-KeyBoard	300.00
Dzierlatka, Jason	777.32
Bartlett, Earl dba EARS	4,320.00
East Coast Emergency Outfitter	1,868.86
Eastern Analytical Inc	5,392.70
Ebsco Industries, Inc.	2,070.00
Eddie's Saw Service	25.00

VENDOR NAME	2021 PMTS
Education Specialty Publishing	1,090.00
Edward N Herbert Assoc Inc	5,937.50
El-Hefni Educational Foundation	12,270.75
Eliminator Inc	5,596.35
Elm USA, Inc.	326.00
Emergency Education Consultants LLC	8,744.00
Employment Screening Services	0.00
EMSAR Northeast EMS Enterprises Inc.	1,602.69
Esco Awards	217.25
Eversource	112,444.96
Fastsigns Manchester	920.00
Fences Unlimited Inc	5,770.58
Ferguson, Elizabeth	188.00
Field Works of New Hampshire	2,000.00
Fisette Small Engine, LLC	708.40
Flag Store USA	777.88
Flagworks Over America, LLC	422.60
Flanders, Bruce	796.73
Fleet Ready Corp.	22,307.66
Fleetpride Inc	299.99
FleetScreen, Ltd.	355.00
Flynn, Jessica	840.00
Foley, Wendy	150.02
Ford Flower Company	460.00
Ford of Londonderry	10,681.53
Formax	291.00
Fournier, Timothy	55.00
Frances Y. Boss & John H. Boss	211.49
Freni, Mario	200.00
Freshwater Farms	495.99
FWM Inc.	28,430.06
Gallant, Jason	664.88
GameTime	585.32
Gaylord Bros.	104.65
Gemini Electric Inc.	2,782.29
Get Down Tonight Entertainment, Inc.	200.00
GG & G Inc.	643.20
Girls on the Run NH	2,100.00
GK & K Pushcarts & Concessions	469.00
GMILCS, Inc.	39,071.50
GovConnection Inc	4,842.57
Government Forms and Supplies	156.27
Government Leasing, LLC	29,250.75
Greater Salem Chamber of Commerce	239.00
Graham, Justin	142.08
Grainger	841.21
Granite Industrial Gases, Inc.	5,297.88
Granite State Analytical	256.00
Granite State Cover Corp	189.00
Granite State Minerals Inc	11,753.32
Granz Power Equipment	457.18
Greater Derry Londonderry Chamber of Commerce	199.00
Green Insurance Associates	1,901.00
Greenwood Emergency Vehicles, Inc.	929.65
GreenWorks, Inc.	92,030.65
Groundhog Landscaping & Property Maint., Inc.	44,652.50
GSPCC, LLC	275.00
GTP Enterprises	3,439.00

VENDOR NAME	2021 PMTS
Guardian Tracking, LLC	3,818.00
Haas, Cheryl	420.00
GGM Operating LLC dba Hampton Airfield Flight	267.66
Harrison Shrader Enterprises	79.50
Hawkes, Nathan	430.00
HB Communications, Inc	43,839.20
HealthTrust	1,506,894.56
Higgins Office Products Inc	395.00
Hindes, Steven	401.80
Hoag, Jacob	259.97
Hoehn, Oscar Jr	10,290.00
Holm, Wayne	1,234.47
Hoyle Tanner & Associates, Inc.	6,714.48
Hudson Quarry Corp	2,051.96
Hudson, Paul	482.44
Hunt's Photo & Video	1,709.25
Hydra Ram Unlimited	760.40
International Association of Assessing Officials	220.00
International Assoc. of Chiefs of Police	190.00
Impact Fire Services, LLC	1,515.79
IMS Alliance	23.00
Inception Technologies Inc.	18,765.00
Industrial Protection Services	17,762.09
Industrial Traffic Lines, Inc.	8,404.41
Industrial/Organizational Solutions Inc.	136.00
Infinite Graphic Resources	3,370.52
International Institute of Municipal Clerks	175.00
Interware Development Company, Inc.	6,327.30
Isaiah 58	2,500.00
It Unlimited Inc.	449.99
Iworsky, Greg	1,881.00
Iworsky, Heather	1,216.86
JCD Contracting LLC	5,185.00
JN Nursery, LLC	52,426.03
Jo-Ann Stores, LLC	900.00
Johnson, Jay	177.50
Johnson, Robert	1,300.00
Johnson, Wilfred	318.64
Johnson, Candis	635.27
Jones, Nathan	0.00
Jordan Equipment Co	5,620.78
JVL Envisions LLC	1,145.00
Keach-Nordstrom Associates Inc	31,155.48
Keefe, Elaine	796.74
Kleinfelder, Inc.	19,295.15
Knox Company	1,672.00
Kofile Technologies, Inc.	0.00
L&M Auto Spring Service	2,881.94
LaFrance, Christopher	320.00
Lawson Products, Inc	455.93
Leon J. Christian & Sons	3,558.75
Less Lethal, LLC	81.25
LexisNexis Risk Data Management, Inc.	1,567.78
LHS Associates Inc.	10,347.78
Liberty Utilities	7,960.16
Libarica LLC	238.80
LibraryInsight, Inc.	895.00
Lindeman, Mark	2,500.00

VENDOR NAME	2021 PMTS
LMSNH, LLC	527.00
Loan Care	7,859.00
Loancare LLC	3,655.00
Lodise, Michael	1,332.51
Lombardo Graphics	0.00
Luxer Corporation	2,071.77
M&D Power and Services	4,925.00
M-R Land Excavation Inc	15,500.00
M2 Facility Solutions LLC	4,685.57
Mackey, Eileen	796.73
Mailings Unlimited	6,197.65
Manchester Memorial Company Inc.	1,710.00
Mansfield, Jon	450.00
Manthorne, Jean S	42.50
Marshfield Rescue Supply, LLC	425.00
Martel Engineering, Inc.	1,980.00
Mashimo, Eileen	797.87
Massachusetts Municipal Assn.	650.00
Maugpul Industries Corp	104.84
Max Finkelstein Inc.	1,752.00
Maynard & Lesieur Inc	913.38
Mayr, Diane	841.20
McCue, Angela J	182.91
McDevitt Trucks Inc	542.84
McGuire, Michael	324.46
McIntire Business Products	399.00
McKesson Medical-Surgical	984.58
Mechanical Construction & Svcs., Inc.	6,946.95
Mesadyne Nevada	944.40
Methuen Glass & Mirror LLC	0.00
Midwest Tape	7,000.00
Mill City Iron Fabricators Inc.	6,760.00
Moeckel Pond Village District	2,107.00
Moeckel, Bruce W	841.20
Moltenbrey, Jay	3,363.01
Motorola	53,149.95
Mullaney, Diane C	85.33
Municipal Management Assn of NH	110.00
Municipal Resources, Inc.	121,871.03
Murphy's Waste Oil Service Inc.	750.00
Nationstar Mortgage	1,411.00
Nault's Windham Honda	263.62
New England Association of Chiefs of Police Inc.	80.00
NEACTC	185.00
NE Copy Specialists, Inc.	1,752.79
New England Mechanical Associates, Inc.	1,755.96
Nesmith Library Board of Trustees	84,642.97
NESPIN	100.00
Neverett's Sew & Vac Inc	1,061.02
New England Forensic Toxicology, LLC	600.00
New England Sports Floors	1,000.00
New Hampshire Police Association Pipes & Drums	500.00
NewsBank Inc	5,331.00
NH City & Town Clerks Assn.	20.00
NH GFOA	50.00
NH Health Officers Association	45.00
NH Local Welfare Administrators Assoc.	40.00
NH Motor Transport	40.00

VENDOR NAME	2021 PMTS
NH Retirement System	1,018,477.16
NH Tax Collectors Association	70.00
NH Association of Assessing Officials	40.00
NH Assoc. of Conservation Comm.	950.00
NH Assoc. of Chiefs of Police Inc	580.00
NH Association of Fire Chiefs	100.00
NH Municipal Association, LLC	280.00
NHMA, Inc.	16,611.00
NHTCA/NHCTCA Joint Certification Program	50.00
Norman, Rex A	814.83
North Conway Grand Hotel	497.91
North of Boston Media Group	12,913.00
North Shore Axle and Machine, Inc.	533.29
Northeast Masonry Corporation	11,310.00
NRSWMD	10,570.45
Occupational Health Svcs of PRH, LLC	3,231.00
Olde Towne Carolers LLC	474.00
Omni Services Inc.	388.22
Overhead Door Company	3,667.00
Owl Stamp Company, Inc.	343.25
Pacini, Matt	2,795.00
Palermo, Kathy - Palermo, Louis	796.73
Palermo, Louis V	882.06
Palmer Gas Co., Inc.	44,011.87
Palo, Azra	69.44
Park Street Foundation	5,598.00
Parow, Richard	717.95
Party Place	400.00
Pat's Key 'N' Lock	3,375.00
Pediatric Emergency Standards, Inc.	583.50
Petty Cash - Police Department	0.00
Phillip J Enterprises, Inc.	29,700.00
Pinnacle Towers, LLC	14,741.21
Plodzick & Sanderson, PA	15,322.00
Plourde Sand & Gravel Co., Inc.	24,046.11
Policy Well & Pump Co Inc	596.00
Port One Architects, Inc.	4,900.00
Robert E Brown Jr and Thomas Daigle II	7,300.00
Primex	90,067.52
Primex Workers Compensation Division	232,588.00
PT Research, Inc.	725.00
Public Safety Training Consultants	429.00
Quadient Leasing USA Inc.	4,253.55
Quadient Finance USA, Inc.	17,921.01
R&D Paving, Inc.	783,685.42
Range Road Estates LLC	7,700.00
Rape & Assault Support Services Inc.	1,000.00
Rockingham County Chiefs of Police Assoc.	50.00
Rockingham County Conservation District	2,400.00
ReadyRefresh by Nestle	6,993.14
Morris, Michael J dba RecDesk LLC	3,100.00
Reed Family Rev Trust	501.48
Reeds Ferry Small Buildings	16,173.00
Rockingham County Registry of Deeds	920.78
Reliable Appliance Service	149.95
Reliable Equipment, LLC	1,691.70
ReSource Waste Services LLC	95,841.56
RGA Tire and Auto Repair Inc.	1,799.54

VENDOR NAME	2021 PMTS
Rice, Wanda	126.02
Darth MAO, LLC	2,544.00
Rittenhouse, Elaine	64.51
Leveille, Roger dba RL Masonry & Cons	4,350.00
Road Runner LLC	2,067.50
Robertson, Patrick	20.00
Robertson, Ruth	570.63
Rockingham Community Action	6,540.00
Rockingham County Treasurer	2,575,107.00
Rockingham Nutrition & Meals on Wheels	3,815.00
Rockingham Truck Repair, LLC	11,485.52
Roger Williams University	2,900.00
RoxiTEK, LLC	381.25
RTM Communications Inc	9,096.00
Salem Co-operative Bank	1,800.00
Salem Ford, LLC	1,296.25
Samson Fastener Co Inc	520.98
Sanders Searches LLC	2,253.00
Sanel NAPA	6,842.77
Santander Leasing, LLC	141,285.02
Saulnier, James	43.94
ScrubaDub Auto Wash Centers, Inc.	684.00
Southeastern NH Hazardous Materials Mutual Aid District	9,960.62
Senibaldi, Dennis	212.39
Servpro of Lawrence	1,147.14
Sewah Studios, Inc.	2,120.00
Shaw's Supermarkets Inc.	196,092.73
Shea Concrete Products, Inc.	5,940.00
Shea, Carolyn	44.47
Shell Point Mortgage Services	3,368.00
Showtime Computers & Supplies Co	29.95
Signarama of Concord	735.00
Monroe, Sally dba Silly Sallys	550.00
Silver Graphics	112.00
Sister City Committee	1,000.00
Skyhawks Sports Academy LLC	5,148.00
Smith Pump Co., Inc.	1,530.00
Smith, Bryan	420.00
SNHPC	32,694.21
Solid Roots Construction, LLC	21,541.50
Belanger, Mark dba Souled Out Show Band	1,100.00
Southern NH Special Operations Unit	5,000.00
Southern NH Wildlife Control, LLC	5,680.00
Spector Manufacturing, Inc.	539.94
Spiller's	1,116.87
Spofford, Steve	6,600.00
Spok, Inc.	118.17
St Joseph Hospital Education & Training Dept	69.00
Standard & Associates, Inc.	928.00
Standard Electric	120.47
Stanley Elevator Company Inc	5,741.94
Staples Business Advantage	6,452.85
Stark, Philip B	6,363.13
State of NH - Dept. of Safety	90.00
State of NH - Fish & Game OHRV Registry	3,143.50
Stateline Waste Management	6,283.30
Stone & Berg	670.18
StopTech Ltd	503.00

VENDOR NAME	2021 PMTS
Stryker Medical Sales Corporation	8,057.80
Suburban Wildlife Control, LLC	6,120.00
Sullivan Tire Co	1,506.08
Sullivan, David	699.50
Sullivan, Kevin	3,625.00
Sunrun Installation Services	80.00
Supreme Rental Housing, LLC	11,635.75
Surette, Stephen	7,524.00
SymbolArts	458.00
Tape Services, Inc.	446.35
Tate Brothers Paving Co., Inc.	6,800.00
Teleflex Medical	329.42
Telephone Systems Efficiency, Inc.	4,290.00
Terminix Processing Center	459.00
Tesla Energy	80.00
The Cox Family Trust	501.23
The Water Techs, Inc.	0.00
Theroux, David	0.00
Thompson's Sewer Service Inc	5,620.00
TMDE Calibration Labs, Inc.	285.00
Todd Steffanides Jag Camp, LLC	14,855.00
Topographix	900.00
Burgess, Kevin R dba Total Human Performance	600.00
Touchstone Closing & Escrow LLC	73.92
Transparent Language Inc.	1,200.00
Treasurer, State of NH Dept. of Labor	500.00
Treasurer, State of NH	72,297.09
Tucker Library Interiors	948.22
Tyler Business Forms	420.26
Tyler Technologies, Inc.	39,286.59
University of New Hampshire	100.00
Union Leader Corp	528.70
United Business Machines	5,210.92
United Cricket League	600.00
United Rentals (North America), Inc.	289.62
United Site Services, Northeast Inc.	11,147.98
UNUM Life Insurance Co. of America	94,291.36
UPS	50.10
US Construction Fabrics, LLC	458.00
US Water Consultants Inc	5,362.50

VENDOR NAME	2021 PMTS
Verizon Wireless	14,520.33
Vision Government Solutions, Inc.	10,496.00
Wallace, Catherine	841.20
Watson, Douglas	1,275.53
Waypoint	1,000.00
WB Hunt Co., Inc.	49.90
WB Mason Company Inc	3,820.68
WD Perkins	2,280.00
We Hang Christmas Lights of New England, LLC	3,700.00
WEX Bank	11,062.82
Weyer-Leuchtner, Crystal	250.00
WFAR/WCB	3,000.00
Wharf Industries Printing, Inc.	646.00
Wilbur E Tarbell American Legion Post 109	925.92
Wilcox & Barton Inc.	35,874.65
Wildwood Nurseries Inc.	11,800.00
Williams, Mae	1,000.00
Williams, Wendy	380.21
Wilson, Beverly	639.73
Windham Helping Hands	8,500.00
Windham Junction	1,028.62
Windham Mobil Brake and Tire LLC	4,569.61
Windham Printing & Publishing Inc.	7,562.00
Windham Realty, LLC	28,957.04
Windham School District	210,966.20
Devaney, Sean dba Windham Tree Service	18,925.00
Treasurer, Trustee of Trust Funds	130,164.50
Windham, Town of	6,663.80
Window Tech	508.00
Winmill Equipment Company Inc	1,998.25
Woody's Auto Repair & Towing Inc	3,163.56
Hinkelman, Edward G dba World Trade Press	398.61
Worthington, Don	404.17
William P Davis Excavation, LLC	369,836.16
Yankee Trucks LLC	1,376.83
Yennaco Property Management, LLC	1,250.00
Zero9 Holsters	59.90
Zins, Jennifer L	400.00
Zins, Mark P	5,420.74
Zoobean Inc.	805.50

<b>Total</b>	<b>11,509,682.96</b>
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# 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	17,800				
Blueberry Rd, 10	1-B-1025	2.89	91,400				
Londonderry Rd	1-B-1095	4.30	78,600				Rec - Rockingham Trail
Kendall Pond Rd, 137	1-C-100	64.00	158,168	180,400			Cons - Campbell Farm
Londonderry Rd	1-C-2495	12.00	94,000				Rec - Rockingham Trail
Nashua Rd	1-C-2500	163.50	1,083,000				Cons - Fosters Pond
Nashua Rd	1-C-2500A	25.20	383,100	2,500			Rec - Nashua Rd Field
Beacon Hill Rd	2-A-250	2.43	77,400				Rec - Rockingham Trail
Frost Rd	2-A-1325	1.50	363,800		✓		
Beacon Hill Rd	2-B-495	4.60	78,800				Rec - Rockingham Trail
Depot Rd, 6	3-A-955	0.34	270,600				Depot
Quail Run Rd	3-A-1000	12.00	405,100				
Flat Rock Rd	3-B-290A	8.00	23,300			✓	Conservation
Flat Rock Rd, 35	3-B-355	8.00	232,500		✓		
Flat Rock Rd	3-B-375	10.78	79,300				
Rockingham Rd, 179	3-B-601	22.86	376,400	19,400		✓	Rec - Spruce Pd Facility
Rockingham Rd	3-B-680	1.28	126,700		✓		
Depot Rd	3-B-850-2	0.03	6,700		✓		
Depot Rd	3-B-910	10.00	96,800				Conservation
Depot Rd, 8	3-B-998	0.30	262,000	130,000			Depot
Partridge Rd	3-B-1001	3.30	118,000			✓	Conservation
Rockingham Rd	3-B-1600	3.70	14,000			✓	Conservation
Londonderry Rd, 43	5-A-200A	9.77	75,200			✓	Conservation
Londonderry Rd	6-A-1000	8.20	42,100			✓	Conservation
Kent St	6-A-1300	5.80	23,800				
Pine Hill Rd	6-C-200	13.00	58,500			✓	
Gov Dinsmore Rd, 84	7-A-500	1.60	364,500			✓	
Mockingbird Hill Rd	7-A-501	0.01	25,100				Cemetery - Parker Fam.
Gov Dinsmore Rd	7-A-625	2.71	19,300		✓		
Gov Dinsmore Rd	7-B-10	1.10	18,100				
Seavey Rd	8-A-40	0.02	9,800		✓		
Seavey Rd	8-A-61	0.34	18,900		✓		
Seavey Rd	8-A-9010	0.60	26,500		✓		
Coburn Rd, 2	8-B-530	1.88	210,800			✓	Conservation
Rockingham Rd, 92	8-B-850	4.00	535,500		✓		
Rockingham Rd, 98	8-B-900	3.30	528,200		✓		
Rockingham Rd	8-B-3001	362.20	2,034,200				Cons - Town Forest
Rockingham Rd	8-B-4000	4.70	14,500				Cons - Town Forest
Rockingham Rd	8-B-4100	11.00	63,500		✓		Cons - Town Forest
Rockingham Rd	8-B-4300	14.00	67,500		✓		Cons - Town Forest
Rockingham Rd, 176	8-B-4401	1.00	61,200				
Rockingham Rd	8-B-5000	8.00	59,600				Cons - Town Forest
Rockingham Rd	8-B-6150	17.00	71,400				Cons - Town Forest
Seavey Rd	8-B-6301	0.88	87,000				
Orchard Blossom Rd	8-C-300	77.82	240,600				Conservation
Kendall Pond Rd	9-A-652	0.05	12,100		✓		
Kendall Pond Rd	9-A-655	0.69	354,500				Rec - Railroad Bed
Kendall Pond Rd	9-A-770	4.80	78,900				Rec - Railroad Bed
Kendall Pond Rd, 69	9-A-1600	11.00	82,900			✓	
Kendall Pond Rd, 67	9-A-1604	1.51	15,600			✓	Conservation
Kendall Pond Rd	9-A-1750	2.20	77,300				Rec - Railroad Bed
Ledge Rd, 2	11-A-201	12.15	908,400	2,116,000			Transfer Stn/Highway

Property Location	GIS ID	Acres	Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
Haverhill Rd	11-A-298	0.12	18,400			✓	
Haverhill Rd	11-A-299	0.39	14,000				Transfer Station
North Lowell Rd, 3	11-A-590	3.00	1,215,700	3,940,000			Town Hall Complex
Eastwood Rd	11-A-634A	0.18	12,800		✓		
Indian Rock Rd	11-C-350	4.35	49,700			✓	
North Lowell Rd, 2	11-C-1200	0.57	584,200	891,000			Senior Center (leased)
North Lowell Rd, 4	11-C-1300	1.56	717,000	607,000			Bartley House
Sheffield St, 14	11-C-1700	13.57	61,300			✓	
Camelot Rd	11-C-1800	4.75	25,000			✓	
Camelot Rd	11-C-1801	4.83	25,000			✓	
Camelot Rd	11-C-1802	1.50	22,100			✓	
North Lowell Rd	11-C-3400	0.81	14,500			✓	
Pine Hill Rd	11-C-3600	5.70	21,500			✓	Conservation
Pine Hill Rd, 10	11-C-3625	3.80	95,300				Conservation
Cole Rd	13-K-30	0.07	127,300		✓		
Doiron Rd	13-K-34A	0.11	61,400		✓		
Mammoth Rd, 10	14-A-51	16.48	404,700			✓	Cons - Andrews Forest
Haverhill Rd	14-A-200	31.70	292,300				Conservation
Haverhill Rd	14-A-230	3.90	14,100			✓	
Haverhill Rd, 200	14-A-850A	1.80	227,200		✓		
London Bridge Rd	14-B-14A	3.80	45,700			✓	
London Bridge Rd	14-B-2350	10.00	72,900		✓		
London Bridge Rd	14-B-2500	1.00	21,600			✓	Cons - Gage Lands
London Bridge Rd, 41	14-B-2601	0.05	5,800				Conservation
Ashton Park Rd	14-B-2604	0.08	23,200				Conservation
London Bridge Rd, 43	14-B-3450	36.59	408,100				Conservation
Ash St	16-F-8A	0.04	37,600		✓		
Indian Rock Rd	16-L-50	1.00	229,500		✓		
Fellows Rd	16-L-100	52.40	8,880,000	9,096,000			Fellows Rd. Complex
Third St	16-P-560	0.27	29,500		✓		
Armstrong Rd	17-I-49	1.40	208,700		✓		
Bell Rd	17-J-134A	0.03	66,800		✓		
York Rd	17-M-46A	0.09	58,100		✓		
Woodvue Rd	18-L-474	0.20	0				
Chapel Rd, 3	18-L-525	4.61	450,300	2,041,000			Searles Chapel
Hayes Hart Rd	18-L-601	0.22	0				Rec - Boat Ramp
Mammoth Rd	19-B-500	34.25	259,000			✓	Conservation
Haverhill Rd, 21	20-D-900	0.92	352,100	208,000			American Legion (leased)
Haverhill Rd	20-D-1000	20.00	262,000				Water Supply
London Bridge Rd, 90	20-D-1200	17.33	114,700				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
Clyde Park Rd, 18	20-D-1213	0.67	90				Cons – Clyde Pond

Property Location	GIS ID	Acres	Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
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	58,300		✓		
Haverhill Rd	20-D-1300A	1.00	12,600		✓		
London Bridge Rd	20-D-1550	19.22	190,000			✓	
London Bridge Rd	20-D-1600	106.65	1,037,100			✓	Cons - Gage Lands
London Bridge Rd	20-D-1800	11.82	240,400			✓	Cons - Gage Lands
London Bridge Rd	20-D-2000	10.00	106,700			✓	Cons - Gage Lands
Bear Hill Rd	20-E-300	27.03	60,900				Conservation
Bear Hill Rd	20-E-350	10.00	256,500		✓		Cons - Gage Lands
Cobbetts Pond Rd, 45	21-H-1A	0.97	892,500	7,000			Town Beach
Range Rd, 156	21-K-150	3.30	377,300				Cemetery - Hill
Cobbetts Pond Rd	21-U-100	6.30	399,800	5,000			Cemetery - Plains
Ash St	21-V-227A	0.07	46,100		✓		
Chipmunk Rd	21-V-243J	0.25	72,600		✓		
Esty Rd	21-V-255B	0.12	24,900		✓		
Cobbetts Pond Rd	21-W-2	6.40	230,300			✓	Conservation
Cobbetts Pond Rd	21-W-6	8.15	413,600	2,500			Cemetery - ^New Plains
West Shore Rd	22-L-75	0.10	78,900			✓	Conservation
West Shore Rd	22-L-77	0.10	78,900			✓	Conservation
Settlers Ridge Rd	22-R-100A	0.51	3,300				
Spear Hill Rd	22-R-250	0.70	16,400			✓	Conservation
Range Rd, 111	22-R-900	36.19	530,300	332,000			Rec - Griffin Park
Rock Pond Rd	24-A-601	3.70	25,000		✓		
Rock Pond Rd	24-A-650	1.50	23,000		✓		
Rock Pond Rd	24-D-600	5.60	26,800		✓		
Moeckel Rd	24-D-701	1.20	22,700		✓		
Rock Pond Rd	24-E-100	5.00	26,300		✓		
Rock Pond Rd	24-E-5000	13.00	33,800			✓	Conservation
Timberlane Rd	24-F-500	10.00	148,500			✓	Conservation
Timberlane Rd	24-F-501	39.60	147,000				Conservation
Castle Hill Rd	24-F-800	20.00	107,600			✓	Conservation
Castle Hill Rd	24-F-900	28.00	122,600			✓	Conservation
Field Rd, 19	24-F-950	3.73	380,500			✓	Conservation
Heritage Hill Rd	24-F-1550	0.24	27,500			✓	
Heritage Hill Rd	24-F-1551	0.15	24,700			✓	
Meadow Rd, 3	24-F-5205	2.94	374,600	2,500			Rec - Tokanel Field
Washington Rd	24-F-6100	13.00	554,400			✓	Conservation
Range Rd, 247	24-G-101	13.00	23,000		✓		
Moeckel Rd	25-C-251	40.00	59,100				Conservation
Moeckel Rd	25-C-253	0.93	22,100				Conservation
Moeckel Rd	25-C-255	1.20	22,700				Cons - Pond/Island
Woodbury Rd, 1	25-E-10	54.15	483,600				Cons - Deer Leap
Abbott Rd	25-E-481	0.06	15,400		✓		Conservation
Abbott Rd	25-E-500	0.30	68,900			✓	Conservation
Osgood St, 20	25-R-103	79.50	525,300				McIlvaine Town Forest
Marblehead Rd, 39	25-R-300	22.00	399,400				Old Landfill

Property Location	GIS ID	Acres	~Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
Marblehead Rd	25-R-500	0.23	12,400			✓	
Marblehead Rd	25-R-6000	24.94	80,900				Cons - Open Space
Brookdale Rd	25-R-6000A	5.00	17,900		✓		Mcllvaine Town Forest
Spear Hill Rd	25-R-6250	11.77	42,500				Cons - Open Space
Spear Hill Rd	25-R-6260	7.23	47,700		✓		Cons - Open Space
Spear Hill Rd	25-R-6500	70.00	438,800				Mcllvaine Town Forest
Spear Hill Rd	25-R-7000	25.52	82,000				Cons - Open Space
Bayberry Rd	25-R-7010	17.00	576,000		✓		Mcllvaine Town Forest
Spear Hill Rd	25-R-7025	10.00	52,900				Mcllvaine Town Forest
Spear Hill Rd	25-R-7050	5.10	43,700				Cons - Open Space
Bayberry Rd	25-R-8000	19.90	258,500				Mcllvaine Town Forest
Settlers Ridge Rd, 34	25-R-8006	0.26	2,500				Cons - Open Space
Glendenin Rd, 26	25-R-8009	0.53	41,400				Cons - Open Space
Glendenin Rd, 33	25-R-8016	8.23	28,900				Cons - Open Space
Settlers Ridge Rd, 33	25-R-9000	3.63	25,700				Cons - Open Space
Glendenin Rd, 20	25-R-9007	0.03	13,400				Cons - Open Space
Acadia Dr, 1	25-R-9012	8.08	66,500				Cons - Open Space
Acadia Dr, 2	25R-9018	0.26	3,400				Cons - Open Space
		2,097.49	\$37,411,738				

~ 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 2022-29

**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, generally 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. The Planning Board is currently in the process of reviewing and updating the Master Plan. A Capital Improvement Program (CIP) is the financial counterpart to a Master Plan. The CIP is a financial master plan for charting a municipality's capital needs over a specified time frame. The programming of capital expenditures into a rational planning and budgeting process is an important management tool for the allocation of tax revenue.

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

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

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

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

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

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

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

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

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

For the purpose of this document, a capital improvement is defined as a major expenditure (usually non-recurring) for public facilities costing more than \$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 \$100,000 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 2021 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 as Appendix B.

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

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

### **B. YEAR 2022 AVAILABLE CAPITAL IMPROVEMENT FUNDS**

The CIP Sub-Committee used the official tax valuation less utilities figure for 2021 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.

To compute the available CIP funds for year 2022, the sub-committee used the projected 2021 valuation and applied a 2.0% increase to reach \$3,151,834,245 as an estimated tax valuation figure. This figure represents an increase of 28% over the figure used in the CIP last year due to a town wide revaluation. For FY 2023 – 2029 planning, the sub-committee estimated available CIP funds using a 2% increase each year to determine the valuation figures for the subsequent 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. 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. In 2020 the Town issued a 12-year bond for renovations to the Searles Chapel. Up to 50% of the annual payments are anticipated to come from the Searles Revenue Fund.

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.

Considering the large increase in the Town valuation due to the revaluation last year, the planned \$0.90 per thousand valuation (mil rate) for the CIP was adjusted accordingly to a \$0.71 per thousand for the plan this year. In 2019 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. Since the funding rate was adjusted to \$0.71 per thousand, the Town project funding target has been adjusted to \$0.28 per thousand and the School District project funding target has been adjusted to \$0.43 per thousand. It is desired that the first year of the CIP plan be balanced to zero (2022 in this plan).

### **III. CIP FY 2022 Plan**

#### **FUNDING AMOUNTS**

2021 Estimated Town Tax Valuation Less Utilities (the Plan last year used \$2,460,127,260)	\$ 3,090,033,574
2022 Estimated Town Tax Valuation Less Utilities with 2.0% estimated growth	\$ 3,151,834,245
CIP funding at \$0.71 per thousand of 2022 Estimate	\$ 2,237,802
Other CIP Contributions: None	\$ 0
<b>TOTAL AVAILABLE CIP FUNDING FOR 2022</b>	<b>\$ 2,237,802</b>

#### **FIXED CIP OBLIGATIONS FOR 2022**

Rail Trail Improvements	\$ 40,946
Fire Truck, Bond	\$ 108,670
<b>REMAINING CIP FUNDS AVAILABLE FOR REQUESTED PROJECTS</b>	<b>\$ <u>2,088,186</u></b>

## IV. CIP FY 2022 – 2029 Appropriations Chart

### CIP FY 2022 - 2029 APPROPRIATION CHART (SUMMARY)

	Notes	CRF Balances	2022	2023	2024	2025	2026	2027	2028	2029
CIP Projected Availability			2,237,802	2,282,558	2,328,210	2,374,774	2,422,269	2,470,715	2,520,129	2,570,531
Fixed CIP Obligations										
Rail Trail Improvements	1		40,946							
Fire Truck Bond	2		108,670	108,305	104,225	100,145	96,065	91,985	87,905	78,825
Total Fixed Obligations			149,616	108,305	104,225	100,145	96,065	91,985	87,905	78,825
Effective Availability Other			2,088,186	2,174,253	2,223,985	2,274,629	2,326,204	2,378,730	2,432,224	2,491,706
Other CIP Annual Contributions		-	0	0	0	0	0	0	0	0
Net to Annual Appropriations		-	2,088,186	2,174,253	2,223,985	2,274,629	2,326,204	2,378,730	2,432,224	2,491,706
Annual Appropriations										
FIRE DEPARTMENT		-	0	350,000	236,000	0	580,000	395,000	220,000	275,000
GENERAL SERVICES		-	732,000	785,000	890,100	559,355	714,823	776,564	789,642	619,124
LOCAL ENERGY COMMITTEE		-	0	0	0	0	0	0	0	120,000
ADMINISTRATION/BOARD OF SELECTMEN		100,000	0	50,000	50,000	0	230,000	0	0	0
TRAILS COMMITTEE		30,000	0	100,000	0	0	0	0	0	0
Town portion of CIP Appropriations			732,000	1,285,000	1,176,100	559,355	1,524,823	1,171,564	1,009,642	1,014,124
Town portion of CIP Budget			732,898	791,859	813,942	836,385	859,196	882,381	905,949	934,906
SCHOOL DEPARTMENT		577,528	400,000	815,000	797,385	917,800	750,000	750,000	913,067	750,000
School portion of CIP Budget			1,355,289	1,382,395	1,410,042	1,438,243	1,467,008	1,496,348	1,526,275	1,556,801
Total Annual Appropriations			707,528	1,132,000	2,100,000	1,973,485	1,477,155	2,274,823	1,921,564	1,764,124
Variance			956,186	74,253	250,500	797,474	51,381	457,166	509,515	727,582

### CIP FY 2022 - 2029 APPROPRIATION CHART (DETAILS)

	Notes	CRF Balances	2022	2023	2024	2025	2026	2027	2028	2029
Effective Availability Other			2,088,186	2,174,253	2,223,985	2,274,629	2,326,204	2,378,730	2,432,224	2,491,706
OTHER CIP ANNUAL CONTRIBUTIONS										
Total Other contributions		-	-	-	-	-	-	-	-	-
Net to Annual CIP Appropriations			2,088,186	2,174,253	2,223,985	2,274,629	2,326,204	2,378,730	2,432,224	2,491,706
ANNUAL APPROPRIATIONS										
FIRE DEPARTMENT										
Ambulance Replacement				350,000						
SCBA Equipment Upgrades					236,000					
Tanker Replacement						580,000				
Ambulance Replacement							395,000			
Forestry Replacement								220,000		
Mobile/Portable Radio Replacement										275,000
Sub-Total		-	0	350,000	236,000	0	580,000	395,000	220,000	275,000
GENERAL SERVICES										
Road Improvements			427,000	440,000	485,100	509,355	534,823	561,564	589,642	619,124
Highway Equipment - Small excavator			100,000							
5 Ton Truck purchase			185,000							
5 Ton Truck purchase				190,000						
5 Ton Truck replacement (2010 Truck)					210,000					
5 Ton Truck replacement (2012 Truck)							215,000			
Loader replacement (2012 Loader)								200,000		
T.S. - Takeuchi Loader repl. (2009 Loader)				105,000						
T.S. - Day Tractor repl. (2007 Tractor)					145,000					
Town Hall exterior renovation			20,000	50,000	50,000	50,000	50,000			
Nesmith Library Solar PPA							130,000			
Sub-Total		-	732,000	785,000	890,100	559,355	714,823	776,564	789,642	619,124
LOCAL ENERGY COMMITTEE										
EV Charging Stations										120,000
Sub-Total		-	0	0	0	0	0	0	0	120,000
ADMINISTRATION/BOARD OF SELECTMEN										
Town Complex Beautification (Phase I)	3	100,000		50,000	50,000					
Town Complex Beautification (Phase II)							230,000			
Sub-Total		100,000	0	50,000	50,000	0	230,000	0	0	0
TRAILS COMMITTEE										
Greenway Recreation Trail		30,000		100,000						
Sub-Total		30,000	0	100,000	0	0	0	0	0	0

## CIP FY 2022 - 2029 APPROPRIATION CHART (DETAILS), CONTINUED

	Notes	CRF Balances	2022	2023	2024	2025	2026	2027	2028	2029
ANNUAL APPROPRIATIONS (continued)										
SCHOOL DEPARTMENT										
WHS Wall repair			400,000							
WCS Bus drop off redesign				250,000						
WCS Exterior Doors				120,000						
WCS Paving - back loop/parking area				125,000						
WCS (Fire Panel, mechanical sys. & boiler repl.)				120,000						
WHS Wall repair				200,000						
WCS HVAC Rooftop replacement					217,385					
WMS Paving					250,000					
WHS VAV Replacement, RTU Overhaul					130,000					
WHS Wall repair					200,000					
WHS Paving/Parking						137,000				
WMS Classroom AC Units						200,800				
WHS Wall repair						200,000				
WMS Classroom HVUnit									163,067	
Replenish CRF	4	575,881				380,000	750,000	750,000	750,000	750,000
Repair/Replace Septic	5	1,647								
Sub-Total		\$577,528	\$400,000	\$815,000	\$797,385	\$917,800	\$750,000	\$750,000	\$913,067	\$750,000
TOTAL ANNUAL APPROPRIATIONS			\$1,132,000	\$2,100,000	\$1,973,485	\$1,477,155	\$2,274,823	\$1,921,564	\$1,922,709	\$1,764,124
VARIANCE			\$956,186	\$74,253	\$250,500	\$797,474	\$51,381	\$457,166	\$509,515	\$727,582
OTHER ANNUAL APPROPRIATIONS										
Primary High School Bond	6		1,942,250	1,895,500	1,827,500	1,742,500				
Golden Brook School Bond	7		2,805,850	2,719,150	2,632,450	2,545,750	2,459,050	2,372,350	2,285,650	2,207,450
State Building Aid Received (Offset)			(510,000)	(510,000)	(510,000)	(510,000)				
School District Bonds Total Payments			\$ 4,238,100	\$ 4,104,650	\$ 3,949,950	\$ 3,778,250	\$ 2,459,050	\$ 2,372,350	\$ 2,285,650	\$ 2,207,450
Total cost/1000 Town valuation for School Bonds			1.34	1.28	1.20	1.13	0.72	0.68	0.64	0.61
Fire Department Quint Bond	8		96,586	96,586	96,586	96,586	48,654			-
Total cost/1000 Town valuation for Quint Bond			0.03	0.03	0.03	0.03	0.01	-	-	-
Land Acquisition Bond for 20-D-1200 and 20-E-300	9		185,700	179,580	173,460	167,340	161,220	155,100	143,980	138,115
Water Bond	10		68,340	66,045	63,750	61,455	54,160	52,120	50,080	48,040
Searles Chapel Building Roof and Tower Project	11		28,770	28,770	28,770	28,770	28,770	28,770	28,770	28,770
Total cost/1000 Town valuation for other bonds			0.09	0.09	0.08	0.08	0.07	0.07	0.06	0.06

### CIP FY 2022-2029 FOOTNOTES

Fixed CIP Obligations:

- 1 Final payment on two year bond for \$80,000 of the Rail Trail Improvement Project approved in 2020.
- 2 Eight year bond for \$750,000 to purchase a new Fire Truck approved in 2021.

Other CIP Annual Contributions:

None

Capital Reserve Funds:

- 3 Unexpended CIP funds from prior year for Town Complex Beautification (established in 2020).
- 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 Repair/Replace Septic (established in 2002).

Other Annual Appropriations:

- 6 Primary High School Bond - 20 year term with last payment in 2025
- 7 Golden Brook School Bond - 20 year term with last payment in 2037
- 8 Town approved a 10 year bond for \$850,000 to purchase a new Fire Quint Truck in 2017 - 10 year term with last payment in 2026
- 9 Conservation Land Acquisition Bond - 15 yr term with last payment in 2034. Payments anticipated to **come from the Conservation Commission's Land Acquisition Fund**.
- 10 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.
- 11 Searles Chapel Bond - 12 yr bond for \$300,000 with final payment in 2032. Up to 50% of the annual payments are anticipated to come from the Searles Revenue Fund

### TAX VALUATION PROJECTION

PROPERTY VALUATION	% Increase	YEAR	PROJECTED CIP TAX RATE	\$ AVAILABLE	School portion 0.43	Town portion 0.28
\$3,090,033,574		2021	\$0.71	\$2,193,924		
\$3,151,834,245	2.0	2022	\$0.71	\$2,237,802	\$1,355,289	\$882,514
\$3,214,870,930	2.0	2023	\$0.71	\$2,282,558	\$1,382,395	\$900,164
\$3,279,168,349	2.0	2024	\$0.71	\$2,328,210	\$1,410,042	\$918,167
\$3,344,751,716	2.0	2025	\$0.71	\$2,374,774	\$1,438,243	\$936,530
\$3,411,646,750	2.0	2026	\$0.71	\$2,422,269	\$1,467,008	\$955,261
\$3,479,879,685	2.0	2027	\$0.71	\$2,470,715	\$1,496,348	\$974,366
\$3,549,477,279	2.0	2028	\$0.71	\$2,520,129	\$1,526,275	\$993,854
\$3,620,466,825	2.0	2029	\$0.71	\$2,570,531	\$1,556,801	\$1,013,731

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

### **A. Fire Department**

**Project Title:** Ambulance Replacement

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

**Estimated Cost:** \$350,000 requested for FY 2023

**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 four 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. This allows the department to maximize each of the ambulances for approximately twelve (12) years.

**CIP Recommendation:** The sub-committee assigned a Classification of II (Necessary) with funding of \$350,000 in FY2023.

**Project Title:** Self-Contained Breathing Apparatus Upgrades

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

**Estimated Cost:** \$236,000 requested for FY 2024

**Proposal:** The department replaced all of the Self-Contained Breathing Apparatus (SCBA) in 2014 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 are seven to ten years. In 2017 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 one (1) complete unit consisting of, bottle, harness, and face mask along with the replacement of the Rapid Intervention Firefighter Rescue Equipment. The request meets the requirements for submitting a federal grant through Assistance to Firefighters Grant (AFG) that will be applied for and if approved, provides 95% of the total costs.

**CIP Recommendation:** The sub-committee assigned a Classification of II (Necessary) with funding of \$236,000 in FY2024.

**Project Title:** Tanker-1 Replacement

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

**Estimated Cost:** \$580,000 requested for FY 2026

**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 operations and overall response. Because the town lacks a municipal water supply system, 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 3,000 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 a Classification of III (Desirable) with funding of \$580,000 in FY2026.

**Project Title:** Ambulance Replacement

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

**Estimated Cost:** \$395,000 requested for FY 2027

**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 four 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. This allows the department to maximize each of the ambulances for approximately twelve (12) years.

**CIP Recommendation:** The sub-committee assigned a Classification of III (Desirable) with funding of \$395,000 in FY2027.

**Project Title:** Forestry-1 Replacement

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

**Estimated Cost:** \$220,000 requested for FY 2028

**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 a Classification of IV (Deferrable) with funding of \$220,000 in FY2028.

**Project Title:** Mobile/Portable Radio Replacement

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

**Estimated Cost:** \$275,000.00 requested for FY 2029

**Proposal:** The current communication equipment used by the department will be obsolete. When units fail the department runs the risk of placing the apparatus out of service. Current radios have had approximately 11 years of operational use. Industry standard recommends public safety radios be moved to a secondary role after 7 years. Vendors historically announce they will be discontinuing all parts and support around 10 years into a product life cycle.



The new radios requested will be digital and have voice cancelling algorithms that filter out background noise, making the spoken voice clearer. New design features have made the radios easier to operate when wearing thick gloves. Standard enhancements such as Bluetooth and Wi-Fi allow for tracking a fire scene.

**CIP Recommendation:** The sub-committee assigned a Classification of IV (Deferrable) with funding of \$275,000 in FY2029.

## **B. General Services**

**Project Title:** Roads

**Proposed by:** Dennis Senibaldi, Highway Agent

**Estimated Cost:** \$440,000 requested for FY 2022, total of \$4,201,608 for Years 2022 – 2029

**Proposal:** This proposal requests funds to continue the needed upkeep of our town road infrastructure including where necessary repairs to drainage and pavement reconstruction projects and needed tree removal. Windham has approximately 115 miles of road. To properly maintain these roads the highway department needs to pave approximately 5 miles every year to maintain a 20-year replacement cycle.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding of \$427,000 in FY2022

**Project Title:** Small Excavator

**Proposed by:** Dennis Senibaldi, Highway Agent

**Estimated Cost:** \$100,000 requested for FY 2022

**Proposal:** The purchase of a new excavator would be used for several maintenance projects including digging and filling ditch lines, level spreaders, digging 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. This purchase would allow the General Services department to be less reliant on sub-contractors and give them the ability to accomplish these jobs much faster and much more efficiently and cost effectively. Dennis feels that this piece of equipment could be utilized daily.

**CIP Recommendation:** The sub-committee assigned a Classification of I (urgent) with funding of \$100,000 in FY2022.

**Project Title:** New 5-Ton Truck

**Proposed by:** Dennis Senibaldi, Highway Agent

**Estimated Cost:** \$185,000 requested for FY 2022

**Proposal:** The General Services department is asking for the addition of a new 5-Ton truck. This addition to the current fleet of trucks would ease the burden of the current fleet as older trucks are out of commission, having repair work completed. This would also benefit the town by adding the ability to do services such as plowing, snow removal, and other heavy lifting jobs presently done through subcontractors.

**CIP Recommendation:** The sub-committee assigned a Classification of I (urgent) with funding of \$185,000 in FY2022.

**Project Title:** New 5-Ton Truck  
**Proposed by:** Dennis Senibaldi, Highway Agent  
**Estimated Cost:** \$190,000 requested for FY 2023

**Proposal:** General Services department is asking for the addition of another new 5-Ton truck for 2023. This addition to the current fleet of trucks would ease the burden of the current fleet as older trucks are out of commission, having repair work completed. This would also benefit the town by adding the ability to do services such as plowing, snow removal, and other heavy lifting jobs presently done through subcontractors.

**CIP Recommendation:** The sub-committee assigned a Classification of II (necessary) with funding of \$190,000 in FY2023.

**Project Title:** 5-Ton Truck Replacement (2010)  
**Proposed by:** Dennis Senibaldi, Highway Agent  
**Estimated Cost:** \$210,000 requested for FY 2024

**Proposal:** General Services department is asking to replace their 2010 5-ton truck. Due to the wear and tear of aging equipment related problems, and to add additional services presently done through subcontractors. The request is for the replacement of this 2010 truck in 2024. Purchasing these trucks rather than contracting out is more financially beneficial to the Town as the increase in labor and subcontractor costs, as well as the difficulty in getting subcontractors to do the work, is financially not feasible. Buying good equipment will provide a longer period of use and the ability to use some of the attachments on a new vehicle at a later date.

**CIP Recommendation:** The sub-committee assigned a Classification II (necessary) funding of \$210,000 in FY2024.

**Project Title:** 5-Ton Truck Replacement (2012)  
**Proposed by:** Dennis Senibaldi, Highway Agent  
**Estimated Cost:** \$215,000 requested for FY 2027

**Proposal:** To replace aging equipment due to wear and tear related problems, and to add additional services presently done through subcontractors. The request is for the replacement of this 2012 truck in 2027. Purchasing these trucks rather than contracting out is more financially beneficial to the Town as the increase in labor and subcontractor costs, as well as the difficulty in getting subcontractors to do the work, is financially not feasible. Buying good equipment will provide a longer period of use and the ability to use some of the attachments on a new vehicle at a later date.

**CIP Recommendation:** The sub-committee assigned a Classification III (Desirable) with funding of \$215,000 in FY 2027.

**Project Title:** Loader Replacement (2012 loader)  
**Proposed by:** Dennis Senibaldi, Highway Agent  
**Estimated Cost:** \$200,000 requested for FY 2029

**Proposal:** To replace aging equipment due to wear and tear related problems, and to add additional services presently done through subcontractors. The request is for the replacement of this 2012 Loader in 2029. This is a second line piece of equipment. Replacement rather than contracting out is more financially beneficial to the Town as the increase in labor and subcontractor costs, as well as the difficulty in getting subcontractors to do the work, is financially not feasible. Buying good equipment will provide a longer period of use and the ability to use some of the attachments on a new vehicle at a later date.

**CIP Recommendation:** The sub-committee assigned a Classification IV (Deferrable) with funding of \$200,000 in FY2028.

**Project Title:** Loader Replacement (2009)  
**Proposed by:** Dennis Senibaldi, Highway Agent  
**Estimated Cost:** \$105,000 requested for FY 2023

**Proposal:** The replacement of 2009 Takeuchi Loader Currently this is a second line vehicle but is used almost every day the station is open. The normal replacement cycle for these vehicles is 12 years. As you can see it has long since passed that mark. This is aging equipment due to wear and tear related problems.

**CIP Recommendation:** The sub-committee assigned a Classification II (Desirable) with funding of \$105,000 in FY2023.

**Project Title:** Tractor Replacement (2007 Mack Day Tractor)  
**Proposed by:** Dennis Senibaldi, Highway Agent  
**Estimated Cost:** \$145,000 requested for FY 2024

**Proposal:** The replacement of 2007 Mack day tractor. Currently this is a second line vehicle but is used almost every day the station is open. Having a second line vehicle is essential during breakdowns and extremely busy conditions. The normal replacement cycle for these vehicles is 12 years. As you can see it has long since passed that mark.

**CIP Recommendation:** The sub-committee assigned a Classification II (Desirable) with funding of \$145,000 in FY2024.

**Project Title:** Town Hall Exterior Renovation  
**Proposed By:** Dennis Senibaldi  
**Estimated Cost:** \$220,000 requested for FY 2022/2023

**Proposal:** The Town Hall, the centerpiece of the Town's governmental area, has continued to deteriorate. Town Hall requires new siding since prior painting efforts have resulted in almost immediate peeling and have proven ineffective. In addition, windows will require replacement to overcome window sticking and draftiness within the building itself. This project will also include repair and replacement of damaged wood fascia and other exterior trim. This 2022 Project ensures that the Town Hall will contribute to the Town's overall beautification effort currently underway.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding of \$20,000 in FY2022, and continued funding of \$50,000 per year in FY2023 through FY2026.

**Project Title:** Nesmith Library Solar PPA  
**Proposed By:** David Sullivan, Town Administrator  
**Estimated Cost:** \$130,000 requested for FY 2026

**Proposal:** The project entails the installation of solar panels on the roof of the Nesmith Library through a Power Purchase Agreement (PPA) which would provide the Town with the option of purchasing the equipment anytime beginning in the 6<sup>th</sup> year (anticipated to be in early 2027). The installation of solar panels will be financially beneficial for the Town by reducing the average annual electricity cost by an estimated \$5,589/year over a 25-year period and beyond. The environmental benefits include the reduction of greenhouse gas production and cuts down in our fossil fuel reliance. Additionally, the solar panels will extend the Library's roof, replaced in 2018, by providing protection from the elements. This system will provide an educational opportunity to Library users regarding the benefits of renewable energy. The Board of Selectmen has recently approved a contract with Revision Energy to build the system. Our request for funding to the CIP is to raise the \$130,000 needed by the end of year 2026 to fund purchase at that time.

**CIP Recommendation:** The sub-committee assigned a Classification III (Desirable) with funding of \$130,000 in FY2026.

### **C. Local Energy Committee**

**Project Title:** EV Charging Stations

**Proposed By:** Windham Local Energy Committee

**Estimated Cost:** \$120,000 for FY 2023

**Proposal:** Windham LEC proposes installing at least three, Level III charging (fastest charging) stations in Windham. Ideally at a location convenient and accessible to both residents and commuters, e.g. Town Library, Town Hall, McDonalds, or Park & Ride. Electric vehicles (EV) are becoming more and common. Numerous major car manufacturers including Ford and Volkswagen have pledged billions of dollars of investments in electric vehicles and expect them to make up 40% or more of all cars sold within the next 10 years. Our country will need many charging stations in the coming years to handle this change and support the publics' use of electric cars as they travel for work and leisure.

**CIP Recommendation:** The sub-committee assigned a Classification IV (Deferrable) with funding of \$130,000 in FY2026.

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

**Project Title:** Town Complex Beautification

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

**Estimated Cost:** \$100,000 requested for FY 2022 and \$230,000 for FY 2023

**Proposal:** This is an existing two-phase planned project with a multi-year funding request. Total estimated budget for this project is \$430,000 (Phase I @ \$200,000 and Phase II @ \$230,000). This request encompasses an 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 CIP supported funding Phase One of the project at \$100,000 in 2020 and 2021. The Board of Selectmen reduced that amount in both years to \$50,000 which was approved by voters at the 2020 and 2021 Town Meetings.

It is noteworthy that the project scope has not changed, and the Town did raise more than \$45,000 to fund items outside the CIP request such as replacing the bridge, fence, and gazebo on the Town Common.

**CIP Recommendation:** For Phase I the sub-committee assigned this request a Classification II (Necessary) with funding of \$50,000 each year in both FY 2023 and FY2024.

For Phase II the sub-committee assigned this request a Classification III (Desirable) with funding of \$230,000 in FY2026.

### **E. Trails Committee**

**Project Title:** Greenway Recreation Trail and Planning Feasibility Study

**Proposed By:** Wayne Morris and Peter Griffin

**Estimated Cost:** \$1,200,000 requested for FY 2022

**Proposal:** The project has an estimated cost of \$1,200,000 and involves creating additional capital reserves fund of \$100,000 for 2022. 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. The project would include clearing the rail bed, repairing drainage culverts, building up rail bed base material and finally paving this 2.5-mile stretch. The town is currently working with the state to finalize the path from 93 to a North Lowell Road crossing.

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

Grant availability for this project is unknown. 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. More support needs to be given to the project based on the feedback on the 2020 Master Plan survey. The people of Windham strongly supported the following, with a score of "5" being the highest:

- 4.58 – Protect lakes streams and wetlands
- 4.54 – Preserve open space and forests and agricultural lands
- 4.34 – Maintain Windham's unique character
- 4.04 – Increase Recreational opportunities

**CIP Recommendation:** The sub-committee assigned a Classification II (Necessary) with funding of \$100,000 in FY2023 with no additional funds allocated in the current plan.

#### **F. Windham School District**

**Project Title:** WHS Wall Repair

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$400,000 requested for FY 2022

**Proposal:** This would be the first of a four-phase request. The Windham High School Hardie plank siding, with one exception that was repaired in FY22, along with the white trim needs replacing. When the school was built in 2009 no base sheathing was used between the siding and the building structure. This past summer we repaired a small section near the turf field, and we plan to annually repair, reside and retrim the remainder of the building. The priority of repair would begin to the left of the main entrance and continue left around G Wing (all 3 levels) to meet F Wing. The damage is due to high winds and buckling, this section is more susceptible to damage due to high winds.

**CIP Recommendation:** The sub-committee assigned a classification I (Urgent) with funding of \$400,000 in FY2022.

**Project Title:** WCS Bus Drop Off Area

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$250,000 requested for FY 2022

**Proposal:** The request is for funding to improve the bus drop off area at Windham Center School. Traffic issues at the intersection nearest the school are continuing to create safety concerns and congestion. This project will allow for more buses to come off the main road and onto the extended bus drop off loop.

**CIP Recommendation:** The sub-committee assigned a classification II (Necessary) with funding of \$250,000 in FY2023.

**Project Title:** WCS Exterior Doors

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$120,000 requested for FY 2023

**Proposal:** Replacement of Windham Center School's main entrance 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 II (Necessary) with funding of \$120,000 in FY2023.

**Project Title:** WCS Paving – Back Loop/Parking Area

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$125,000 requested for FY 2022

**Proposal:** Preventive maintenance of existing parking lot and road. This will be a continuation of the 2019 paving work and would add a walkway for students to alleviate safety concerns when crossing.

**CIP Recommendation:** The sub-committee assigned a classification II (Necessary) with funding of \$125,000 in FY2023.

**Project Title:** WCS – Fire Panel, mechanical systems, and boiler replacement

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$120,000 requested for FY 2024

**Proposal:** The fire panel is antiquated. Because it is a life safety system, it is imperative that it be updated to a current system. The boiler system is approximately 20-years old and is nearing the end of its life. The mechanical controls of the building need updating so they are consistent with controls in other buildings and can be monitored and controlled remotely. Replacement of these systems will reduce operating costs and increase efficiency.

**CIP Recommendation:** The sub-committee assigned a classification II (Necessary) with funding of \$120,000 in FY2023.

**Project Title:** WHS Wall Repair

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$200,000 requested for FY 2023

**Proposal:** This would be the second of a four-phase request. The Windham High School Hardie plank siding, with one exception that was repaired in FY22, along with the white trim needs replacing. When the school was built in 2009 no base sheathing was used between the siding and the building structure. This past summer we repaired a small section near the turf field, and we plan to annually repair, reside and retrim the remainder of the building. Finish G-Wing and progress into F-Wing.

**CIP Recommendation:** The sub-committee assigned a classification II (Necessary) with funding of \$200,000 in FY2023.



**Project Title:** WCS HVAC Replacement

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$217,385 requested for FY 2023

**Proposal:** RTU's 1, 2, and 3 at Windham Center School need to be replaced as they are at the end of their life. The approximate life expectancy of an HVAC unit is 15-20 years in a commercial or industrial environment. Over the past 10-years we have had numerous service calls and repairs on these units. With increased air flow due to COVID, they are being taxed to their limits.

**CIP Recommendation:** The sub-committee assigned a classification II (Necessary) with funding of \$217,385 in FY2024.

**Project Title:** WMS Paving – Main Parking Area

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$250,000 requested for FY 2023

**Proposal:** This section indicated by quote #3 is damaged because they were running the septic lines up to the leach field and had to drill underneath the road, which caused significant damage. The section indicated by quote #2 has crumbling pavement and grass growing through the fractured pavement. It is over 10 years old.

**CIP Recommendation:** The sub-committee assigned a classification II (Necessary) with funding of \$250,000 in FY2024.

**Project Title:** WHS VAV Replacement RTU Overhaul

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$130,000 requested for FY 2024

**Proposal:** Replacement of RTU-1, this unit has exceeded its life and has needed extensive repairs due to failure.

**CIP Recommendation:** The sub-committee assigned a classification II (Necessary) with funding of \$130,000 in FY2024.

**Project Title:** WHS Wall Repair

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$200,000 requested for FY 2024

**Proposal:** This would be the third of a four-phase request. The Windham High School Hardie plank siding, with one exception that was repaired in FY22, along with the white trim needs replacing. When the school was built in 2009 no base sheathing was used between the siding and the building structure. This past summer we repaired a small section near the turf field, and we plan to annually repair, reside and retrim the remainder of the building. This phase would repair the teacher entrance and the teacher's area and bus drop-off/pick-up.

**CIP Recommendation:** The sub-committee assigned a classification II (Necessary) with funding of \$200,000 in FY2024.

**Project Title:** WHS Paving/Parking

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$137,000 requested for FY 2024

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

**CIP Recommendation:** The sub-committee assigned a classification III (Desirable) with funding of \$137,000 in FY2025.

**Project Title:** WMS AC Units - Classroom

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$200,800 requested for FY 2024

**Proposal:** This would be the replacement of six AC units servicing classrooms 222-224. These units are at the end of their life and this request is consistent with the district replacement schedule.

**CIP Recommendation:** The sub-committee assigned a classification III (Desirable) with funding of \$200,800 in FY2025.

**Project Title:** WHS Wall Repair

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$200,000 requested for FY 2025

**Proposal:** This would be the fourth of a four-phase request. The Windham High School Hardie plank siding, with one exception that was repaired in FY22, along with the white trim needs replacing. When the school was built in 2009 no base sheathing was used between the siding and the building structure. This past summer we repaired a small section near the turf field, and we plan to annually repair, reside and retrim the remainder of the building. This phase would repair side entrance by the cafeteria and around the front entrance.

**CIP Recommendation:** The sub-committee assigned a classification III (Desirable) with funding of \$200,000 in FY2025.

**Project Title:** Capital Reserve Fund

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$380,000 requested for FY 2025

**Proposal:** Monies to be deposited in Building and Grounds Capital Reserve for Future District Needs.

**CIP Recommendation:** The sub-committee assigned a classification III (Desirable) with funding of \$380,000 in FY2025.

**Project Title:** Capital Reserve Fund

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$750,000 requested for FY 2026

**Proposal:** Monies to be deposited in Building and Grounds Capital Reserve for Future District Needs.

**CIP Recommendation:** The sub-committee assigned a classification IV (Deferrable) with funding of \$750,000 in FY2026.

**Project Title:** Capital Reserve Fund

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$750,000 requested for FY 2027

**Proposal:** Monies to be deposited in Building and Grounds Capital Reserve for Future District Needs.

**CIP Recommendation:** The sub-committee assigned a classification IV (Deferrable) with funding of \$750,000 in FY2027.

**Project Title:** WMS HV Units - Classroom

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$163,067 requested for FY 2025

**Proposal:** This would be the replacement of 6 HV Units servicing classrooms 222-224. These units are at the end of their life and this request is consistent with the district replacement schedule.

**CIP Recommendation:** The sub-committee assigned a classification IV (Deferrable) with funding of \$163,067 in FY2028.

**Project Title:** Capital Reserve Fund

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$750,000 requested for FY 2028

**Proposal:** Monies to be deposited in Building and Grounds Capital Reserve for Future District Needs.

**CIP Recommendation:** The sub-committee assigned a classification IV (Deferrable) with funding of \$750,000 in FY2028.

**Project Title:** Capital Reserve Fund

**Proposed by:** Dalisa Greenleaf, Business Administrator, Windham School District

**Estimated Cost:** \$750,000 requested for FY 2029

**Proposal:** Monies to be deposited in Building and Grounds Capital Reserve for Future District Needs.

**CIP Recommendation:** The sub-committee assigned a classification IV (Deferrable) with funding of \$750,000 in FY2029.

**G. Departments/Committees with No Requested Projects for the FY 2022-2029 CIP:**

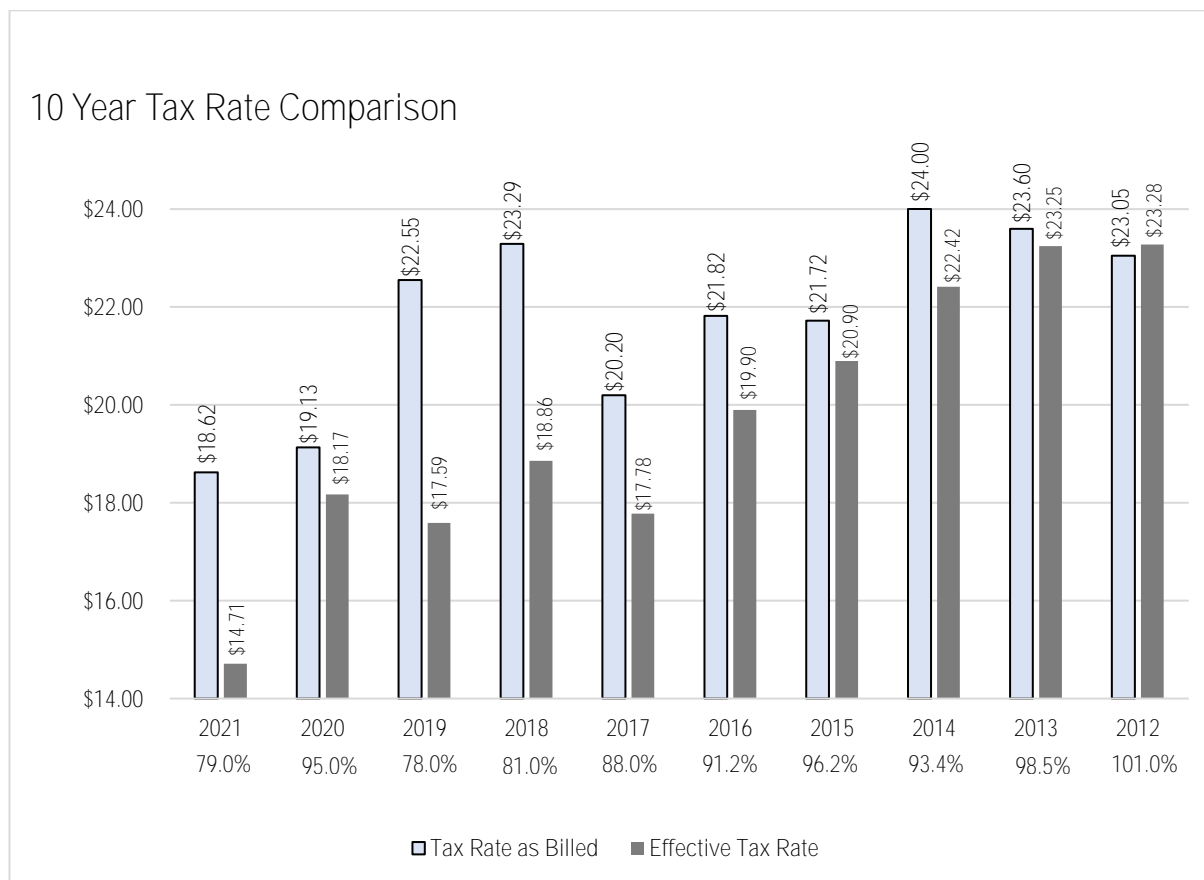
- |                               |                                      |
|-------------------------------|--------------------------------------|
| • Police Department           | • Community Development Department   |
| • Recreation                  | • Economic Development Committee     |
| • Library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

Respectfully submitted for the Committee,

*Rob Gustafson*

Rob Gustafson, Chairman

# TAX RATE AND DISBURSEMENT COMPARISONS



The above chart presents a graphical depiction of the Town's overall tax rate from 2012 to 2021 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 in the example below of our 2019 rate, 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 2021 Town and FY21 School expenditures, along with the State and County taxes, to give taxpayers a greater understanding of where their tax monies are spent in a given year.

BREAKDOWN OF 2021 TAX RATE:	
County	0.83
State Education	1.85
Town	3.10
Local Schools	12.84
	<u>\$ 18.62</u>

		----- ASSESSED VALUE OF HOME -----			
COST OF SERVICES:		\$ 300,000.00	\$ 500,000.00	\$ 700,000.00	% Bill
COUNTY:					
Total County Portion of Tax Bill		249.00	415.00	581.00	4.46%
STATE EDUCATION:					
Total State Education Portion of Tax Bill		555.00	925.00	1,295.00	9.94%
TOWN:					
2021 Expenditures					
Town Officers' Salaries	3,330.00	0.18	0.30	0.41	0.00%
Administration	785,992.00	41.95	69.91	97.88	0.75%
Town Clerk's Expenses	317,801.00	16.96	28.27	39.58	0.30%
Tax Collector's Expenses	171,159.00	9.13	15.22	21.31	0.16%
Election & Registration	15,516.00	0.83	1.38	1.93	0.01%
Cemeteries	37,804.00	2.02	3.36	4.71	0.04%
General Gov't Bldgs	401,515.00	21.43	35.72	50.00	0.38%
Appraisal of Property	218,067.00	11.64	19.40	27.16	0.21%
Information Technology	279,771.00	14.93	24.89	34.84	0.27%
Town Museum	2,202.00	0.12	0.20	0.27	0.00%
Searles Building	8,193.00	0.44	0.73	1.02	0.01%
Legal Expenses	160,735.00	8.58	14.30	20.02	0.15%
Retirement Service Charges	0.00	0.00	0.00	0.00	0.00%
Insurance	326,566.00	17.43	29.05	40.67	0.31%
Contracted Police and Fire Services	0.00	0.00	0.00	0.00	0.00%
Police Department	3,566,140.00	190.33	317.21	444.09	3.41%
Dispatching	550,156.00	29.36	48.94	68.51	0.53%
Fire Department	4,103,786.00	219.02	365.03	511.05	3.92%
Emergency Management	6,500.00	0.35	0.58	0.81	0.01%
Community Development	532,100.00	28.40	47.33	66.26	0.51%
Town Highway Maintenance	1,118,930.00	59.72	99.53	139.34	1.07%
Street Lighting	15,263.00	0.81	1.36	1.90	0.01%
Solid Waste Disposal	1,263,682.00	67.44	112.41	157.37	1.21%
Health & Human Services	33,876.00	1.81	3.01	4.22	0.03%
General Assistance	50,704.00	2.71	4.51	6.31	0.05%
Library	1,257,309.00	67.10	111.84	156.57	1.20%
Recreation	221,997.00	11.85	19.75	27.65	0.21%
Historic Commission	7,719.00	0.41	0.69	0.96	0.01%
Conservation Commission	3,103.00	0.17	0.28	0.39	0.00%
Senior Center	5,173.00	0.28	0.46	0.64	0.00%
Cable TV Expenses	121,740.00	6.50	10.83	15.16	0.12%
Long Term Notes - P & I	470,798.00	25.13	41.88	58.63	0.45%
Tax Anticipation Note - Interest	1,200.00	0.06	0.11	0.15	0.00%
Capital Outlay	1,252,780.00	66.86	111.44	156.01	1.20%
Operating transfers out	30,000.00	1.60	2.67	3.74	0.03%
Trust Accounts	75,000.00	4.00	6.67	9.34	0.07%
Special Articles	8,776.00	0.47	0.78	1.09	0.01%
Total Town Portion of Tax Bill		930.00	1,550.00	2,170.00	16.65%
LOCAL SCHOOLS:					
FY21 Expenditures					
Golden Brook School	11,747,303.00	862.56	1,437.60	2,012.63	15.43%
Center School	5,319,219.00	390.57	650.95	911.33	6.99%
Middle School	6,717,090.00	493.21	822.01	1,150.82	8.82%
High School	13,195,439.00	968.89	1,614.81	2,260.74	17.33%
SAU	3,519,167.00	258.40	430.66	602.93	4.62%
School District	11,962,790.00	878.38	1,463.97	2,049.55	15.71%
Total Local Schools Portion of Tax Bill		3,852.00	6,420.00	8,988.00	68.96%
TOTAL 2021 TAX BILL:		\$ 5,586.00	\$ 9,310.00	\$ 13,034.00	100.00%

# COMPARATIVE STATEMENT

Unaudited	2021 APPROPRIATIONS	CARRYOVERS FROM 2020 TO 2021	TOTAL AMT AVAILABLE	EXPENDED 2021	CARRYOVERS FROM 2021 TO 2022	BALANCES UNEXPENDED (OVERDRAFTS)
<u>GENERAL GOVERNMENT</u>						
Town Officer's Salaries	3,330		3,330	3,090		240
Administration	819,735	47,149	866,884	786,776	67,543	12,565
Town Clerk's Expenses	369,725		369,725	318,562		51,163
Tax Collector's Expenses	182,200		182,200	171,247		10,953
Election and Registration	26,590		26,590	15,516		11,074
Cemetery	41,450	6,200	47,650	37,804	7,762	2,084
General Gov't Bldgs	408,930		408,930	401,368	5,166	2,396
Appraisal of Property	213,395		213,395	218,363	12,500	(17,468)
Information Technology	269,995		269,995	280,067		(10,072)
Town Museum	5,400		5,400	2,202		3,198
Searles Building	10,090		10,090	8,193		1,897
Legal Expenses	58,500		58,500	160,735		(102,235)
<u>PUBLIC SAFETY</u>						
Police Department	3,655,720		3,655,720	3,571,365		84,355
Contracted Details	5		5	-		5
Dispatching	541,820		541,820	550,413		(8,593)
Fire Department	4,076,125		4,076,125	4,107,575		(31,450)
Emergency Management	10,600		10,600	6,500		4,100
Community Development	594,950		594,950	533,114	3,347	58,489
<u>HWYS/STREETS/BRIDGES</u>						
Town Maintenance	1,182,540	36,380	1,218,920	1,122,483	4,500	91,937
Street Lights	18,520		18,520	15,263		3,257
<u>SANITATION</u>						
Solid Waste Disposal	1,283,420		1,283,420	1,261,355		22,065
<u>HEALTH</u>						
Health and Human Services	51,485		51,485	33,876		17,609
<u>WELFARE</u>						
General Assistance	45,540		45,540	50,704		(5,164)
<u>CULTURE &amp; RECREATION</u>						
Library	1,302,170		1,302,170	1,258,798		43,372
Recreation	260,550		260,550	222,292	18,745	19,513
Historic Comm.	7,300	7,897	15,197	7,719	6,490	988
Conservation Comm.	7,070		7,070	3,103		3,967
Senior Center	5,170		5,170	5,173		(3)
Cable TV Expenses	126,850		126,850	121,909		4,941
<u>DEBT SERVICE</u>						
Long Term Notes - P + I	470,878		470,878	470,798		80
Interest - TANS	500		500	1,200		(700)
<u>CAPITAL OUTLAY</u>						
Road Improvements	360,000		360,000	360,000		
Fire Truck E1 Replacement (Bond)	750,000		750,000	721,147	28,853	
Ambulance	93,770		93,770	92,133		1,637
Fire Department Roof	110,000		110,000		110,000	
Searles Improvement		104,658	104,658	6,079	98,579	
Town Common Beautification	50,000	50,000	100,000		100,000	
Purchase of Indian Rock Site	5,100		5,100		5,100	
Castlehill Rd Bridge	-	29,500	29,500	29,500		

Unaudited	2021 APPROPRIATIONS	CARRYOVERS FROM 2020 TO 2021	TOTAL AMT AVAILABLE	EXPENDED 2021	CARRYOVERS FROM 2021 TO 2022	BALANCES UNEXPENDED (OVERDRAFTS)
<u>OPERATING TRANSFERS OUT</u>						
Rail Trail Non-CRF	30,000		30,000	30,000		
<u>MISCELLANEOUS</u>						
Retirement Svc Charges	4,000		4,000			4,000
Insurance	352,370		352,370	326,566		25,804
Property Maintenance Trust	75,000		75,000	75,000		
Searles Revenue Fund	32,500		32,500			32,500
Town Forest Improvements		9,000	9,000	2,526		6,474
Marston-Finn Dam Grant				170		(170)
TOTALS	17,913,293	290,784	18,204,077	17,390,685	468,585	344,807
<u>OTHER GOVT'L DIVISIONS</u>						
School District	45,321,978		45,321,978	45,321,978		
County	2,575,107		2,575,107	2,575,107		
Village Districts	28,472		28,472	28,472		
TOTALS	65,838,850	290,784	66,129,634	65,316,242	468,585	344,807



# *EXPENDABLE HEALTH TRUST*

Month	Income	Premiums	Claims	Fees	Interest	End Balance
						\$ 62,508.73
Jan	\$ 24,799.96			\$ 1,030.92	\$ 14.31	\$ 86,292.08
Feb	\$ 50,452.01			\$ 85.23	\$ 16.02	\$ 136,674.88
Mar	\$ -			\$ -	\$ 17.41	\$ 136,692.29
Apr	\$ 74,152.71			\$ -	\$ 21.55	\$ 210,866.55
May	\$ 29,883.14			\$ 338.25	\$ 27.45	\$ 240,438.89
Jun	\$ 36,051.95			\$ -	\$ 29.79	\$ 276,520.63
Jul	\$ 28,505.78			\$ 79.75	\$ 29.69	\$ 304,976.35
Aug	\$ 35,400.95			\$ -	\$ 26.50	\$ 340,403.80
Sep	\$ 28,868.96			\$ 165.00	\$ 28.13	\$ 369,135.89
Oct	\$ 28,128.88	\$ 136,090.12		\$ 85.25	\$ 22.04	\$ 261,111.44
Nov	\$ 55,364.40	\$ 140,162.26		\$ -	\$ 16.39	\$ 176,329.97
Dec	\$ 23,904.34	\$ 124,581.29		\$ 27,003.65	\$ 13.41	\$ 48,662.78
Totals	\$ 415,513.08	\$ 400,833.67	\$ -	\$ 28,788.05	\$ 262.69	

The Expendable Health Trust fund was used in 2021 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 27,003.65 outflow reported in the fees column in December reflects the return of surplus the town received from HealthTrust that was owed to our retirees. The remaining surplus return is reflected as a reduced overall health insurance cost for the year.

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 2021:

Funded from Town operating budget	\$1,137,080
Funded from trust (employee co-pays)	<u>\$ 400,834</u>
<b>Total</b>	<b>\$1,537,914</b>

A portion of the premium costs funded by the Trust represents payments made on behalf of retirees who qualify for the Town's post-employment benefits program based on years of service. This year, \$2,460 in payments for retiree insurance premiums were funded from the trust.

# *FINANCE DEPARTMENT*

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 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 2021, the Finance office did not issue any new leases for town vehicles, but we obtained a \$750,000 loan to purchase a Fire Truck as approved under Articles 3 of the 2021 Town Meeting. We also obtained a Tax Anticipation Note of \$3,000,000 from Northway Bank in June and a Tax Anticipation Note of \$8,000,000 From the Bank of New England in December to meet the cash flow needs of the town.

My thanks go to all administrative staff for working together and going above and beyond during 2021, especially given the ongoing impact of COVID on our community. I want to also congratulate Robert Parker for earning a well-deserved promotion to Accounting Assistant in his second year with the Town of Windham.

## **Town Tax Rate Highlights**

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

Town Only Tax Rate Breakdown	2021	2020	2019
Gross Appropriations (Approved Budget)	\$17,913,293	\$17,030,564	\$18,566,989
Less: General Fund Revenues (see Chart A)	(\$8,672,136)	(\$8,251,397)	(\$10,927,363)
Plus: Overlay (abatements)	\$49,942	\$68,643	\$101,927
Plus: War Service Credits	\$274,000	\$272,000	\$255,550
Net to Raise via taxation	\$9,565,099	\$9,119,810	\$7,997,103
Town Tax Rate	\$3.10	\$2.99	\$3.33

Chart A – General Fund Revenue (for tax rate)	2021	2020	Difference
Licenses, Permits & Fees	\$4,506,170	\$4,413,133	\$93,037
State Revenues	1,589,208	1,494,440	94,768
Income from Depts, Other Taxes/Interest, Grants & Intergovernmental	900,762	916,882	(16,120)
Capital Reserve Funds	0	50,000	(50,000)
Sale of Municipal Property	9,000	7,750	1,250
Cable Franchise Fees	315,000	314,750	250
Interest on Investments	13,000	52,570	(39,570)
Transfers In from other funds (Searles, Trust Funds)	32,500	32,500	0
Funds from Other Sources (Bond/Conserv, Rev funds)	941,820	584,990	356,830
Use of prior year fund balance to reduce the tax rate	<u>364,676</u>	<u>384,382</u>	<u>(19,706)</u>
Total GF Revenue for tax rate (see chart above)	\$8,672,136	\$8,251,397	420,739
Impact of Funds directly offsetting appropriations	<u>0</u>	<u>0</u>	<u>0</u>
Net GF Revenue on which the tax rate is set	\$8,672,136	\$8,251,397	420,739

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

### **Other Town Revenues**

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

Other revenues are accepted by the Board via public hearings throughout the year. These include State, Federal, and private source grants and/or donations which are accepted and expended for a specified purpose during the year, and as such are not considered a general revenue to the Town for tax rate setting purposes.

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

- Approximately 52.4% of the Town’s annual budget is raised through general taxation. The other approximately 47.6% is from other revenue sources as noted in Chart A.
- Of the \$8.67 million general fund revenue collected in 2021, 18.3% came from State funding (Meals & Rooms Tax, State Highway Block Grant, State Shared Revenues and Other State revenue) and 4.2% was from use of fund balance, with the remaining 77.5% 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 2021 can be found below.

### **Budgeted versus Actual Revenue Highlights**

As seen in the Revenue report below which reflects the budgeted revenues for 2021 and the actual revenues for 2021 and 2020, this year’s revenues were \$324,238 (3.9%) over the budgeted amounts reported to the NH Department of Revenue Administration (DRA).

Comparing actual 2021 and 2020 revenues, the General Fund revenues decreased by \$242,988, mostly due to the \$964,579 decrease in proceeds from grants (only \$238,844 in revenue during 2021, versus \$1,203,424 in 2020).

After removing the impact of the grants on the town revenues, the total increase of \$721,591 was driven mostly by the \$345,155 increase in the distribution of the Rooms and Meals tax proceeds and by the \$370,000 increase in proceeds from the issuance of Bonds. Other notable increases include \$133,675 in motor vehicle permit fees, \$45,066 in Planning Board fees, \$78,429 in ambulance fees and \$89,901 in Insurance/Other Reimb/Refunds. These increases were offset by decreases of \$44,780 in Interest and Penalties on Taxes, \$96,700 in Shared Revenue Grant, \$14,985 in Building Permits, \$22,751 in Town Clerk Miscellaneous, \$17,354 in Police Special Duty/Contracted, \$37,968 in interest on deposits, \$50,000 in income from Trust Funds and \$13,170 in income from Conservation Funds. Due to an increase in gross appropriations that was only partly offset by the increase in revenues, the amount needed to be raised through taxation increased by \$445,289. 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, 2021						
Unaudited	DRA Budget	Actual	Actual	Increase	% of	Actual
	Revenue	Revenue	Revenue	(Decrease)	Estimate	Vs.
SOURCES OF REVENUE:	For 2021	2021	2020	21 vs. 20	Rec'd	Budget
<b>TAXES</b>						
Yield/Excavation Tax	\$ 3,600	\$ 3,596	\$ 3,152	\$ 444	99.9%	\$(4)
Interest & Penalties on Taxes	140,000	132,202	176,982	(44,780)	94.4%	(7,798)
Misc. Taxes - PILOT	9,436	14,258	15,031	(774)	151.1%	4,822
Boat Taxes	<u>16,725</u>	<u>18,075</u>	<u>14,117</u>	<u>3,958</u>	108.1%	<u>1,350</u>
<b>Subtotal Taxes</b>	<b>\$169,761</b>	<b>\$168,130</b>	<b>\$ 209,283</b>	<b>\$ (41,152)</b>	<b>99.0%</b>	<b>\$ (1,631)</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
Highway Block Grant	335,538	\$335,453	\$ 341,687	\$ (6,234)	100.0%	\$ (85)
Rooms and Meals	1,093,670	1,093,670	748,515	345,155	100.0%	0
Shared Revenue Grant	<u>0</u>	<u>0</u>	<u>96,700</u>	<u>(96,700)</u>	N/A	<u>0</u>
<b>Subtotal Intergovernmental Rev.</b>	<b>\$1,429,208</b>	<b>\$1,429,123</b>	<b>\$1,186,902</b>	<b>\$242,221</b>	<b>100.0%</b>	<b>\$ (85)</b>
<b>LICENSES AND PERMITS</b>						
M V Permit Fees	4,128,140	\$4,276,850	\$4,143,175	\$133,675	103.6%	\$148,710
Building Permits	<u>175,000</u>	<u>175,948</u>	<u>190,842</u>	<u>(14,895)</u>	100.5%	<u>948</u>
<b>Subtotal M V/Building Permits</b>	<b>\$4,303,140</b>	<b>\$4,452,797</b>	<b>\$4,334,017</b>	<b>\$118,780</b>	<b>103.5%</b>	<b>\$149,657</b>
Other Licenses and Permits:						
Dog Licenses	21,670	\$ 24,349	\$ 18,302	\$ 6,048	112.4%	2,679
Animal Officer Fees	100	100	1,500	(1,400)	100.0%	-
Planning Board Fees	38,000	62,151	17,086	45,066	163.6%	24,151
Board of Adjustment Fees	11,660	12,856	7,737	5,119	110.3%	1,196
Town Clerk Miscellaneous	50,770	43,172	65,923	(22,751)	85.0%	(7,598)
Gun Permits	<u>1,000</u>	<u>870</u>	<u>1,620</u>	<u>(750)</u>	87.0%	<u>(130)</u>
<b>Subtotal Other Licenses/Permits</b>	<b>\$123,200</b>	<b>\$143,498</b>	<b>\$ 112,167</b>	<b>\$ 31,331</b>	<b>116.5%</b>	<b>\$ 20,298</b>
<b>CHARGES FOR SERVICES</b>						
Cable TV Fees	315,000	\$287,487	\$ 293,428	\$ (5,941)	91.3%	\$(27,513)
Special Duty-Contracted Police	14,000	15,944	33,299	(17,354)	113.9%	1,944
Welfare Reimbursements	1,500	-	7,504	(7,504)	0.0%	(1,500)
Community Dev Miscellaneous	1,000	1,097	10,014	(8,917)	109.7%	97
Police Dept Miscellaneous	2,000	1,648	4,137	(2,489)	82.4%	(352)
Ambulance Fees	530,000	521,874	443,445	78,429	98.5%	(8,126)
Fire Dept Miscellaneous	28,000	40,570	33,811	6,759	144.9%	12,570
Transfer Station Fees	68,000	71,571	81,525	(9,954)	105.3%	3,571
Police - Accident Reports	2,000	2,239	1,982	257	112.0%	239
Recreation - Beach Income	<u>2,275</u>	<u>2,278</u>	<u>-</u>	<u>2,278</u>	100.1%	<u>3</u>
<b>Subtotal Charges for Services</b>	<b>\$963,775</b>	<b>\$944,708</b>	<b>\$ 909,145</b>	<b>\$ 35,563</b>	<b>98.0%</b>	<b>\$(19,067)</b>
<b>MISCELLANEOUS REVENUES</b>						
Interest on Deposits	13,000	\$ 12,246	\$ 50,214	\$(37,968)	94.2%	\$ (754)
Sale of Town Property	9,000	21,427	53,671	(32,244)	238.1%	12,427
Other State/Fed Grants/FEMA	239,830	238,844	1,203,424	(964,579)	99.6%	(986)
Insurance/Other Reimb/Refunds	50,000	237,458	147,556	89,901	474.9%	187,458
Parking Fines	600	535	645	(110)	89.2%	(65)
Town Building Rent	500	1,325	275	1,050	265.0%	825
Selectmen Miscellaneous	7,800	12,516	13,991	(1,475)	160.5%	4,716
Donations	<u>23,326</u>	<u>27,272</u>	<u>10,711</u>	<u>16,560</u>	116.9%	<u>3,946</u>
<b>Subtotal Miscellaneous Revenue</b>	<b>\$344,056</b>	<b>\$551,623</b>	<b>\$1,480,487</b>	<b>\$(928,865)</b>	<b>160.3%</b>	<b>\$207,567</b>
<b>OTHER FINANCING SOURCES</b>						
Income from Trust Funds	\$0	\$0	\$50,000	\$ (50,000)	N/A	0
Income from Conservation Funds	191,820	191,820	204,990	(13,170)	N/A	0
Proceeds from Bond Issuance	750,000	750,000	380,000	370,000	100.0%	0
Income from Revenue Funds	<u>32,500</u>	<u>12,975</u>	<u>7,696</u>	<u>5,279</u>	39.9%	<u>(19,525)</u>
<b>Subtotal Other Financing Sources</b>	<b>\$974,320</b>	<b>\$954,795</b>	<b>\$642,686</b>	<b>\$312,109</b>	<b>98.0%</b>	<b>(19,525)</b>
<b>TOTAL REVENUES</b>	<b>\$8,307,460</b>	<b>\$8,644,673</b>	<b>\$8,874,686</b>	<b>\$ (230,013)</b>	<b>104.1%</b>	<b>337,213</b>
Revenues without Bonds	\$7,557,460	\$7,894,673	\$8,494,686	\$ (600,013)	104.5%	337,213

## **Balance Sheet**

The following represents the General Fund balance sheet as of December 31, 2021 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, 2021

ASSETS:	
Cash	9,418,327
Taxes receivable, net	22,953,478
Accounts receivable	286,707
Restricted cash - performance bonds	448,231
Other assets	950
Total Assets	\$33,107,693
LIABILITIES & FUND BALANCES:	
Liabilities	
Accounts payable and accruals	(117,943)
Tax abatements payable	212,965
Deposits	448,231
Deferred revenue/inflow of resources	265,557
Due to other governments, funds	22,843,109
Tax Anticipation Note Principal	8,000,000
Other liabilities	624,223
Total Liabilities	\$32,276,142
Fund Balances	
Committed fund balance	342,532
Assigned fund balance	126,053
Unassigned fund balance	\$ 362,966
Total Fund Balances	\$ 831,551
Total Liabilities & Fund Balances	\$33,107,693

## **Town Debt**

The full Statement of Bonded Indebtedness at the end of 2021 is as follows: A loan taken in 2017 for the Fire Quint Aerial Truck (\$850,000), two loans taken through the NH Municipal Bond Bank in 2019 for conservation land (\$2,000,000) and the water rights to 200,000 gallons/day (\$715,000), the two loans taken in 2020 from Northway Bank for Searles improvements (\$300,000) and the Rail Trail (\$80,000), the 2021 loan for a Fire Truck (\$750,000) and a Tax Anticipation loan (\$8,000,000) taken in December 2021 that was fully repaid in January 2022. 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 and the water rights bond payments are expected to be partially or fully covered over time by the connection fees that will be collected from the water users.

### Fire Quint Aerial Truck Loan:

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 2021: \$407,689.77

Years	Beginning Principal	Principal Paid	Interest Paid	Ending Principal	Total Payment
2022	\$407,689.77	\$94,089.04	\$2,497.10	\$313,600.73	\$96,586.14
2023	\$313,600.73	\$88,902.92	\$7,683.22	\$224,697.81	\$96,586.14
2024	\$224,697.81	\$91,081.04	\$5,505.10	\$133,616.77	\$96,586.14
2025	\$133,616.77	\$93,312.53	\$3,273.61	\$40,304.24	\$96,586.14
2026	\$40,304.24	\$40,304.24	\$987.45	\$0	\$41,291.69
Total:		\$407,689.77	\$19,946.48		\$427,636.25

### Clyde Pond Conservation Land Loan:

Original Issue: \$1,764,500.00 / July 2019 / New Hampshire Municipal Bond Bank / True Interest Cost of 2.13% (adjusted for premium received), 15 year term, level principal payments.

Purpose: Purchase of conservation land – Clyde Pond

Remaining Principal at the end of 2021: \$1,525,000.00.

Years	Beginning Principal	Principal Paid	Interest Paid	Remaining Principal	Total Payments
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		\$1,525,000.00	\$403,513.76		\$1,928,513.76

**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: \$631,500.00 / July 2019 / New Hampshire Municipal Bond Bank / True Interest Cost of 2.13% (adjusted for premium received), 15 year term, level principal payments.

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

Remaining Principal at the end of 2021: \$540,000.00.

Years	Beginning Principal	Principal Paid	Interest Paid	Remaining Principal	Total Payment
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

Years	Beginning Principal	Principal Paid	Interest Paid	Remaining Principal	Total Payment
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		\$540,000.00	\$141,040.00		\$681,040.00

**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.

#### Fire Truck Loan:

Original Issue: \$631,125.00 / July 2021 / New Hampshire Municipal Bond Bank / True Interest Cost of 0.81% (adjusted for premium received), 8 year term, level principal payments.

Purpose: Purchase of a Fire Truck.

Remaining Principal at the end of 2021: \$631,125.00.

Years	Beginning Principal	Principal Paid	Interest Paid	Remaining Principal	Total Payment
2022	\$631,125.00	\$76,125.00	\$32,545.02	\$555,000.00	\$108,670.02
2023	\$555,000.00	\$80,000.00	\$28,305.00	\$475,000.00	\$108,305.00
2024	\$475,000.00	\$80,000.00	\$24,225.00	\$395,000.00	\$104,225.00
2025	\$395,000.00	\$80,000.00	\$20,145.00	\$315,000.00	\$100,145.00
2026	\$315,000.00	\$80,000.00	\$16,065.00	\$235,000.00	\$96,065.00
2027	\$235,000.00	\$80,000.00	\$11,985.00	\$155,000.00	\$91,985.00
2028	\$155,000.00	\$80,000.00	\$7,905.00	\$75,000.00	\$87,905.00
2029	\$75,000.00	\$75,000.00	\$3,825.00	\$0.00	\$78,825.00
Total		\$631,125.00	\$145,000.02		\$776,125.02

**Note:** While we received \$750,000.00 in loan proceeds and by the end of the loan we will only pay \$26,125.02 in interest for a total of \$776,125.02, the loan was legally structured as a \$631,125.00 loan at a variable interest rate.

#### Searles Loan:

Original Issue: \$300,000.00 / September 2020 / Northway Bank / Interest rate of 2.3%, 12 year term, level payments.

Purpose: Searles building repairs

Remaining Principal at the end of 2021: \$276,826.24.

Years	Beginning Principal	Principal Paid	Interest Paid	Ending Principal	Total Payment
2022	\$276,826.25	\$22,403.42	\$6,367.00	\$254,422.83	\$28,770.42
2023	\$254,422.83	\$22,918.69	\$5,851.73	\$231,504.14	\$28,770.42
2024	\$231,504.14	\$23,445.82	\$5,324.60	\$208,058.32	\$28,770.42
2025	\$208,058.32	\$23,985.08	\$4,785.34	\$184,073.24	\$28,770.42
2026	\$184,073.24	\$24,536.74	\$4,233.68	\$159,536.50	\$28,770.42
2027	\$159,536.50	\$25,101.08	\$3,669.34	\$134,435.42	\$28,770.42
2028	\$134,435.42	\$25,678.41	\$3,092.01	\$108,757.01	\$28,770.42
2029	\$108,757.01	\$26,269.01	\$2,501.41	\$82,488.00	\$28,770.42
2030	\$82,488.00	\$26,873.20	\$1,897.22	\$55,614.80	\$28,770.42
2031	\$55,614.80	\$27,491.28	\$1,279.14	\$28,123.52	\$28,770.42
2032	\$28,123.52	\$28,123.52	\$646.90	\$0.00	\$28,770.42
Total		\$276,826.25	\$39,648.37		\$316,474.62



**Rail Trail Loan:**

Original Issue: \$80,000.00 / September 2020 / Northway Bank / Interest rate of 1.8%, 2 year term, level payments.

Purpose: Rail Trail

Remaining Principal at the end of 2021: \$40,222.00.

Years	Beginning Principal	Principal Paid	Interest Paid	Ending Principal	Total Payment
2022	\$40,222.00	\$40,222.00	\$724.00	\$0.00	\$40,946.00
Total		\$40,222.00	\$724.00		\$40,946.00

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.

**Tax Anticipation Loans:**

We borrowed \$3,000,000 in June on a Tax Anticipation Note from Northway Bank, which we fully repaid in the same month incurring \$1,200 in interest, then due to school funding needs and a delay in the issuance of the tax bills we borrowed \$8,000,000 in December on a Tax Anticipation Note from The Bank of New England that was repaid in January 2022 incurring \$3,111 in interest.

**School District Payments:**

Payments to the Windham School District for 2021 are summarized as follows:

Due to School District as of December 31, 2020	\$23,227,341
Total School District Funds Raised through 2021 Tax Rate	\$45,321,978
Total Transferred Out to School District during 2021	(\$45,727,341)
Balance due to School District as of December 31, 2021	\$22,821,978

**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):	2021	2020	2019	2018
Available for tax rate setting	\$664,676	\$684,382	\$1,090,360	\$939,236
Amount used to reduce next year's tax rate	\$364,676	\$384,382	\$790,360	\$639,236
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, the only refund during 2021 (for \$1,908.87 in school impact fees) was made to correct a mistake in the initial impact fee calculation for that property.

	Beginning Balance 12/31/2020	Income	Disbursements	Interest	Finance Balance 12/31/21
Cable TV Trust Fund	\$330,196.23	\$22,000.00	\$45,768.08	\$456.89	\$306,885.04
Searles Special Revenue	\$11.03	\$12,974.50	\$9,067.27	\$3.70	\$3,921.96
Searles Donation Fund	\$601.41			\$0.80	\$602.21
Friends of Searles	\$369.70			\$0.50	\$370.20
Expendable Health Trust	\$62,508.73	\$415,513.08	\$305,040.43	\$262.69	\$173,244.07
Cemetery Operation Fund	\$138,444.30	\$6,800.00	\$12,600.00	\$188.25	\$132,832.55
Conservation Land Trust	\$686,496.39	\$344,707.46	\$206,306.91	\$1,066.68	\$825,963.62
Road Bond Fund	\$9,420.79			\$12.67	\$9,433.46
Law Enforcement Fund	\$988.76			\$1.32	\$990.08
Recreation-Programs	\$30,959.30	\$68,414.00	\$85,169.49	\$3.71	\$14,207.52
Bridge to Beautification	\$8,918.58			\$11.99	\$8,930.57
Conservation Grant Fund	\$2,199.46			\$2.95	\$2,202.41
Police Public Safety Revolve Fd	\$67,258.79	\$130,994.50	\$120,921.86	\$50.85	\$77,382.28
Fire Public Safety Revolve Fd	\$24,136.02	\$47,000.00	\$59,256.11	\$33.93	\$11,913.84
Subdivision Fees	\$84,320.45	\$49,814.55	\$39,680.16	\$56.77	\$94,511.61
Rte 28 Emergency Fund	\$11,477.11			\$15.43	\$11,492.54
Rail to Trail Fund	\$102.24			\$0.13	\$102.37
Fire Cistern Special Rev Fund	\$2,015.98			\$2.71	\$2,018.69
Forest Maintenance Fund	\$50,836.47	\$126.02	\$126.02	\$68.22	\$50,904.69
NH Municipal Bond Bank	\$0.00	\$28,853.24		\$10.67	\$28,863.91
Police Impact Fee	\$99,056.13	\$25,714.00	\$22,889.40	\$106.07	\$101,986.80
Fire Impact Fee	\$233,775.77	\$39,075.04		\$159.10	\$273,009.91
School Impact Fees (Separate)	\$185,440.97	\$168,283.01	\$217,886.07	\$103.86	\$135,941.77
Total	\$2,029,534.61	\$1,360,269.40	\$1,124,711.80	\$2,619.89	\$2,267,712.10

The collective cash balances for the special funds were invested as follows as of December 31, 2021 (represents actual bank statement balances adjusted for timing of deposits/withdrawals):

Citizens Bank Operating Accounts – earning 0.1%	\$1,998,430.71
Enterprise Bank Investment Account – earning 0.1%	\$257,031.24
TD Bank Merchant Account – earning 0.0%	\$12,250.15

**Performance Bonds** As of 12/31/2021, 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	\$2,020.81
7 Rockingham Rd.	Cash	\$7,077.23
Canobie Lake Vet	Cash	\$5,037.93
Chapin Rd. - Restoration Road Bond	Cash	\$20,230.15
Comcast/Adelphia (Cable TV)	Insurance Co Bond	\$75,000.00
Cricket Ridge	Cash	\$12,746.05
Flat Rock	Letter of Credit	\$1,184,626.50
Gateway Park Completion	Cash	\$2,030.09
Gateway Park Performance Bond	Cash	\$132,954.54
Highclere	Letter of Credit	\$340,797.90

Project	Type	Current Balance
Johnny Hill Estates	Cash	\$103,337.78
Libbey Rd	Restoration Bond	\$10,000.00
London Bridge South II	Letter of Credit	\$180,817.50
McIntosh Hollow	Letter of Credit	\$20,472.00
Medicus	Cash	\$6,096.36
Napa Estates	Cash	\$16,898.65
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	\$8,544.72
Thorndike	Insurance Co Bond	\$114,795.95
Walkers Woods	Letter of Credit	\$124,425.78
Wall St/International	Cash	\$33,687.17
Weston Estates	Cash	\$54,353.25
White Mountain Cable Construction (Cable TV)	Insurance Co Bond	\$20,000.00
Winslow Homes	Letter of Credit	\$24,831.60
Wood Meadow Phase 1	Letter of Credit	\$26,059.00
Wood Meadow Phase 2	Letter of Credit	\$56,189.00
Wood Meadow Phase 3	Letter of Credit	\$78,198.60
Woodside South II - L/C 27029, Enterprise	Cash	\$42,113.10
Total Performance Bonds		\$3,061,181.66

Please visit the Finance page of the Town's website for periodic Board reports and other finance related items. I encourage anyone to contact us directly with any questions or for more Town financial information.

Respectfully submitted,



Daniel Popovici-Muller, Finance Director

# IMPACT FEES ASSESSED AND COLLECTED - 2021

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 2021 BUILDING PERMIT ISSUANCES

NAME	LOT #	STREET	DATE	SCHOOL	--ASSESSMT DATE (PERMIT ISSUED)--		--COLLECTION DATE (CO ISSUED)--		
					PUBLIC SAFETY		DATE	SCHOOL	PUBLIC SAFETY
Meadow Creek Homes	25-B-9022	4 Acadia Rd	01/25/21		4,288.00	1,621.00	9/27/2021	4,288.00	1,621.00
Ruby Holdings	11-A-1720	36 Highclere Rd	02/04/21		6,357.87	1,460.00	11/8/2021	6,357.87	1,460.00
Ruby Holdings	11-A-1711	34 Highclere Rd	02/24/21		6,357.87	1,460.00			
Currier Homes	14-B-2607	6 Ashton Park	02/25/21		6,357.87	1,460.00	11/15/2021	6,357.87	1,460.00
Stephen Miller	6-A-207	7 Country Village Rd	03/01/21		6,357.87	1,460.00			
Del Ray Place LLC	24-F-602	10 Del Ray Dr	03/08/21	+55		1,460.00	10/14/2021		1,460.00
DC Dev & Construction	20-D-2309	33 Burnham Rd	03/19/21		4,288.00	1,621.00	12/28/2021	4,288.00	1,621.00
Ruby Holdings	11-A-1711	31 Highclere Rd	03/25/21		6,357.87	1,460.00			
KCL Homes	13-C-15	7 McIntosh Hollow	04/07/21		6,357.87	1,460.00			
Ruby Holdings	11-A-1716	44 Highclere	04/13/21		6,357.87	1,460.00			
Derek & Jessica Chasse	25-R-9013	15 Glendenin	04/16/21		4,288.00	1,621.00			
Del Ray LLC	24-F-602	18 Del Ray	04/19/21	+55		1,460.00			
Del Ray LLC	24-F-602	22 Del Ray	04/19/21	+55		1,460.00	12/14/2021		1,460.00
Del Ray LLC	24-F-602	20 Del Ray	04/19/21	+55		1,460.00	11/4/2021		1,460.00
KCL Homes	25-G-32	14 Lavender Ln	04/20/21		6,357.87	1,460.00			
NTC Real Estate Development	25-G-155	28 Emerson Rd	04/26/21		6,357.87	1,460.00	11/4/2021	6,357.87	1,460.00
GBQ Homes LLC	3-B-291	41 Flat Rock Rd	05/04/21		6,357.87	1,460.00			
John Bash	7-A-790	4 Leeds Rd	05/04/21		6,357.87	1,460.00			
Paul Capicik	21-V-253	16 Fish Rd	05/04/21		6,357.87		11/17/2021	6,357.87	
Brothers Homes LLC	25-R-9011	14 Glendenin	05/14/21		4,288.00	1,621.00			
Meadow Creek Homes	25-R-9023	6 Acadia	06/07/21		4,288.00	1,621.00			
Del Ray LLC	24-F-602	5 Del Ray Dr	06/16/21	+55		1,460.00			
Del Ray LLC	24-F-602	24 Del Ray Dr	06/16/21	+55		1,460.00			
Aragon Dev LLC	13-K-12	32 Dorion Rd	06/16/21		6,357.87				
Meadow Creek Homes	25-R-6261	8 Acadia Dr	06/23/21		4,288.00	1,621.00			
Meadow Creek Homes	25-R-6262	10 Acadia Dr	06/23/21		4,288.00	1,621.00			
Brothers LLC	25-R-9019	27 Glendenin	06/29/21		4,288.00	1,621.00			
ADC	11-A-1714	48 Highclere Rd	07/15/21		6,357.87	1,460.00			
L Stephan HIR	3-B-302	10 Lilac Ridge Rd	07/20/21		6,357.87	1,460.00			
GBQ Homes	3-B-301	12 Lilac Ridge Rd	07/20/21		6,357.87	1,460.00			
Dipietro Homes	19-B-2001	102 Castle Hill Rd	07/29/21		6,357.87	1,460.00			
Glenn Corbett	20-D-2307	39 Burnham Rd	08/04/21		4,288.00	1,621.00			
AIMEE FERRY	21-C-71	4 Chapin Rd	08/27/21		6,357.87	1,460.00			
Pelligrino	11-A-1733	9 Chestnut St	09/14/21		6,357.87	1,460.00			
Micheal Silver	20-D-4014	11 Burnham Rd	09/20/21		6,357.87	1,460.00			
GBQ Homes LLC	3-8-293	5 Lilac Ridge Rd	10/05/21		6,357.87	1,460.00			
GBQ Homes LLC	3-8-294	7 Lilac Ridge Rd	10/05/21		6,357.87	1,460.00			
ADC/Ruby Holdings	11-A-1706	17 Highclere	11/08/21		6,357.87	1,460.00			
Anthony Losco	11-A-410	10 Haverhill	12/10/21		6,357.87	1,460.00			
Robert Pace	20-D-2308	37 Burnham Rd	12/13/21		6,357.87	1,460.00			
Charles Hannah/ KCL Homes	17-L-62A	23 Farmer	12/15/21		6,357.87	-			
GBQ Homes LLC	3-B-306	2 Lilac Ridge Rd	12/22/21		6,357.87	1,460.00			

ASSESSMENTS IN PRIOR YEARS (COLLECTED IN 2021 AT ISSUANCE OF CERTIFICATE OF OCCUPANCY)

--ASSESSMT DATE (PERMIT ISSUED)-- --COLLECTION DATE (CO ISSUED)--								
NAME	LOT #	STREET	DATE	SCHOOL	PUBLIC SAFETY	DATE	SCHOOL	PUBLIC SAFETY
IRR Office Park LLC	11-C-701	1B Wall Street	5/8/2019		12,360.00	4/5/2021		12,360.00
Delray	24-F-627	67 Ryan Farm Rd	6/11/2019	+55	1,460.00	2/12/2021		1,460.00
Delray Place LLC	24-F-602	2 Delray Drive Condo 14	9/18/2019	+55	1,460.00	5/18/2021		1,460.00
Delray Place LLC	24-F-602	4 Delray Drive Condo 15	9/18/2019	+55	1,460.00	5/18/2021		1,460.00
Debroah Croatti	24-F-300	11 Ryan Farm Rd	02/24/20		6,357.87	9/29/2021	6,357.87	1,460.00
Nathan and Carin Rogers	25-E-420	17 Abbott Rd	4/2/2020		6,357.87	2/18/2021	6,357.87	
KCL Homes	7-A-411	1 Netherwood	04/21/20		6,357.87	2/18/2021	6,357.87	1,460.00
Del Ray Place LLC	24-F-602	6 Del Ray	05/15/20	+55	1,460.00	3/19/2021		1,460.00
Del Ray Place LLC	24-F-602	8 Del Ray	05/15/20	+55	1,460.00	9/27/2021		1,460.00
Lebel Inv Tr	16-P-570	21 Third Street	05/28/20		6,357.87	10/29/2021	6,357.87	
Gonzalex	17-L-55	9 Farmer Rd	06/02/20		6,357.87	11/19/2021	6,357.87	
Ruby Holdings	11-A-1718	40 Highclere	06/11/20		6,357.87	5/5/2021	6,357.87	1,460.00
Ruby Holdings	11-A-1715	46 Highclere	06/11/20		6,357.87	2/16/2021	6,357.87	1,460.00
Christopher Burns	25-R-9021	31 Glendenin Rd	08/03/20		4,288.00	6/28/2021	4,288.00	1,621.00
Dipietro Homes, LLC	11-A-1734	10 Chestnut St	08/25/20		6,357.87	9/22/2021	6,357.87	1,460.00
Currier Homes of Winslow, LLC	14-B-2614	20 Ashton Park Rd	08/26/20		6,357.87	2/19/2021	6,357.87	1,460.00
Scott McFeeley	25-G-36	13 Lavender Ln	09/14/20		6,357.87	7/20/2021	6,357.87	1,460.00
Trevor Jeanson	7-A-726	5 Cardiff Rd	09/16/20		6,357.87	12/1/2021	6,357.87	1,460.00
Wood Meadow Land Dev, LLC	25-R-6265	5 Acadia Dr	09/16/20		4,288.00	9/27/2021	4,288.00	1,621.00
Ten Harris Road, LLC	13-B-85	10 Harris Rd	09/21/20		3,405.04	1/29/2021		3,405.04
KCL Homes, LLC	25-G-42	5 Stoney Brook Ln	09/29/20		6,357.87	8/4/2021	6,357.87	1,460.00
Fitzpatrick	25-G-41	3 Stoney Brook Ln	10/05/20		6,357.87	8/26/2021	6,357.87	1,460.00
Del Ray LLC	24-F-602	16 Del Ray Dr	10/06/20	+55	1,460.00	6/24/2021		1,460.00
Pawtucket Rd Land Holdings LLC	20-D-2310	31 Burnham	10/09/20		4,388.00	10/29/2021	4,388.00	1,621.00
Deluca	21-H-15B	5 Cheryl Rd (SC)	10/27/20		6,357.87	5/26/2021	6,357.87	
KCL Homes	13-C-9	10 McIntosh Hollow Rd	10/30/20		6,357.87	11/12/2021	6,357.87	1,460.00
Meadow Creek Homes	25-R-8012	32 Glendenin	11/16/20		4,288.00	12/21/2021	4,288.00	1,621.00
Meadow Creek Homes	25-R8011	30 Glendenin	11/16/20		4,288.00	8/19/2021	4,288.00	1,621.00
London Bridge So	14-B-2602	1 Ashton Park	12/03/20		6,357.87	5/20/2021	6,357.87	1,460.00
Del Ray LLC	24-F-602	12 Del Ray LLC	12/14/20	+55	1,460.00	8/4/2021		1,460.00
Del Ray LLC	24-F-602	14 Del Ray Dr	12/14/20	+55	1,460.00	8/11/2021		1,460.00
Corbett	20-D-2306	41 Burnham Rd	12/29/20		6,357.87	11/19/2021	6,357.87	1,460.00
Perry / KCL Homes	25-G-35	17 Lavender Ln	12/29/20		6,357.87	12/1/2021	6,357.87	1,460.00

IMPACT FEES - AMOUNT DISBURSED 2021

Disbursed To:	Date:	Purpose:	Type	Amount	Originally Assessed
Windham School District	6/15/2021	Annual bond payments	School	210,916.20	N/A
29 Burnham Road	8/24/2021	Impact Fee Refund - Overpayment	School	1,908.87	N/A
DEM Electric	12/14/2021	AC Facility Electric Upgrade	Public Safety	7,073.00	N/A
DEM Electric	10/19/2021	AC Facility Electric Upgrade	Public Safety	7,073.00	N/A
DEM Electric	9/21/2021	AC Facility Alarm Upgrade	Public Safety	3,265.00	N/A
Port One	2/9/2021	AC Facility Design Plans	Public Safety	4,900.00	N/A

# INDEPENDENT AUDIT - 2019



## PLODZIK & SANDERSON

*Professional Association/Certified Public Accountants*

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### INDEPENDENT AUDITOR'S REPORT

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

We have audited the accompanying financial statements of the governmental activities, each major fund, and aggregate remaining fund information of the Town of Windham as of and for the year ended December 31, 2019, 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, each major fund, and aggregate remaining fund information of the Town of Windham, as of December 31, 2019, 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 2019 the Town adopted new accounting guidance, Governmental Accounting Standards Board (GASB) Statement No. 84, *Fiduciary Activities*. 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*

June 30, 2021



## **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, 2019. 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 \$20.5 million at the end of 2019, which represents a decrease of \$1.1 million, or 4.97% compared to the \$21.6 million we recorded at the end of 2018.

### **Statement of Net Position**

The following is a summary of condensed government-wide financial data showing net position as of December 31, 2019 and December 31, 2018:

		12/31/2019	12/31/2018	%Change
Cash, receivables & other assets		\$5,131,189	\$24,553,425	-79.10%
Capital assets, net		38,018,261	37,054,923	2.60%
	Total Assets	43,149,450	61,608,348	-29.96%
Deferred outflows of resources		1,429,966	2,125,598	-32.73%
Other liabilities		577,241	20,544,040	-97.19%
Bonds, leases & long-term liabilities		21,540,735	20,119,426	7.06%
	Total Liabilities	22,117,976	40,663,466	-45.61%
Deferred inflows of resources		1,900,184	1,433,737	32.53%
Net position:				
Net investment in capital assets		34,281,237	36,060,250	-4.93%
Restricted		579,790	526,721	10.08%
Unrestricted		(14,299,771)	(14,950,228)	-4.35%
	Total Net Position	\$20,561,256	\$21,636,743	-4.97%

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 (\$34.3 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 (\$580 thousand or 2.8%) 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 – Net Position for further details). The remaining portion (-\$15.0 million or -69.5%) 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, 2019 and December 31, 2018:

		12/31/2019	12/31/2018	% Change
Program revenues:				
Charges for services		\$1,219,168	\$1,191,723	2.30%
Operating grants and contributions		347,273	456,531	-23.93%
Capital grants and contributions		92,444	56,800	62.75%
	Total program	1,658,885	1,705,054	-2.71%
General revenues:				
Property & other taxes		8,722,340	7,922,906	10.09%
Licenses & permits		4,352,369	4,335,163	0.40%
Grants & contributions		1,159,670	808,200	43.49%
Other general revenues		1,034,372	613,232	68.68%
	Total general	15,268,751	13,679,501	11.62%
	Total revenues	16,927,636	15,384,555	10.03%
Program expenses:				
General government		3,316,874	3,313,820	0.09%
Public safety		8,031,824	7,642,053	5.10%
Highways and streets		2,737,784	2,711,031	0.99%
Health and welfare		92,519	98,546	-6.12%
Water distribution and treatment		727,874	0	N/A
Sanitation		1,122,707	998,660	12.42%
Culture, recreation, conservation		1,903,144	1,731,638	9.90%
Interest		70,397	12,806	449.72%
	Total expenses	18,003,123	16,508,554	9.05%
Increase(decrease) in net position		(1,075,487)	(1,123,999)	-4.32%
Net position, beginning		21,636,743	22,760,742	-4.94%
Net position, ending		\$20,561,256	\$21,636,743	-4.97%

The Town's net position decreased by \$1.1 million, or (4.97%) during 2019, as compared to a decrease of \$1.1 million, or (4.94%) in the previous year. The primary funding source for governmental activities are taxes (52% of all revenues) and licenses/permits (26% of all revenues). Total 2019 revenues of \$16.9 million were lower than the 2019 expenses of \$18 million, leading to the decrease in net position. Revenue in 2019 was higher than the 2018 revenue by \$1.54 million (10%). This increase was mostly driven by an increase of \$799 thousand in property and other tax revenues and an increase of \$421 thousand in other general revenues, offset by decreases of \$109 thousand in operating grants and contributions.

Total expenses during 2019 of \$18 million were higher than 2018 expenses of \$16.5 million by \$1.5 million (9.05%). The largest increases were in water distribution treatment by \$728 thousand and in Public Safety by \$390 thousand.

## Financial Analysis of Town of Windham Funds

**Governmental Funds.** At the end of 2019 and 2018, the combined fund balances for all governmental funds were as follows (details in Exhibit C-3):

	<u>2019</u>	<u>2018</u>
General Fund	\$1,678,093	\$1,711,538
Other Governmental Funds	2,556,373	1,736,981
Total Governmental Fund Balance	<u>\$4,234,466</u>	<u>\$3,448,519</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, 2019 to December 31, 2018, the total fund balance on the Governmental Funds Balance Sheet as of December 31, 2019 of \$4.2 million was higher than the \$3.4 million as of December 31, 2018. 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 \$1.1 million increased by approximately \$136 thousand as compared to the 2018 balance of \$930 thousand. These other governmental funds are restricted for the purposes originally established at the time of appropriation. The largest single funds on December 31, 2019 were the Public Safety Impact Fees Fund with a fund balance of \$517 thousand (increasing by \$141 thousand over the previous year) and the Cable and Health Expendable Trust with a fund balance of \$360 thousand (decreasing by \$4 thousand over the previous year). The other fund balances did not see meaningful changes.

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 2019. 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>2019</u>	<u>2018</u>
Total fund balance – budgetary basis	\$1,204,057	\$1,333,948
Portion designated as committed	(9,000)	(78,855)
Portion designated as assigned	(434,295)	(164,733)
Available for tax rate setting (Unassigned)	<u>\$760,762</u>	<u>\$1,090,360</u>

The amount of the December 31, 2018 fund balance used to reduce the 2019 tax rate was \$790 thousand, as compared to \$639 thousand used for the 2018 tax rate. After this reduction, the net unassigned fund balance as of December 31, 2019 ended up at \$761 thousand 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 \$18.3 million, along with the use of \$790 thousand in fund balance, supported the overall actual expenditures and other financing uses of \$18.5 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 higher than those budgeted, and total expenditures were lower than those budgeted, resulting in a negative combined budgetary variance of \$526 thousand.

	Final Budget	Actual (Budgetary Basis)	Variance
Revenues	\$14,897,629	\$15,459,683	(\$562,054)
Bond Proceeds	2,846,500	2,805,000	41,500
Expenditures	(18,409,489)	(18,322,483)	(87,006)
Transfers Out	(125,000)	(206,798)	81,798
Net	(\$790,360)	(\$264,598)	(\$525,762)

Actual revenues and bond proceeds in were higher than the final budgeted amounts by a combined \$521 thousand. This was primarily due to various differences in actual amounts collected by the Town, including increases in taxes (\$70 thousand), charges for services (\$106 thousand) and miscellaneous (\$354 thousand) through the end of fiscal 2019, as compared to budgeted amounts set in the fall of 2018. 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 \$5 thousand, resulting in a positive budgetary variance. The variance was driven by savings of \$163k in public safety, and \$75k in culture and recreation, offset by higher than budgeted spending in general government (\$68k), sanitation (\$9k) and welfare (\$7k). 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, 2019 totaled \$18.3 million, as compared to \$14.6 million for the previous year, for an increase of \$3.7 million, or 25.1%. This was primarily due to an increase in bond proceeds (\$2.8 million), Miscellaneous revenue (\$454 thousand) and intergovernmental revenue (\$398 thousand), offset by a \$89 thousand decrease in operating transfers.

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:

	2019	2018	% Change
Revenues:			
Taxes	\$ 7,979,447	\$ 7,919,858	0.8%
Licenses and Permits	4,350,869	4,335,163	0.4%
Intergovernmental	1,547,336	1,149,231	34.6%
Charges for Services	943,597	928,108	1.7%
Miscellaneous	638,434	183,983	247.0%
Total revenues	15,459,683	14,516,343	6.5%
Bond Proceeds	2,805,000	-	N/A
Operating transfers in	0	88,530	-100.0%
Total	\$ 18,264,683	\$ 14,604,873	25.1%

Expenditures (including principal and interest payments on debt) and other uses totaled \$18.3 million for the year ended December 31, 2019, as compared to \$14.4 million for the previous year, or an increase of 27.5%. Public safety represented the highest category of spending at 41% of the total spending for General Fund activities in 2019, compared to 49% in 2018. 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):

	<u>2019</u>	<u>2018</u>	<u>% Change</u>
Expenditures:			
General Government	\$ 3,267,367	\$ 2,928,543	11.6%
Public Safety	7,520,688	7,031,355	7.0%
Highways and Streets	1,238,196	1,090,735	13.5%
Health and Welfare	92,519	98,546	-6.1%
Sanitation	1,057,482	928,433	13.9%
Culture, Recreation, Conservation	1,537,622	1,466,615	4.8%
Capital Outlay	3,424,982	647,221	492.2%
Debt Service	183,627	182,301	0.7%
Total expenditures	18,322,483	14,373,749	27.5%
Operating Transfers Out	206,978	80,000	158.5%
Total	\$ 18,529,281	\$ 14,453,749	28.2%

The most significant increase in expenditures over the previous year was in Capital Outlay due to the purchase of conservation land and water rights.

### **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, 2019 amounted to \$38 million, net of accumulated depreciation, representing an increase of \$963 thousand over the previous year balance of \$37.1 million. The net increase in value is driven by the excess of the capital investments of the town assets over the depreciation expense during 2019. The following summary shows a yearly comparison of net capital assets by category (see Note 7 in the Notes to the Basic Financial Statements for more detailed information):

Capital Assets	2019	2018	Change
Infrastructure	14,458,706	15,295,119	(836,413)
Construction in Progress, Land and land improvements	16,051,048	13,997,885	2,053,163
Buildings and improvements	3,902,475	4,128,058	(225,583)
Vehicles and equipment	3,606,032	3,633,861	(27,829)
Total capital assets, net	38,018,261	37,054,923	963,338



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 2019 include:

- The Town acquired public safety equipment in the form of a police one cruiser, one command truck and an ambulance for the Fire Department and a trailer truck for the Transfer station.
- The Town paved portions of Londonderry, Meetinghouse, Nashua, Princeton and Searles Rd.
- The Town completed substantial upgrades to the Dispatch communication system and upgraded Fire Department portable/mobile radios.

**Long-term Debt.** During 2019, the Town did borrow \$2,805,000 to pay for the purchase of conservation land, water rights and a tractor trailer for the transfer station. The loans for the conservation land and water rights will be repaid over 15 years, the loan for the tractor trailer will be repaid over two years.

Two leases were entered into during 2019 – a three-year lease for an ambulance and a three-year lease for two Police Department vehicles (\$30,278 payments to be made from 2019 to 2021).

\$283 thousand remains due on all capital leases as of December 31, 2019. See Note 13 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 increased 0.7% over the previous year (to \$2,364,597,520 from \$2,348,438,560 in 2018) 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 \$1.9 million as of December 31, 2019, lower than the \$2.2 million as of December 31, 2018 (see Note 5, as reported on Exhibit A). Current year uncollected as a percentage of the total tax levy was 3.6% as of December 31, 2019, which is a decrease from prior year's 4.0%.

Several factors were taken into consideration as Town officials developed the budget for the 2019 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, 2019**

	General	Land Purchase Conservation	Castle Hill Bridge Capital	Permanent	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>						
Cash and cash equivalents	\$ 715,201	\$ 512,312	\$ -	\$ 336,398	\$ 950,519	\$ 2,514,430
Investments	-	-	-	166,306	-	166,306
Receivables, net of allowance for uncollectible:						
Taxes receivable	1,599,718	389,000	-	-	-	1,988,718
Accounts receivable (net)	302,174	-	-	-	115,166	417,340
Intergovernmental receivable	-	-	119,395	-	-	119,395
Interfund receivable	119,395	86,672	-	-	-	206,067
Total assets	<u>\$ 2,736,488</u>	<u>\$ 987,984</u>	<u>\$ 119,395</u>	<u>\$ 502,704</u>	<u>\$ 1,065,685</u>	<u>\$ 5,412,256</u>
<b>LIABILITIES</b>						
Accounts payable	\$ 243,900	\$ -	\$ -	\$ -	\$ -	\$ 243,900
Intergovernmental payable	272,330	-	-	-	-	272,330
Interfund payable	86,672	-	119,395	-	-	206,067
Other	2,380	-	-	-	-	2,380
Total liabilities	<u>605,282</u>	<u>-</u>	<u>119,395</u>	<u>-</u>	<u>-</u>	<u>724,677</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Unavailable revenue - property taxes	197,816	-	-	-	-	197,816
Unavailable revenue - highway block grant	255,297	-	-	-	-	255,297
Total deferred inflows of resources	<u>453,113</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>453,113</u>
<b>FUND BALANCES</b>						
Nonspendable	-	-	-	412,292	-	412,292
Restricted	77,086	-	-	90,412	-	167,498
Committed	505,980	987,984	-	-	731,476	2,225,440
Assigned	446,821	-	-	-	334,209	781,030
Unassigned	648,206	-	-	-	-	648,206
Total fund balances	<u>1,678,093</u>	<u>987,984</u>	<u>-</u>	<u>502,704</u>	<u>1,065,685</u>	<u>4,234,466</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 2,736,488</u>	<u>\$ 987,984</u>	<u>\$ 119,395</u>	<u>\$ 502,704</u>	<u>\$ 1,065,685</u>	<u>\$ 5,412,256</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, 2019**

	General	Land Purchase Conservation	Castle Hill Bridge Project	Permanent	Other Governmental Funds	Total Governmental Funds
<b>REVENUES</b>						
Taxes	\$ 8,017,222	\$ 742,893	\$ -	\$ -	\$ -	\$ 8,760,115
Licenses and permits	4,350,869	-	-	-	1,500	4,352,369
Intergovernmental	1,547,336	-	92,444	-	-	1,639,780
Charges for services	943,597	-	-	-	275,571	1,219,168
Miscellaneous	661,662	2,525	-	56,419	273,373	993,979
Total revenues	15,520,686	745,418	92,444	56,419	550,444	16,965,411
<b>EXPENDITURES</b>						
Current:						
General government	3,324,006	-	-	800	60,631	3,385,437
Public safety	7,919,363	-	-	-	250,281	8,169,644
Highways and streets	1,156,621	-	92,444	-	-	1,249,065
Sanitation	1,057,482	-	-	-	-	1,057,482
Health	45,265	-	-	-	-	45,265
Welfare	47,254	-	-	-	-	47,254
Culture and recreation	1,546,354	-	-	-	70,595	1,616,949
Conservation	54,166	9,520	-	-	-	63,686
Debt service:						
Principal	161,922	-	-	-	32,862	194,784
Interest	21,705	-	-	-	-	21,705
Capital outlay	3,392,351	108,200	-	-	-	3,500,551
Total expenditures	18,726,489	117,720	92,444	800	414,369	19,351,822
Excess (deficiency) of revenues over (under) expenditures	(3,205,803)	627,698	-	55,619	136,075	(2,386,411)
<b>OTHER FINANCING SOURCES</b>						
Bond proceeds	2,481,500	-	-	-	-	2,481,500
Premium on bonds issued	323,500	-	-	-	-	323,500
Capital leases	367,358	-	-	-	-	367,358
Total other financing sources	3,172,358	-	-	-	-	3,172,358
Net change in fund balances	(33,445)	627,698	-	55,619	136,075	785,947
Fund balances, beginning	1,711,538	360,286	-	447,085	929,610	3,448,519
Fund balances, ending	\$ 1,678,093	\$ 987,984	\$ -	\$ 502,704	\$ 1,065,685	\$ 4,234,466

## **NOTE 7 – CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2019 is as follows:

	Balance, beginning	Additions	Deletions	Balance, ending
At cost:				
Not being depreciated:				
Land	\$13,663,933	\$2,000,881	\$ -	\$15,664,814
Construction in progress	56,800	92,444	-	149,244
Total capital assets not being depreciated	13,720,733	2,093,325	-	15,814,058
Being depreciated:				
Land improvements	1,789,923	-	-	1,789,923
Buildings and building improvements	9,096,028	-	-	9,096,028
Vehicles and equipment	8,130,887	502,850	(127,419)	8,506,318
Infrastructure	47,581,210	529,022	-	48,110,232
Total capital assets being depreciated	66,598,048	1,031,872	(127,419)	67,502,501
Total all capital assets	80,318,781	3,125,197	(127,419)	83,316,559
Less accumulated depreciation:				
Land improvements	(1,512,771)	(40,162)	-	(1,552,933)
Buildings and building improvements	(4,967,970)	(225,583)	-	(5,193,553)
Vehicles and equipment	(4,497,026)	(530,679)	127,419	(4,900,286)
Infrastructure	(32,286,091)	(1,365,435)	-	(33,651,526)
Total accumulated depreciation	(43,263,858)	(2,161,859)	127,419	(45,298,298)
Net book value, capital assets being depreciated	23,334,190	(1,129,987)	-	22,204,203
Net book value, all governmental activities capital assets	\$37,054,923	\$ 963,338	\$ -	\$38,018,261

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	\$ 39,761
Public safety	156,887
Highways and streets	1,767,723
Sanitation	66,008
Culture and recreation	131,480
Total depreciation expense	<u>\$ 2,161,859</u>

***Find the full 2019 Audited Financial Statements on our website at***

***WindhamNH.gov/211/Finance-Office***

# INDEPENDENT AUDIT - 2020



James A. Sojka, CPA\*

Sheryl A. Pratt, CPA\*\*\*

Michael J. Campo, CPA, MACCY

Scott T. Eagen, CPA, CFE

Karen M. Lascelle, CPA, CVA, CFE

Christopher W. Johnson, CPA

February 3, 2022

Members of the Board of Selectmen  
Town of Windham  
P.O. Box 120  
Windham, NH 03087

Ashley Miller Klem, CPA, MSA

Tyler A. Paine, CPA\*\*\*

Kyle G. Gingras, CPA

Thomas C. Giffen, CPA

Ryan T. Gibbons, CPA, CFE

Brian P. McDermott, CPA\*\*

Justin Larch, CPA

Patrick J. Mohan, CPA

To the Members of the Board of Selectmen:

This is to advise you that as of February 3, 2022, the audit of the financial statements of the Town of Windham for the year ending December 31, 2020 has been substantially completed and we are in the process of finalizing the audit. A completed audit report will be sent to you in early Spring 2022. The prior year's audit has been completed and is available at the Town Office.

Sincerely,

Sheryl Pratt, CPA  
Director

\* Also licensed in Maine

\*\* Also licensed in Massachusetts

\*\*\* Also licensed in Vermont

PLODZIK & SANDERSON, P.A.  
*Certified Public Accountants*

193 North Main Street, Concord, New Hampshire, 03301 • 603-225-6996  
9 Cedarwood Drive, Suite 10, Bedford, New Hampshire, 03110 • 603-621-0661  
[www.plodzik.com](http://www.plodzik.com)

# *STATEMENT OF APPROPRIATIONS*

General Government:		
	Town Officers' Salaries	3,330
	Administration	819,735
	Town Clerk's Expenses	369,725
	Tax Collector's Expenses	182,200
	Election and Registration Expenses	26,590
	Cemeteries	41,450
	General Government Buildings	408,930
	Appraisal of Property	213,395
	Information Technology	269,995
	Town Museum	5,400
	Searles Building	10,090
	Legal Expenses	58,500
	Retirement Service Charges	4,000
	Insurance	352,370
Public Safety:		
	Contracted Police and Fire Services	5
	Police Department	3,655,720
	Dispatching	541,820
	Fire Department	4,076,125
	Emergency Management	10,600
	Community Development	594,950
Highways, Streets and Bridges:		
	Town Maintenance	1,182,540
	Street Lighting	18,520
Sanitation:		
	Solid Waste Disposal	1,283,420
Health/Welfare:		
	Health and Human Services	51,485
	General Assistance	45,540
Culture and Recreation:		
	Library	1,302,170
	Recreation	260,550
	Historic Commission	7,300
	Conservation Commission	7,070
	Senior Center	5,170
	Cable TV Expenses	126,850
Debt Service:		
	Long Term Notes (Principal and Interest)	470,879
	Interest Expense - Tax Anticipation Notes	500

Capital Outlay/Special Articles:		
	Road Improvements	360,000
	Fire Truck E1 Replacement (Bond)	750,000
	Ambulance	93,770
	Fire Department Roof	110,000
	Town Common Beautification	50,000
	Greenway Rail Trail Capital Reserve Fund	30,000
	Searles Revenue Fund	32,500
	Property Trust Contribution	75,000
	Purchase of Indian Rock Site	5,100
Total Appropriations:		\$17,913,293

#### 2021 TAX RATE COMPUTATION

Total Town Appropriations	\$17,913,293	
LESS: Revenues	8,307,460	
LESS: Fund Balance to Reduce Taxes	364,676	
ADD: Overlay	49,942	
ADD: War Service Credits	274,000	
	-----	
Net Town Appropriations	9,565,099	
Approved Town Tax Effort	9,565,099	
Town Rate:		3.10
Approved School Tax Effort	39,684,311	
Local School Rate:		12.84
State Education Taxes	5,637,667	
State School Rate:		1.85
Approved County Tax Effort	2,575,107	
County Rate:		0.83
	-----	
Total of Town, School, State and County	57,462,184	
LESS: War Service Credits	(274,000)	
PLUS: Village District Commitments	28,472	
	-----	
PROPERTY TAXES TO BE RAISED:	\$57,216,656	
TOTAL TAX RATE		\$18.62

# *SUMMARY INVENTORY OF VALUATION*

DESCRIPTION OF PROPERTY	2021 VALUATION
VALUE OF LAND ONLY:	
Current Use	75,190
Residential	1,029,379,500
Commercial/Industrial	<u>93,647,308</u>
Total of Taxable Land	1,123,101,998
VALUE OF BUILDINGS ONLY:	
Residential	1,826,884,700
Manufactured Housing	74,100
Commercial/Industrial	<u>110,530,190</u>
Total of Taxable Buildings	1,937,488,990
PUBLIC UTILITIES	<u>40,060,694</u>
VALUATION BEFORE EXEMPTIONS	\$ 3,100,651,674
IMPROVEMENTS TO ASSIST PERSONS W/DISABILITIES	<u>(600,600)</u>
MODIFIED ASSESSED VALUATION OF ALL PROPERTIES	\$ 3,100,051,074
Deaf Exemptions - 0 @ \$15K	0
Blind Exemptions - 4 @ \$15K	60,000
Elderly Exemptions -	
4 @ \$160K	640,000
12 @ \$190K	2,280,000
21 @ Full Exemption	6,741,100
Disabled Exemption - 2 @ \$160K	320,000
Solar Exemption – 2 @ \$23K	<u>46,000</u>
TOTAL AMOUNT OF EXEMPTIONS	<u>(10,087,100)</u>
NET VALUATION ON WHICH TAX RATE IS COMPUTED	\$ 3,089,963,974
LESS: Public Utilities:	<u>(40,060,694)</u>
NET VALUATION ON WHICH STATE EDUCATION TAX RATE IS COMPUTED	\$ 3,049,903,280



# TAX COLLECTOR

## DEBIT REPORT

UNCOLLECTED TAXES BEGINNING OF YEAR:	2021	Prior Year
Property Taxes	0.00	1,731,300.39
Land Use Change Taxes	0.00	182,750.00
Yield Taxes	0.00	575.26
Excavation Tax	0.00	0.00
TAXES COMMITTED THIS YEAR:		
Property Taxes	57,222,661.51	0.00
Land Use Change Taxes	777,500.00	0.00
Yield Tax	3,020.86	0.00
Excavation Tax	0.00	0.00
OVERPAYMENTS		
Overpayments/Refunds	147,451.67	2,855.00
Miscellaneous	0.00	25.00
INTEREST COLLECTED ON DELINQUENT TAXES:	12,409.56	38,060.99
COLLECTED PENALTIES/FEES:	286.00	3,564.00
TOTAL DEBITS	\$58,163,329.60	\$1,959,130.64

## CREDIT REPORT

REMITTED TO TREASURER:		
Property Taxes	34,259,565.30	1,731,300.39
Land Use Change Taxes	407,500.00	182,750.00
Yield Taxes	3,020.86	575.26
Interest	12,409.56	38,060.99
Penalties/Fees	286.00	3,564.00
Overpayments/Refunds	147,451.67	2,855.00
Miscellaneous	0.00	25.00
	0.00	0.00
ABATEMENTS MADE:		
Property Taxes	0.00	0.00
Yield Taxes	0.00	0.00
Land Use Change Taxes	130,000.00	0.00
UNCOLLECTED TAXES END OF YEAR:		
Property Taxes	22,963,096.21	0.00
Land Use Change Taxes	240,000.00	0.00
Yield Taxes	0.00	0.00
Excavation Tax	0.00	0.00
TOTAL CREDITS	\$58,163,329.60	\$1,959,130.64

## SUMMARY OF TAX SALE/LIEN ACCOUNTS

### DEBIT REPORT

	2020 LEVY	2019 LEVY	2018 - 2007 Prior Levies
UNREDEEMED LIENS:			
Beginning of Year	0.00	415,867.93	197,680.32
LIENS EXECUTED:			
During Fiscal Year	412,856.25	0.00	0.00
INTEREST & COSTS:			
Collected After Execution	11,526.99	41,694.59	51,870.81
TOTAL DEBITS	\$424,383.24	\$457,562.52	\$249,551.13

### CREDIT REPORT

REMITTANCE TO TREASURER:			
Redemptions	203,730.03	247,132.72	142,124.43
Interest & Costs	11,526.99	41,694.59	51,870.81
ABATEMENTS:	2,869.50	49,680.71	0.00
UNREDEEMED LIENS:			
Balance End of Year	206,256.72	119,054.50	55,555.89
TOTAL CREDITS	\$424,383.24	\$457,562.52	\$249,551.13

Respectfully submitted,



Ruth Robertson, Tax Collector

# TOWN CLERK

I am pleased to present the narrative portion for the Town Clerk's Department for 2021. 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 statutory records requirements in a safe and secure area.
- Local Registrar - Issuance and validation of all Births, Deaths, Divorces, and Marriages on behalf of the State.
- Dog Registration- Maintain registrations and issuance of all dog licenses and tags in person, mail or online on behalf of the Town.
- Boat Registrations- Certified boat agent on behalf of the State.
- Notary Public- 4 Notaries in office, free services to all.

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

## Business Hours:

Due to Covid, our hours changed to Mondays 8am-7pm and Tuesday-Friday 8am-4pm

## Staff:

Nicole Merrill, Town Clerk

Hannah Davis, Deputy Town Clerk

Candis Johnson, Assistant Town Clerk

Denise Centazzo, part-time Assistant Town Clerk

I have been an employee with the Town since January 2004, and am honored to serve the Windham residents as your Town Clerk since 2009. Customer service, efficiency, progression, and willingness to go the extra mile have always been paramount to my philosophy. I am extremely active within my Association, serving currently as the Association President and liaison to many committees therein including Legislation, DMV Initiative, and Handbook Committee to name a few. I also participate in various Committees throughout our amazing community.

My staff and I continue to attend conferences, meetings, and seminars to remain "in the know" for our community. Staying on top of law changes, and the newest processes are integral for the success of our operation. In addition, I continue to further my education and now am a certified Town Clerk. I am currently working towards getting certified for New England. 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 great relations with all of the State Agencies. It is also essential to always remain fully aware of what the latest projects and updates that may be occurring throughout all of the State Divisions and to all of our vendors. Covid has certainly changed the way we do business, and continues to challenge us, however it has given us the opportunity to develop innovative ways to accommodate our residents. 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:**

The Town Moderator, Peter Griffin along with Deputy Moderator Elizabeth Dunn, and I have worked very well together for years and continually fine-tune the Election process as much as possible, but we always have the ambition to improve. There are hundreds of existing Election laws to adhere to, and with Covid's new processes, and each legislation session there are always amendments or new laws that we have to follow and execute properly; which is a task within itself, especially with only a handful of officials, and at times limited support, resources, staff, and tools. We are always striving to do better, and there's always room for improvements, even on the small details. We have many meetings leading up to each and every Election to ensure that the safety, traffic, set-up, training, and any last minute tasks are being taken care of for the voters, volunteers, and Election officials. We also have many post-Election meetings to identify processes that need to be worked on, and additionally coming up with new ways to run a better operation. We respectfully ask that if anyone has suggestions, wants to understand more, or wants to be involved, please contact us directly. Our standing goal is to provide the upmost trust and transparency to all.

Our annual Town Meeting was in March. We continuously receive compliments from voters, the Attorney General's office auditors, party appointed attorneys, and observers on how well our operation is consistently run, and how organized everything is in Windham. Certainly, Covid has added a great amount of temporary changes and brand new processes, among many other unprecedented situations to not only Windham, but many Towns and Cities Statewide.

For the setup of these Elections, we have the privilege to have dedicated volunteers for the Town, including local Troops 263 and 266 with all of the Election setups. We constantly say that it's such a fantastic way for the community to come together. I would also like to take this moment to also thank all of the ballot clerks, other Election officials, volunteers, and high school students that helped this past year. Without you, Elections would never be as successful as they have been. On behalf of Town of Windham, a heartfelt thanks to each and every one involved, and their willingness and dedication to the Town. We appreciate them and thank them immensely. If you ever want to be involved and have interest in understanding the Election process, please contact us. We are always inspired to teach and offer hands on training to understand, as there are many details that the general public does not understand. We are always looking for help, especially during any Presidential election year.

Amazingly enough, Dunkin Donuts, and Capri Pizza donated the food for our Election workers and volunteers and we can't express enough how thankful we are to all local companies involved!

For the minutes and the results for the Town Election that took place in 2021, please refer to the appropriate section of the report.

**Election Audit:** For official reports, please refer to: [www.doj.nh.gov](http://www.doj.nh.gov)

## **New in 2021:**

Online forms/Workflow processes – Covid launched this initiative to the forefront. We've been working with our vendors, Interware and Inception Technologies to implement a way for our residents to gain more control of initiating their business through our website. We are focusing on your ability to upload supporting documents in a secure environment, accountability, and document storage with our existing software.

Pick up Box- Another initiative that Covid presented, and with CARES Act funding the Town was able to purchase the Luxer One locker system. This tool helps resident gain access to their materials on their schedule in a secure manner. Our goal is to bridge both online processes, and having the resident schedule a pick up time all on one platform for ease and security.

### In closing:

We are always collecting emails and your 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. 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 continually 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.

### GENERAL FUND REVENUES COLLECTED:

	2021	2020
Local Motor Vehicle Fee	\$4,220,617.41	\$4,060,268.97
Municipal Agent Fee	\$49,990.00	\$48,797.50
State Motor Vehicle Fees*	\$1,148,480.61	\$1,074,243.08
Titles	\$6,956.00	\$6,206.00
Dog Licenses	\$24,349.00	\$22,413.00
Income from Dog Officer	\$100.00	\$1,500.00
Sale of Town Information (copy fees)	\$60.50	\$101.00
Boats (Town)	\$18,074.59	\$14,352.45
UCC Filings / Other Misc	\$3,011.12	\$2,900.50
Vital Records (Town)	\$19,048.00	\$17,489.00
Vital Records (State)	\$21,162.00	\$24,446.00
OHRV/Hunting (Town)*	n/a	\$486.00
OHRV/Hunting (State)*	n/a	\$11,606.50
<b>Total</b>	<b>\$5,511,849.23</b>	<b>\$5,284,810.00</b>

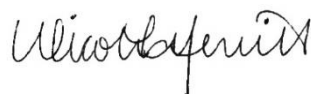
### REMITTED TO TREASURER: \$5,511,849.23

Quantity of Motor Vehicle Permits Issued: 19,996.00

Quantity of Dog Licenses Issued 2,926

\* 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. Starting in 2021, the Town no longer processes OHRV and Hunting Fishing licenses.

Respectfully submitted,



Nicole Merrill, 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, 2021	\$20,529,712.41
Cash Receipts:	
Tax Collector – Property Taxes, Interest, Etc.	36,842,090.29
Town Clerk	4,362,544.82
Community Development	252,051.56
Transfer Station	71,571.02
Police Department	21,236.14
Fire Department	562,444.09
State of NH – Meals & Rooms Distribution	1,093,670.34
State of NH – Highway Block Grant	335,452.62
State of NH – Bridge Grant	0.00
State of NH – Shared Revenue Grant	0.00
Other Intergovernmental –EM, State Grants, Etc.	1,047,523.27
Cable Franchise Fees	287,486.82
Sale of Town Property	21,427.00
Insurance & Other Miscellaneous Reimbursements	237,457.69
Donations/Gifts/Grants	27,271.65
Tax Anticipation Note Proceeds	11,000,000.00
Long Term Bond Proceeds	750,000.00
Administration & Miscellaneous Revenues	19,783.69
Interest on Investments	12,245.75
Transfers In from Special Revenue, Trust Funds	241,820.04
Timing of Transfers Impact	(3,535,996.01)
Subtotal Cash Receipts	\$53,650,080.78
Cash Disbursements:	
<b>Selectmen's Warrants</b>	(15,929,430.72)
Tax Anticipation Note Expenditures	(3,000,000.00)
School District Transfers	(45,727,341.00)
Transfer Out to Property/Earned Time Trust Funds	(75,000.00)
Transfer Out to Village Districts	(14,257.73)
Subtotal Cash Disbursements	(\$64,746,029.45)
General Fund Cash Balance on December 31, 2021	9,433,763.74

The Tax Collector also received \$645,864.08 in land use change taxes that were passed to the Conservation Commission and are not reflected in the report above.

The general fund cash, held in custody by the Town Treasurer, was invested as follows as of December 31, 2021:

Citizens Bank Operating Account – earning 0.01%	\$956,686.25
Citizens Bank Investment Account – earning 0.1%	\$4,934,657.42
Citizens Bank TaxCC Account – earning 0.01%	\$186,035.41
TD Bank Ambulance Account – earning 0.0%	\$99,019.21

# *TRUSTEES OF THE TRUST FUNDS*

Sub Name	Sub Account Number	Initial Funding	Year End Interest 2021	Deposits	Withdrawals	Year End Balance 2021
CAPITAL RESERVE FUNDS						
Fire Apparatus	xxxxxx4178	122.63	0.10	-	-	122.73
SD Repair/Replace Septic	xxxxxx4186	1,646.89	0.77	-	-	1,647.66
SD Special Ed	xxxxxx4194	91.64	26.10	250,000.00	-	250,117.74
School Bldg/Grounds Maint	xxxxxx3494	375,741.45	318.45	200,000.00	-	576,059.90
EXPENDABLE TRUST FUNDS						
Property Maintenance	xxxxxx4219	46,386.63	37.36	75,000.00	-	121,423.99
Earned Time	xxxxxx4227	309,223.65	144.48	-	-	309,368.13
Town Museum	xxxxxx4235	4,564.40	3.62	2.30	-	4,570.32
Town of Facilities	xxxxxx4243	16.03	0.01	-	-	16.04
Campbell Farm	xxxxxx4251	7.16	0.01	-	-	7.17
Veterans Area	xxxxxx4269	2,728.23	2.16	-	-	2,730.39
Griffin Park Passive Rec	xxxxxx4277	5,901.87	4.67	-	-	5,906.54
Repair Town Buildings	xxxxxx4285	1,981.01	1.57	-	-	1,982.58
Griffin Park	xxxxxx4293	3,891.16	3.08	-	-	3,894.24
Primary Cemetery Maintenance Fund	xxxxxx4417	800.00	55.38	80,442.81	6,197.34	75,100.85
LIBRARY						
Martha Clark/Books	xxxxxx4300	1,000.69	0.79	-	-	1,001.48
Nesmith Library	xxxxxx4318	1,000.69	0.47	-	-	1,001.16
Elizabeth Wilson Library Fund	xxxxxx4326	1,000.69	0.47	-	-	1,001.16
SCHOOL						
Searles School Repairs	xxxxxx4334	2,909.56	2.30	-	-	2,911.86
Eliz Wilson Fund	xxxxxx4342	1,000.69	0.47	-	-	1,001.16
School Dist 2, 3, 4, 6	xxxxxx4350	4,024.26	1.88	-	-	4,026.14
MISC						
Cobbetts Pd Vill Dist	xxxxxx4368	13,807.04	10.94	-	-	13,817.98
Historic District Commission	xxxxxx4376	2,258.05	1.05	-	-	2,259.10
Town - Marston - Finn Dam Project	xxxxxx4384	26,224.28	20.77	-	-	26,245.05
Town - Common Beautification	xxxxxx4392	34,962.67	27.69	-	-	34,990.36
Searles Landscaping Trust	xxxxxx4409	1,296.43	1.03	-	-	1,297.46

Respectfully submitted for the Trustees,

*Jacob Cross*

Jacob Cross, Chair

# POLICE DEPARTMENT

It is my pleasure to provide you with the 2021 Annual Report for the Windham Police Department. Not unlike the 2020 annual report, the overall function and operations of the department revolved around a second year of the COVID pandemic and related health and societal impacts. Mental health services was a primary initiative this year as we partnered with a local mental health provider in creating a new response initiative for law enforcement.

**CORONAVIRUS (COVID-19) PANDEMIC:** The Windham Police Department (and all town services as a whole) continued to focus efforts on the health and safety of employees, as well as the community. Personal Protective Equipment (PPE) was a mainstay of officers and civilian staff, with a requirement that face coverings be worn when “social distancing” could not be maintained; face coverings, as well as eye protection, and gloves were required when dealing with known or suspected COVID patients. While the first year of the pandemic saw one employee infected, 2021 saw several employees (and families) become infected and have to quarantine for a period of time, or they were exposed to a known infected person thus requiring quarantine. Due in large part to the distribution of vaccines and safety practices in place, the lobby of the department opened up for public contact and interaction. With best management practices in place, a return to normal operations occurred.

**PERSONNEL / ORGANIZATION:** In April, after 18 years of service to the town, Dispatcher Jason Gallant resigned to take a position outside of law enforcement and local government.

In August, the department hired Melissa Rusak as a new Dispatcher. Melissa comes with previous dispatch experience.

In December, after nearly four years with the department, Officer George Frangomihalos left the department and took the position of Code Enforcement Officer with the Town of Windham.

**TRAINING:** As stated in previous reports, one of the most important yet most overlooked functions within the department is training. It’s critical that every officer and dispatcher not only maintain their current proficiencies, but acquire new and relevant skills while also ensuring that personnel are aware of liability issues and concerns. We continue to enhance our “Response to Resistance” training program. Under this approach, officers are confronted with various scenarios and are required to consider and choose the appropriate response and tools they carry for that response – just as if they were working on patrol. Previously, officers were trained to respond specifically based on the type of training being conducted (baton, OC, TASER, etc.), which in reality was not helpful in the decision-making process at a call.

As referenced in the 2020 report, the department identified four (4) sworn officers who will serve as the department’s training cadre who will work under the direction of Captain Smith. The cadre officers are:

Sergeant Dan Dawe	Sergeant Jessica Flynn
Sergeant Shane Mirisola	Officer Greg Iworsky

Each have acquired the skills to teach all aspects of the department’s Response to Resistance Program. By team-teaching, the department will consistently receive the same message and training experience throughout the year, and the training cadre will enhance their already acquired skills by teaching frequently.

In 2021 officers received a total of 1,440 hours of training. Because of COVID, there were still some limitations on availability of training. Therefore, we can expect the number of training hours to increase in the future.



**MENTAL HEALTH TRAINING AND SERVICES:** Law enforcement has known for some time that a number of our calls for service are ultimately based on issues related to mental health. Domestic disputes, suicidal individuals, and substance abuse cases are but a few of the types of calls that most often have a basis in mental health. Add the opioid crisis, and mental health treatment started to become part of an open public discussion. Then, COVID hit. Life as we knew it changed dramatically and with it a whole new wave of mental health issues materialized. With it came new ways of trying to manage mental health as the disease that it truly is.

The Windham Police Department is fortunate to have among their ranks an individual who developed a passion for helping those with mental illness. Starting in the fall of 2020, Sergeant Shane Mirisola commenced development of a meaningful Police Department response to mental illness related incidents. This response essentially consisted of three segments.

First, working with Center for Life Management (CLM), our area mental health care provider, Sergeant Mirisola created a team approach to calls. Upon determining that mental health services were necessary, and the subject involved (or family) was in agreement, a call would be made to CLM. Based on the specifics of the incident, CLM would either engage with the individual by phone, via a video “telehealth” call, or respond to the scene to perform a one-on-one evaluation. From that point, patients would have a direct hospital admission or be scheduled for follow-up services with CLM staff.

Secondly, a select few officers received specialized training in Crisis Intervention and became the nucleus of a Crisis Intervention Team (CIT). These officers are trained to engage with and manage individuals who are in a mental health crisis and to collaborate with CLM staff to get them assistance. Additional officers will be added to this team in 2022.

Third, individuals and families who were the subject of a mental health response were included in a follow-up process whereas the department remained in contact with them to ensure that they were doing well and receiving the help they needed. To give perspective, as of the end of 2021 we had an active list of approximately 40 follow-up cases.

We are very proud of the work and effort that Sergeant Mirisola has put into this program. As a sign of his accomplishment and the success of such a program, CLM has used this as a model for other towns to adopt and work with in their community.

**ACTIVITY:** As a bedroom community to the Boston region, we continue to see growth within the town and on our roadways, as have many other communities in Southern New Hampshire. One need look no further than the recently renovated Golden Brook School, which is considered the largest elementary school in New England with over 1,000 students. Traffic on our roadways has increased substantially over the last few years, especially with the redesigned I-93 and RT 111 corridor. While residential development continues in town, large retail developments in bordering towns place additional burden(s) on our local roadways. All-in-all, our activity is reflective of both our local and regional make-up.

Calls for Svc	M/V Stops	M/V Warnings	Summons Issued	DWI Arrests	All Arrests
22,293	2,123	1,713	223	36	224

The following is a brief list of notable activity that took place in 2021:

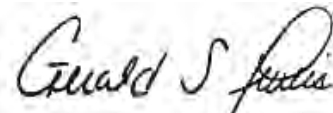
- Two (2) major drug cases involving multiple other agencies.
- Eight (8) cases referred to us from the Internet Crimes Against Children (ICAC) Task Force.
- Multiple cases worked in conjunction with DCYF.
- Burglary of a firearms retailer, 2nd Amendment Arms, where multiple firearms were stolen. Suspects are an organized group who have struck other firearms retailers in multiple towns.
- Burglary (x2) of Nault's Powersports where, on both occasions, numerous suspects stole multiple off-road motorcycles. Like the firearms theft, the suspects are an organized group with multiple participants who have struck other similar retailers throughout New England.
- Thirty-eight (38) cases of Identity Theft/Fraud.

## STAFFING

SWORN		CIVILIAN	
Chief of Police	1	Dispatcher (4 FT / 1 PT / 2 PD)	7
Captain	2	Prosecutor	1
Sergeant	5	Community Service Officer	1
Detective	1	Administrative Secretary	1
School Resource Officer	2	Records Clerk (P/T)	1
Patrol Officer	10		
<i>TOTAL</i>	<i>21</i>	<i>TOTAL</i>	<i>11</i>

**CLOSING:** In today's challenging environment, due largely to the ongoing COVID pandemic, police agencies are having to function and provide ever-increasing services with limited resources; namely personnel. Yet, we are determined to demonstrate our desire to be accountable, professional and creative in carrying out our duties and responsibilities to the community in which we serve. 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*

2021 continued to be another busy year for our department dealing with the coronavirus disease (COVID-19) and later in the year a new variant, "Omicron". This brought unprecedented challenges to our healthcare systems and first responders, from inadequate medical staffing and capacity needs to limited supplies of Personal Protective Equipment (PPE) for our front-line workers. As the pandemic continues, first responders not only maintain their pre-pandemic roles, but take on the added risk of transporting infectious patients; all while trying to keep themselves protected and healthy. Despite the many challenges and stress the pandemic places on us all, one thing remains evident throughout and that is the community's willingness to be involved. We cannot begin to thank you enough for the outpouring of generosity and continual words of appreciation that came to us daily.

The department ended 2021 with 1,941 calls for service, with 32% of this high demand for service representing simultaneous calls; keeping your firefighters very busy handling multiple calls frequently. Weather-wise, New England is historically unpredictable and last year did not disappoint, giving us everything from significant wind and snow events, to prolonged record high temperatures, to incredible amounts of rain. Each of these brought with it their own challenges which were met head on each time.

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

Through our ongoing partnership with New Hampshire Forest and Lands, residents are able to obtain their Open Burning Permits on-line at [www.nhfirepermit.com](http://www.nhfirepermit.com). There, permit applicants can view the list of enrolled communities, and can then establish a user profile on the website and view a tutorial providing an overview of the laws and rules associated with each category of permit. Depending upon the community's pre-determined menu, Category I, II and III permits may be available, as well as seasonal Category I and II permits. Each level of permitting is outlined in the system, as well as the specifications for fire size, minimum setback from structures and other legal requirements. The system provides notification to the forest fire warden, fire departments and fire dispatch centers of a permit location, category and duration. There is a nominal convenience fee assessed for the fire permit when obtained through the online system.

Since a change in the regulations in 2019, residents are allowed to open burn between the hours of 5:00PM – 9:00AM. The exception to this rule is, if the ground is completely snow covered and/or it is actively raining, a permit is not required; however, you do need to notify the Fire Department. The rules for burning brush have also changed wherein residents can purchase their permit 48 hours in advance of the day the burn is planned, and a new permit will need to be obtained each time this occurs. The cost of on-line permits is \$5.00, which is non-refundable, paid to a "third party" vendor hired by the state to manage the on-line system. If you have any questions, please contact the Fire Department at 434-4907.

We continue to participate in a successful program titled "Adopt-A-Cistern/Hydrant". This program which began in 2011, asks for assistance from residents who live close to one of the community's fire cisterns or hydrants. While it is not your responsibility to do so, you could perform a valuable public service if, while clearing your driveways and walkways, you would take a few minutes more and remove the snow from the closest cistern or hydrant to your home. Once the storm has

passed, Fire Department personnel do clear the cisterns and hydrants of snow, however, during the weather event personnel may be busy handling other emergency calls; ultimately delaying the opening of the cisterns/hydrants. Since the inception of this program, several residents and businesses have stepped up and begun assisting us in this endeavor, and this has proven a very positive program. If you are interested in participating in this program, you are asked to call Deputy Chief James Saulnier at 434-4907. Your assistance is greatly appreciated.

**PERSONNEL:** 2021 was fairly quiet in terms of personnel changes. Completing their one-year probationary status was Assistant Chief Stephen Brady and Deputy Chief of Fire Prevention James Saulnier. Both individuals have performed well in their new positions, and we wish them continued success.

In June, Firefighter Anthony Bullock resigned to take a position as a Probationary Firefighter with the City of Manchester. Through the recruitment process, the Town hired Michael Dame of Kingston, NH. Michael was previously employed as a Full-time Firefighter with the Town of Brentwood, and is a NH Certified Firefighter and Nationally Registered Advanced EMT. Michael resides in Kingston with his wife and son.

The department also hired Ryan Pitts of Pelham, NH. Ryan was employed by Federal Emergency Management Agency (FEMA) as a Recovery Specialist and, prior to that, he served with the Pelham (NH) and Hampton (NH) Fire Departments. Ryan is a NH Certified Firefighter and Nationally Registered Paramedic. We welcome both they and their families, and wish them a safe and healthy career.

**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 1,941 incidents, 32% were simultaneous calls for service. The average duration for an EMS call remains approximately two hours or less, from the initial dispatch of Emergency Personnel, until the ambulance is back in service and ready to respond to another emergency. This time frame is only for a single EMS response; the duration may be longer if a simultaneous call is received.

Managing the operational demands of the fire service necessitates a certain amount of overtime expense. As 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 accumulated 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 exception for the Operational Demand, are easily planned for because of their ability to be controlled. Because Operational Demand is on an "as needed" basis for emergencies, it is difficult to accurately predict how many emergency calls we will respond to on a yearly basis, and how long each call will last.

Although the Town has not officially adopted the National Fire Protection Association (NFPA) standards we, as a department, are guided by these standards which have been written to ensure the safety of the public and Firefighters as they respond to the emergency needs of their communities. Of the many NFPA standards that guide the fire service, NFPA 1710 sets the standard for emergency response times and staffing. NFPA 1710 requires that emergency medical calls be responded to within 4-6 minutes, 90% of the time. It has been proven statistically that when pre-hospital care has been provided within 4-6 minutes for calls such as cardiac arrest, one's chances for survival are increased and hospital stays are shortened. NFPA 1710 also requires that emergency personnel respond to fires within 4-6 minutes 90% of the time, as a fire will double in size for every minute it continues to burn unchecked. Furthermore, NFPA 1710 requires that an ambulance be staffed with at least 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 related to increased overtime; all the while, attempting not to reduce the number of on-duty personnel. Traditionally, when an emergency medical call was received on-duty firefighters responded and, if the ambulance (with two attendants) was committed to transport the sick or injured, off-duty personnel were called back to augment the reduction in staffing. Today, however, our daily on-duty staffing consists of one (1) Lieutenant and five (5) Firefighters, which has changed 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 additional water supply and equipment. There are varying circumstances in which these staffing levels may be reduced in order to comply with budgetary constraints. Labor and Management continue to review these circumstances, and our response matrix, throughout the year and make the necessary 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 areas, albeit modified due to the pandemic. In addition, refresher training was conducted in areas such as ice/water rescue, blood borne pathogens, self-contained breathing apparatus and Rapid Intervention Team (RIT). One of the greatest challenges in training is keeping up with the ever-changing regulations. Federal, State and local regulations cover areas such as infectious substances, respiratory protection, hazardous materials, emergency vehicle operations, and structural fire fighting. Among the major disciplines that personnel train in are areas such as Suppression, EMS, and Hazardous Materials Responses. 2021 also saw the return of our annual Fire Prevention Open House. This event was well attended and we could not have had this successful event without the support of our vendors, volunteers, firefighters and most importantly, the public.

**EQUIPMENT:** In March the voters approved the purchase of a new fire engine to replace an aging 2006 KME. This purchase was awarded to Pierce Manufacturing of Appleton, WI. The department looks to take delivery sometime in July or August. We want to thank the department's committee established to oversee the production of this truck: Chief Thomas McPherson, Lieutenant Jason Sliver, Firefighter's David Baker, Brendan Tangney, and Zacharey Zins. Our thanks to the community, as well, for their support.

In early 2021, the department applied for a federal grant known as Assistance to Firefighters Grant (AFG) in the amount of nearly \$98,000 for the purchase and installation of Power Load Stretcher Systems in both Ambulances; equipment that would drastically reduce the potential for EMS personnel and patient injuries. The constant process of loading and unloading the stretchers into the ambulances produces increased spinal load and repetitive motion injuries. The department's goal is to reduce or eliminate those types of injuries, at least those attributable to the loading and unloading process. March voters approved the warrant article to purchase this equipment, contingent upon receipt of the grant. If awarded, the town's cost share would have been 5% of the total cost but, unfortunately, late in the year the department received notification that its application was unsuccessful.

However, in March, President Biden signed the American Rescue Plan Act (ARPA) which provided for the distribution of federal fiscal recovery funding to states, cities, counties, and non-entitlement units of local governments, which generally have populations below 50,000. These funds could be used by governments to respond to public health and economic emergencies, provide premium pay to essential workers, replace revenue lost due to the pandemic, and make necessary investments in water, sewer, and broadband. With support of the Town Administrator and the unanimous approval of the Board of Selectmen to accept these funds and support the requests, the department was able to purchase nearly \$144,000 in new equipment requests. Some of the purchases included; Power Load Stretcher System, SEEK Thermal Imaging Cameras, Medical Ventilators, Air Purifying Enhancement System for the ambulances, radio infrastructure equipment, and Mobil Data Dispatch System. Funds were also set aside to cover overtime costs associated with emergency personnel assisting with the vaccination clinics.

In closing, I want to thank Assistant Chief Steve Brady, Deputy Chief James Saulnier and Administrative Secretary Angela Marquis for their commitment, hard work and dedication throughout the year. Their assistance has been greatly appreciated. To the firefighters of Windham; we recognize the unprecedented challenges that continue and the immense pressure you face and we thank you for your continued dedication and perseverance. 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.

#### **2021 INCOME STATEMENT**

<b>Receipts</b>	<b>2020</b>	<b>2021</b>
Ambulance	\$472,224.37	\$536,937.91
Permit Fees	\$22,240.00	\$20,791.00
Copy Fees	\$140.00	\$130.00
Haz-Mat District Reimb.	\$35,258.00	\$16,610.87
Contracted Services*	2,275.00	4,700.00
<b>Sub-Total</b>	<b>\$532,137.37</b>	<b>\$579,169.78</b>

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

## 2021 FIRE PERMITS AND INSPECTIONS

TYPE	PERMITS	INSPECTIONS
Brush, Camp Cooking	507	0
Day Care	0	6
Heating Systems	340	145
Fuel Tank Installed	85	82
Fuel Tank Removal	3	2
In-Service	0	185
Place of Assembly	40	40
Water Supply	3	8
Wood Stoves	17	13
Smoke Detector Inspection	0	78
Fire Prevention Programs	0	6
Fire Alarm System	62	51
Sprinkler System	2	5
Fire Drills	0	23
Fire Watch	0	7
Construction Inspections/CO	0	51
Plan Reviews	0	84
Gas Piping	172	229
Blasting Permits	3	7
Blasting Complaints	0	3
Car Seat Safety Inspections	0	22
<b>TOTALS</b>	<b>781</b>	<b>1,047</b>

## 2021 INCIDENT RESPONSE SUMMARY

### 100 Fire

100 Fire, other _____	1
111 Building fire _____	22
112 Fires in structure other than in a building _____	1
113 Cooking fire, confined to container _____	4
114 Chimney or flue fire, confined to chimney _____	3
130 Mobile property (vehicle) fire, other _____	1
131 Passenger vehicle fire _____	5
132 Road freight or transport vehicle fire _____	5
134 Water vehicle fire _____	1
138 Off-road vehicle or heavy equipment fire _____	1
140 Natural vegetation fire, other _____	1
141 Forest, woods or wildland fire _____	2
142 Brush or brush-and-grass mixture fire _____	10
143 Grass fire _____	2
151 Outside rubbish, trash or waste fire _____	1
154 Dumpster or other outside trash receptacle _____	1
160 Special outside fire, other _____	1

Total 62

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

200 Overpressure rupture _____	1
251 Excessive heat, scorch burns _____	3

Total 4

### 300 Rescue & Emergency Medical Service Incident

300 Rescue, EMS incident, other _____	1
311 Medical assist, assist EMS crew _____	2
320 EMS incident, other _____	7
321 EMS call, excluding vehicle w/injury _____	1016
322 Motor vehicle accident with injury _____	72
323 Motor vehicle/pedestrian accident _____	2
324 Motor vehicle accident with no injury _____	67
341 Search for person on land _____	1
353 Removal of victim(s) from elevator _____	1
381 Rescue or EMS standby _____	6

Total 1175

**400 Hazardous Conditions (No Fire)**

400 Hazardous conditions, other _____	15
410 Combustible/flammable gas/liquid _____	3
411 Gasoline or other flammable spill _____	4
412 Gas leak (natural gas or LPG) _____	10
413 Oil or other combustible liquid spill _____	2
420 Toxic condition, other _____	1
422 Chemical spill or leak _____	1
424 Carbon monoxide incident _____	10
440 Electrical wiring/equipment issue _____	3
442 Overheated motors _____	2
444 Power line down _____	13
445 Arcing, shorted electrical _____	8
461 Building or structure weakened or _____	1
<i>Total 73</i>	

**500 Service Call**

500 Service Call, other _____	152
510 Person in distress, other _____	2
511 Lock-out _____	7
512 Ring or jewelry removal _____	1
520 Water problem, other _____	8
521 Water evacuation _____	3
522 Water or steam leak _____	3
531 Smoke or odor removal _____	4
542 Animal rescue _____	2
550 Public service assistance _____	6
551 Assist police or other Agency _____	7
552 Police matter _____	1
553 Public service _____	4
554 Assist invalid _____	53
561 Unauthorized burning _____	17
571 Cover assignment, Standby _____	50
<i>Total 320</i>	

**600 Good Intent Call**

600 Good intent call, other _____	24
611 Dispatched & canceled enroute _____	88
622 No incident found on arrival _____	12
631 Authorized controlled burning _____	6
650 Steam, gas mistaken for smoke _____	1
651 Smoke scare, odor of smoke _____	7
671 HazMat release investigation _____	1
<i>Total 139</i>	

**700 False Alarm & False Call**

700 False alarm or false call _____	7
710 Malicious, mischievous false call _____	1
714 Central station, malicious false alarm _____	1
715 Local alarm system, malicious false _____	1
730 System malfunction _____	8
733 Smoke detector activation, malfunction _____	10
735 Alarm system sounded, malfunction _____	16
736 CO detector activation, malfunction _____	7
740 Unintentional transmissions of alarm _____	15
743 Smoke detector activation, no fire-unintentional _____	19
744 Detector activation, no fire – unintentional _____	5
745 Alarm system activation, no fire _____	64
746 Carbon monoxide detector activation _____	12
<i>Total 166</i>	

**800 Severe Weather & Natural Disaster**

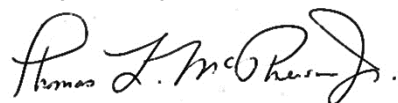
813 Wind storm Assessment _____	1
<i>Total 1</i>	

**900 Special Incident Type**

900 Special type of incident _____	1
<i>Total 1</i>	

**Total Yearly Calls****1,941**

Respectfully submitted,



Thomas L. McPherson Jr., Fire Chief



# COMMUNITY DEVELOPMENT

The Community Development Department is responsible for overseeing the building permit and code enforcement process as well as providing staff support to the Planning Board and its subcommittees, Zoning Board of Adjustment, Technical Review Committee, Economic Development Committee, Conservation Commission, and Historic District/Heritage Commission. The department maintains knowledge of local, state, and national regulations regarding building and land development activities to help ensure proper and efficient processes. The department is easily accessible to help applicants of permits and members of the public navigate the various permitting processes.

2020 was a difficult one for the department due to the impacts of the Covid-19 pandemic, but staff adapted quickly to review and issue permits, make information available electronically, and facilitate virtual public meetings. The adaptations made in 2020 proved efficient and became the norm in 2021.

In 2021, the department dealt with the transition of key staff members in various roles of the department. The department holds a special appreciation for Mike McGuire, Inspector/Health Officer, and Julie Suech, Planning Technician, for their hard work and dedication to ensure a smooth transition for the new staff. In September, the department was happy to congratulate Mr. Rex Norman on a well-deserved retirement capping off a tremendous career of public service. In the summer, the department welcomed Alexander Mello, Director, Amy Casparius, Administrative Assistant, and promoted Julie Suech into the role of Planning Technician. To close out the year, Christopher Sullivan, Assistant Director/Planner, and George Frangomihalos, Code Enforcement Administrator, joined the team. Contracted services throughout the transition were provided by Carol Ogilvie, Municipal Resources Inc., and Sylvia von Aulock, Southern New Hampshire Planning Commission. We must recognize the dedication of our minute takers, Anitra Lincicum, ZBA and Conservation, and Renee Mallett, Planning Board, for taking time away from their families and sticking it out with the boards especially during their many late nights.

Despite all of the changes for the department in 2021, we were able to keep up with our responsibilities and issued the following:

Building Permits	364	Chimney	1
Electrical	427	Permanent Signs	19
Plumbing	146	Temporary signs	16
Septic	72	Minor WPOD	39
Well	41	Fence	14

We also helped the Planning Board and Zoning Board of Adjustment review 62 applications each.

The department welcomes all of the new businesses and residents that chose to join this wonderful community. With a full staff for the first time since 2020, the department is looking forward to a great year ahead. The department's plan for 2022 is to continue to use technology to increase transparency and efficiency, continue training opportunities for staff and board members, improve procedures, and deliver high quality customer service.

Our doors and phone lines are always open for any questions/comments/concerns. We look forward to serving you in 2022!

Respectfully submitted,

*Alex Mellow*

Alex Mello, Director

# GENERAL SERVICES

## **HIGHWAY DEPARTMENT:**

In 2021, we said goodbye to long-time, seasonal employee Brian Gagne. Brian served this community faithfully as a seasonal Highway laborer for many years, assisting with snow plow operations, paving projects, and truck maintenance, along with many other day-to-day operations. On behalf of the General Services Division and the Town we wish him well in his new endeavors.

Late in the year, the Department welcomed one new staff member, Scott Bradbury, who comes with significant skillsets in both heavy equipment and mechanical repairs. We look forward to working with him for many years to come.

Several large paving projects were completed during the year including Blossom, Ledge, Gertrude, Meetinghouse, and Haskell roads, Thomas Street, Golden Brook Road Extension, the Administration Building parking lot, and the entrance roads to the old landfill and the Searles School and Chapel. Before the close of the year, we were also able to put out to bid the 2022 paving work, which was awarded in January by the Board of Selectmen subject to approval of the budget in March. Scheduled projects include Faith, Ministerial, and Castle Hill roads, and advance notice will be given before construction begins.

In addition to multiple other projects completed throughout the year, including replacement of 250' of drainage on Gertrude Road and repairs to/installation of multiple catch basins, we also completed our general tasks such as landfill operations, sign replacements/installations, shoulder work, roadway sweeping, and catch basin cleanings. These, and many other operations, are integral to the Highway Department.

## **MAINTENANCE DEPARTMENT:**

The maintenance Department worked aggressively throughout 2021 to update or repair many of the old systems and issues within all our buildings, including:

Police Department: The Department had the flooring replaced and new paint throughout the first floor.

Senior Center: The historic Center had its basements cleaned of all debris, after which a new sump pump and commercial dehumidifier were installed.

Searles Building: After several unsuccessful attempts to repair the old one, the boiler was replaced. Also, all downstairs lighting was replaced with new, energy efficient LED lights.

Administration: The first floor of the Administration building (Bartley House) received new carpet/flooring and new paint. The basement was also cleared of all debris and a new commercial dehumidifier was installed.

Fire Department: Although approved by the voters and slated for completion in 2021, replacement of the roofs has been postponed until 2022 due to supply chain issues.

Along with the larger projects managed by the Department, we also oversee and assist with setups for Town events and elections, Searles Chapel rentals, general maintenance and custodial needs, supply distribution, and future construction/repair plans; all of which is provided through a combination of staff, vendors, and volunteers.

## **SOLID WASTE:**

In 2021, the Transfer Station said goodbye to part-time employee Mark Hussey. We wish him well in his future endeavors.

The mission of the Transfer Station is to provide efficient and effective solid waste disposal services for the residents of Windham; successfully achieved by way of an ongoing commitment to continual improvement. Details on the Station's operation, as well as an informational brochure, can be found on the Town website [www.windhamnh.gov](http://www.windhamnh.gov).

In conjunction with the Windham PTA, we were able to host the Annual Electronics Collection, which was cancelled in 2020 due to COVID-19. This event was the most successful to date, raising thousands of dollars to help the PTA.

The Town continues to dispose of its municipal solid waste (MSW) at Covanta Energy in Haverhill, which is a trash to energy plant. January 1, 2022 begins a contract extension with Covanta that secures our disposal needs for the next six (6) years. Our recyclables will continue to go to Greenworks of Peabody Massachusetts in 2022, which is the last year of a five (5) year contract. Metal recycling and demolition continue to be sent 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.

### **2020 WASTE STREAM STATISTICS**

Municipal Solid Waste	6085 tons
Construction & Demolition	1104 tons
Single Stream Recycling	774 tons
Metal Recycling	348 tons
Oil Recycling	3180 gals

On behalf of the General Services Division, I would like to express my gratitude to all the staff, other departments, vendors, and volunteers who we work side by side with daily. It is through 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

Well it's that time of year again! Let's take a look at the highlights of our library year. In 2022:

- Nesmith Library customers borrowed more than 166,000 items.
- There were 7,822 registered borrowers.
- 10,321 eBooks and 10,075 e-audio books were borrowed by residents through the three digital services we participate in (the NH Downloadable books consortium, the GMILCS 3M Cloud Library, and Hoopla).
- 5,199 new books were added to the collection.
- 20,356 materials were borrowed from GMILCS consortium members for Nesmith customers.

The Nesmith Library turned 150 this past year and Sesquicentennial (150th) celebrations were ongoing all year.

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

After last year's disruption to our lives, this year was a study in how to return to a new normal. We are loaning more books than before the pandemic, even as we have fewer people visiting our building for the time being. Our summer reading program was almost entirely outside, made possible on rainy days by a large event tent. In-person programs are starting to ramp up and tutors, town groups, book clubs, entrepreneurs, and anyone looking for a quiet place to work or study are returning to the Library.

New services were added to the Library this year as well:

- Two meeting pods for semi-private meetings are a big hit, and one of them was made possible partly from donations from the Windham Endowment, Derry Medical Center, and FLOW. Come visit us to take advantage of these great additions to the Library.
- WiFi printing from your personal device (laptop, tablet, and phone) is now available, through Princh, during regular operating hours at the same cost as the Library copier.
- Web chat is a new option to reach out to us with questions. Just click on the "Ask a Librarian" box on our website.
- Two new database resources have been added, as well: Creative Bug, for all you crafty people out there, and Niche Academy tutorials to help you get the most out of our digital resources.

We welcomed a new addition to our children's room staff. Kirsten Rickershauser has been a cheerful, smiling face behind her mask. We also welcomed Kathy Roche to our circulation staff.

We received a grant in the amount of \$2,632.00 from IMLS (Institute of Museum and Library Services) and the NH State Library as part of ARPA funding that allowed us to digitize two more years of the Windham Independent. All issues from 1968-2019 are now available to be searched and viewed on our website.

And it took three years, but our LED conversion is complete, thanks to many small donations and a \$1,500 grant from the Windham/Salem Rotary Club.

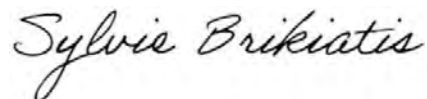
Congratulations go out to Maria Schroeter, who received the NH Library Association READS award of excellence for her work with the adult community. And our teen librarian, Molly Pevna, was named to the American Library Association's 2022 emerging leaders list.

This completes my third full year as Library Director. I am grateful for the support that the Library received from the Town Administration, as well as the residents of Windham during this year of rebuilding. 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 2021. We look forward to seeing you in 2022!

Registered Patrons	7822
Books Added	5199
Total #of Titles in Collection	74782
Library Visits	31652
Program Attendance	7280
Multi-Purpose and Study Room Uses	638
Internet Uses	1565
Volunteer Hours	335

Respectfully submitted,



Sylvie Brikiatis, Library Director

# PARKS AND RECREATION

We were excited to resume events and programs this past spring. While Mother Nature wasn't the kindest to us in 2021, everyone was ready to get out and enjoy celebrations again and to reconnect.

## ***Rain or Shine!***

We started with our Annual Egg Hunt in early April. The location was moved from the Town Hall to Griffin Park to allow more space to hunt, as well as for additional parking. It was a huge success, thanks to the Windham Police Department, The DiPietro Group, and the Boy Scouts. We look forward to having this fun event at Griffin Park for years to come.

We were happy to be able to have our Annual Memorial Day Parade to honor and remember those who passed away while serving our country. The rain ended just in time so everyone could march from Center School the cemetery. Thank you to the American Legion and the Cemetery Trustees for all their hard work to make the event special. We missed the bands from the Windham schools, but are looking forward to their return in 2022!

Our fireworks show in June was wet at times, but very well attended. We also had some days of swim lessons in the rain, but the little swimmers loved it! Our Food Truck Fest was cancelled due to the inclement weather and threat of a hurricane, but we look forward to trying it again in August of 2022.

The Annual Tree Lighting Festivities were held on the Town Common this year – with Santa in the new gazebo, carolers, hot cocoa, bon fire, and everyone enjoying the trees decorated by residents, organizations, and businesses. The Town Common looked great this year thanks to all involved.

## ***Fields and Parks:***

We continue to maintain the fields and parks with assistance and guidance from the General Services Department and our contracted vendor. We will be painting pickle ball lines on the tennis court at Tokanel Field in the summer of 2022, for those who have their own portable net and equipment to use. At Griffin Park we are fundraising to install inclusive structures to the passive area and look forward to working on this project in 2022.

## ***In Remembrance:***

We unexpectedly lost two dedicated volunteers in 2021- Joel Silverwatch and Ralph Sinclair.

Joel volunteered several years with the Adult Basketball League at Griffin Park. Ralph was heavily involved with the Community Garden, Harvest Fest, and Tree Lighting.

Thank you Joel and Ralph, and families, for all your contributions to the Recreation Department and Town of Windham over the years.



*Thank you Ralph for the smiles you put on so many little faces.*

### ***Many Thanks...***

The Recreation Department could do not do what we do without help from dedicated volunteers, organizations, businesses, and other Town Departments/Employees.

Thank you to: the residents of Windham, The Boy Scouts, The Girl Scouts, Windham Baseball Softball League, Kids in Service Club, Mom's Alliance of Windham, Windham Soccer Association, Windham Seniors Inc., Woman's Service Club of Windham, The Windham Garden Club, Windham Lacrosse, Windham Wolverines, and SARL.

Thanks to: Bruce Breton, Al and Patti Letizio and Family, Barbara Coish, Kristi St. Laurent, Bob Coole, Jennifer Simmons, Roger Hohenberger, Ross McLeod, Heath Partington, The Brink Family, Jay Yennaco, Jason Pancoast, Jason Gill, Alberto Chang, Jessica Weller, Kristen Sudati, Julia and Kathy Howarth, Shannon DiPietro, Brenda Golden, Kristine Giarrusso, Delahunty's, Robin Cino, Michael Melchionne, Jessica O'Neill, The DiPietro Group, The Windham Junction, The Common Man, North Star Financial, and Stateline Waste Management.

Also, thank you to: Dennis Senibaldi, Kelly McLaughlin, John Devlin, Fire Chief Tom McPherson, Police Captain Mike Caron, Police Captain Bryan Smith, Community Service Officer Jake Hoag, Wendi Devlin, Paula Carmichael, Eric Delong, Nicole Merrill, Karen Burbank, Maria Schroeter, Daniel Popovici-Muller, Bob Parker, Rex Norman, Assistant Fire Chief Steve Brady, Deputy Fire Chief Jim Saulnier, Scott Bradbury, Damien Davis, Paul Lutz, Charlie Marsden, Paul Hudson, Windham Town Beach Lifeguards, WCTV, and Windham Fire, General Services, and Police departments.

### ***Special Thanks....***

I would like to take this opportunity to recognize Police Chief Gerry Lewis and Town Administrator Dave Sullivan, who are both retiring in 2022. Thank you Chief Lewis for always thinking outside the box and working with the Recreation Department on solutions. And thank you Dave for all the support and advice over the years; for being there through challenging times; and for helping me to succeed in my role as Parks and Recreation Director. Happy Retirement to both of you!

*Here's to a healthy and fun 2022!*

Respectfully submitted,

A handwritten signature in black ink that reads "Cheryl S. Haas". The signature is written in a cursive, flowing style.

Cheryl Haas, Director

# INFORMATION TECHNOLOGY

After 20+ years on the job, I have seen this office evolve from a basic, “support the workstations, a couple of servers, and a few emails”, to a far different job description. We now have over 175 email accounts, several high-speed internet connections, servers on and off premises, data stored on the Cloud, and a nearly over-whelming sense that our security data simply is not good enough.

We are now into our fifth year with [www.WindhamNH.gov](http://www.WindhamNH.gov) where residents can sign up for automatic notifications, a fully functioning online calendar, and Data Center have become key components in the administration maintaining transparency and free access to public information. There are other features of the site as well that support all of the above.

In the next few years I hope to reduce the Towns reliance on in house hardware and support by moving key components onto the internet – this year we are migrating the Fire Service databases to the Cloud as b part of that on-going effort. Always with a sharp eye toward continued security and access when appropriate to the public.

By decentralizing, we also accomplish a higher level of security by making sure if one leg of the table is disconnected there are at least three more in place – metaphorically speaking of course.

Where once we had one, two or three servers in house interconnected, we have moved in the past year(s) to off-site separate cloud services that individually cannot access the others.

This effort to “get into” the Cloud will continue this year and in the future.

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, Cam Appleyard, Chad Gordon 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. Due to current health conditions, interior inspections are limited.

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

Currently there are approximately 650 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, assessing staff will be reviewing additional properties as part of the continuing cyclical review process to verify that the assessing information on the current property record cards is accurate.

Windham's overall taxable assessments increased approximately \$30,000,000 in 2021 or roughly 1%, as a result of continuing residential construction. The overall total assessed value for the Town is approximately \$3,246,000,000.

An annual analysis by the Department of Revenue Administration of sales information for the past year has not yet been completed but the Town's assessment ratio for the 2021 tax year is estimated to be at 79%.

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](http://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	REQUIRED AGE	INCOME LIMITATIONS	ASSET LIMITATION
\$ off assessed valuation	\$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 two acres
	\$190,000	75-79		
	\$ Full	80 and up		

OTHER EXEMPTIONS	INCOME LIMITATIONS	ASSET LIMITATION
<b>DISABLED</b> \$160,000 off assessed valuation	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 two acres
<b>DEAF</b> \$15,000 off assessed valuation		
<b>BLIND</b> \$15,000 off assessed valuation	No income/asset limits. Every inhabitant owning residential real estate and who is legally blind, as determined by the administrator of blind services of the vocational rehabilitation division of the education department is eligible.	

VETERAN CREDITS	ELIGIBILITY
<b>Standard/All Veterans</b> <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 ninety (90) days of active service per RSA 72:28-b and was honorably discharged; or the spouse/surviving spouse of such resident.
<b>Surviving Spouse</b> <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.
<b>Service-connected Disability</b> <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,

*Paul McKenney*

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

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

The Town of Windham assisted approximately 21 households in 2021, which is 2 more than last year. The total cost of this assistance \$43,353.21; which reflects a decrease of \$8,594.44. Of the 21 clients served, 11 were new clients, with 6 of those clients in need of assistance due to a financial hardship as a direct result of the COVID-19 Pandemic.

It should be reiterated that many residents are, after meeting with us, referred to other agencies for appropriate assistance and these numbers are not reflected in our number of households assisted. Some of these referrals are to Food Stamps, Food Pantries, Financial Aid for Needy Families (FANF), shelters, Community Health Services, NH Medicaid, Fuel Assistance and other applicable programs. These agencies assist our residents who are ill, struggling on fixed incomes or those who have incurred job losses or reduction of pay.

We truly appreciate the many local organizations who continue to provide assistance to our families. Windham's Helping Hands continues to sponsor the Back-to-School Backpack 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.

In 2021, we were very pleased to be able to resume our transportation services for our seniors for doctor visits and the weekly Wal-Mart shopping trip. We know 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 2021:

Food Vouchers	\$ 7,183.06
Shelter Voucher	33,348.80
Electricity Vouchers	547.50
Oil/Propane	1,345.04
Gasoline	928.81
Miscellaneous	0.00
Total	\$ 43,353.21
<b>Reimbursements</b>	<b>\$ 2,713.93</b>

Respectfully submitted,

  
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) composed of both daytime employees and volunteers who meet to improve our state of preparedness and readiness. The Office of Emergency Management also continues to be prepared for the possibility of an emergency or shelter opening. 2021 remained a quiet year in terms of storm related emergencies, and of those we did encounter, we had no significant impacts in terms of power outages and wind damage.

EM also continued its work in other areas. Some of the highlights as we reflect back on in 2021 were:

- Remained actively engaged in the COVID-19 Pandemic throughout the year
- Continued its work on Local Emergency Planning Materials.
- The EM web page at <http://windhamnh.gov/depts/em.htm> continues to be improved and updated. There you will be able to find the location of all emergency shelters in town, along with other important Emergency Preparation information and links.
- Emergency Management pamphlets are available. They cover "Severe Weather", "Shelter", and general Emergency Management information. They were handed out at several town functions and were made available at various locations in town.
- Windham Fire and Emergency Management are active on "Twitter" as an alternative way to inform residents of important information and weather alerts. You can find us at [@WindhamFD](https://twitter.com/WindhamFD).

As we enter 2022, we will continue to seek out additional Emergency Management grants whenever available, which would assist us in the purchase of equipment and offset training expenditures during the fiscal year.

As always, we extend an invitation to residents who would like to volunteer to assist us in such areas as management database integration, logistics, and shelter and communications sub-committees. If you are interested in joining, visit the website: [www.windhamnh.gov](http://www.windhamnh.gov) and click on Departments – Emergency Management where you can contact Fire Chief Thomas McPherson, or contact us at 603 434-4907.

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 through her assistance with secretarial and technical support. I also would like to thank our spirited team of volunteers who have continued to stand ready and work as a team to improve our planning and overall state of readiness at a moment's notice. Lastly, I want to thank all the members of Town Government for their continued support and dedication.

Respectfully submitted,



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

# FOREST FIRE WARDEN & STATE FOREST RANGER

Despite a brief flurry of wildfire activity across the state this spring, the summer and fall months saw weather conditions which kept the fire danger consistently at low levels. 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](http://www.firewise.org). Please help Smokey Bear, your local fire department, and the state's Forest Rangers by being fire wise and fire safe!

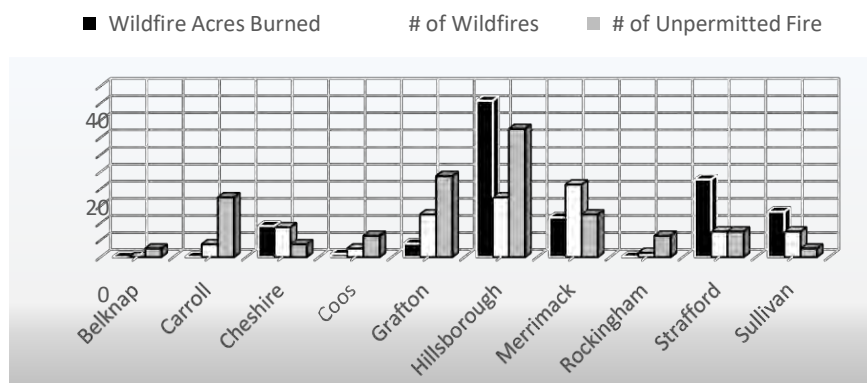
The long lasting drought effects in Coos County are showing some minor signs of improvement but a good portion of northern Coos remains in the abnormally dry category with the northeastern portion still remaining in moderate drought. While the drought conditions have improved, we expect some areas of the state may still be experiencing abnormally dry or drought conditions this spring. For this reason, we ask everyone to remember Smokey's message about personal responsibility and follow 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 2022 fire season, please remember to contact your local Forest Fire Warden or Fire Department to determine if a fire permit is required before doing ANY outside burning. Under State law (RSA 227-L:17) a fire permit is required for all outside burning, unless the ground is completely covered with snow. Fire permits are also available online in most towns and may be obtained by visiting [www.NHfirepermit.com](http://www.NHfirepermit.com). The burning of household waste is prohibited by the Air Resources Division of the Department of Environmental Services (DES). You are encouraged to contact the local fire department 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/nhdfl/](http://www.nh.gov/nhdfl/). For up to date information, follow us on Twitter and Instagram: **@NHForestRangers**



## 2021 WILDLAND FIRE STATISTICS

(All fires reported as of December 01, 2021)



\*Unpermitted fires which escape control are considered Wildfires.

Year	Number of Wildfires	Wildfire Acres Burned	Number of Unpermitted Fires*
2021	66	86	96
2020	113	89	165
2019	15	23.5	92
2018	53	46	91
2017	65	134	100

## CAUSES OF FIRES REPORTED

(These numbers do not include the WMNF)

Arson	Debris Burning	Campfire	Children	Smoking	Railroad	Equipment	Lightning	Misc.*
1	81	25	0	7	1	4	2	41

\*Miscellaneous includes power lines, fireworks, electric fences, etc...

# WINDHAM COMMUNITY TELEVISION

## WCTV Channel Line Up (Windham Comcast Subscribers):

Channel 20: Government

Channel 21: Public Access

Channel 22: Education

Channel 30: Community Bulletin Board

Channel 20 and 22 are also available on Live Stream (visit [www.wctv21.com](http://www.wctv21.com) for links). Live Streaming has gained popularity in the last couple years. Viewers are also using the Videos On Demand feature a great deal. There they can catch up on meetings and events they may have missed watching during Live broadcast.

WCTV's Government Channel (Channel 20) provides coverage of all Board of Selectmen, School Board, Zoning Board of Adjustment, Planning Board, Conservation Commission, and Economic Development meetings. Coverage is also provided to many subcommittee meetings as requested. In addition, WCTV provides coverage for the Town Deliberative and School Deliberative Sessions.

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

In 2021, WCTV provided residents with coverage of Town and School Budget Hearings, Town and School Deliberative Sessions, Town Holiday Message, PTA Candidates Night, Live Election Coverage, Easter Egg Hunt, Memorial Day Parade, Town Day, Nesmith Library 150<sup>th</sup> Celebration, Fire Department Open House, Harvest Fest, WHS Internet Safety Presentation, Holiday Band and Choir Concerts presented by WCS, WMS and WHS.

WCTV's Education Channel (Channel 22) provided live coverage of the many school concerts and performances that take place in the WHS Auditorium. 2021 performances included WHS Dance Showcase, WCS Choir, WMS Choir, WHS Choir, WMS Band, and WHS Band. Students involved in media courses at WHS have the opportunity to participate in the production of these events.

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

The WCTV website [www.wctv21.com](http://www.wctv21.com) provides 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.

WCTV would like to thank the Cable Advisory Board for all their help and support throughout the year, as well as of our videographers for their hard work and dedication to the studio. WCTV videographer's Tom Case, Barbara Coish, Bob Coole, and Tom Nolan were responsible for coverage of the majority of government meetings.

Respectfully submitted,

*Kelly McLaughlin*

Kelly McLaughlin, Coordinator

# VITAL STATISTICS RECORDED

AS OF DECEMBER 31, 2021

## BIRTHS

CHILD'S NAME	PARENT(S) NAME
ZACK LEFEBVRE	ANDREW & JENNIFER LEFEBVRE
MILA PEREZ	DURAN PEREZ & REYNOSO ACOSTA
PARKER LAMBERT	RYAN & JENNIFER LAMBERT
JAMES HENSON	ADAM & CAROLINE HENSON
SOPHIA BREEN	MATHEW & NICOLE BREEN
CAROLINE CONLEY	SCOTT & ELIZABETH CONLEY
OWEN TANG	XI TANG & WENJIE CHEN
MOSES MANSFIELD	AARON & ELISABETH MANSFIELD
AVERY WASZAK	JOHN & CARLY WASZAK
MASON BROWNELL	RICHARD BROWNELL JR & KIMBERLY HASTINGS
FELIX KIESMAN	ARIC & SAMANTHA KIESMAN
CAMERON DAVIS	SHADANE & HANNAH DAVIS
JASLYNN GOUTTEBEL-WONG	PATRICE GOUTTEBEL & MEELYNN WONG
ZOE POULIOT	JAMES & KELLY POULIOT
BLAKE COPELAND-CLARKE	JOHN & JACQUELINE COPELAND-CLARKE
JAMESON MILLER	ELLIOT & ELIZABETH MILLER
AMBROSE JEANTY	JEAN-CLAUDE & KRISTINA JEANTY
OLIVER HONDA	RYAN HONDA & SABRINA HOOKER
AYRIAH TAYLOR	KYLE TAYLOR & LAURIANN ROMANO
JAZIB INAM	SHIRAZ INAM & SOPHIA KHAN
LIAM FROST	SEAN & ALANNA FROST
LILY MARKS	JAMES MARKS & CHARLENE DUGGAN
THALIA POLITIS	JAMES & HAYLEY POLITIS
KENNEDY O'NEIL	MICHAEL & JANA O'NEIL
HENRY MACDONALD	JAMES & AMYBETH MACDONALD
LOGAN BARTLEY	ADAM & NATASCHA BARTLEY
LILY MCHENRY	ANDREW & TIFFANY MCHENRY
ELIESER GOMEZ	JUAN & ANASTASIA GOMEZ
ELIANNA MOKKOSIAN	TIMOTHY MOKKOSIAN & REBECCA LAMBERT
SHAY SIEBERT	JUSTIN & SARAH SIEBERT
EMELYN REMILLARD	DARRYN & MEEGAN REMILLARD
FINN MALLIN	PATRICK MALLIN & MELISSA DEVANE
RYS STEVENS	JONATHAN & MARIAH STEVENS
LIAM OUELLETTE	MICHAEL OUELLETTE & LINDSAY COLLINS
SKYLAR CANNON-DUBOIS	JAMES DUBOIS & ALICIA CANNON
KHAI ALAOUI DOUIRI	ABDELAZIZ ALAOUI & INDRE STASKONYTE
ELOISE ISKE	DEREK ISKE & JESSICA SCENNA
GORDON SARAFINAS	MICHAEL & YVONNE SARAFINAS

<b>BIRTHS CONTINUED</b>	
<b>CHILD'S NAME</b>	<b>PARENT(S)' NAME</b>
ELLE ANNABLE	ERIC & CAROLINE ANNABLE
OLIVER NESHEIM	BRENDAN & CHRISTINE NESHEIM
LYLA LEBLANC	SEAN & ALEAH LEBLANC
DANIEL MANE	ERIC & HEATHER MANE
EMBERLY DUQUET	STEPHEN & DANA DUQUET
EVAN LISTON	CHRISTOPHER & PAIGE LISTON
JACK PROHOVICH	KYLE & SARAH PROHOVICH
DANIEL SODERGREN JR	DANIEL & CHELSEA SODERGREN
BENJAMIN BASILE	ROBERT & REBECCA BASILE
EMILY ZINGER	EDWARD & LAUREN ZINGER

### DEATHS

<b>PLACE</b>	<b>DECEDENT'S NAME</b>
WINDHAM	DONALD RAYMOND
WINDHAM	LENA SAVARD
WINDHAM	JOAN PREBLE
WINDHAM	GEORGE BLANKENSHIP JR
WINDHAM	ANN TIMMONS
WINDHAM	MARIAN BROOKS
WINDHAM	PHYLLIS DARRAGH
WINDHAM	JILLIAN THOMAS
WINDHAM	PETER NOEL
WINDHAM	ROBERT SCOTT
WINDHAM	CARLTON LUHRMANN
WINDHAM	MILDRED KENYON
WINDHAM	ANITA KANE DOMER
WINDHAM	KAREN CARCHIA
WINDHAM	THOMAS DUFF
WINDHAM	SHIRLEY MEINELT
WINDHAM	MARY DENTLER
WINDHAM	ANNE DOWNING
WINDHAM	LOUISE HERTEL
WINDHAM	LUCILLE ABREAU
WINDHAM	CAROL INGRAM
DERRY	PAUL CONROY
MANCHESTER	FRITZ GAUTSCHI
DERRY	ROBIN SPAULDING
MERRIMACK	FREDERICKA TAPPAN
WINDHAM	PAUL ARSENAULT
MERRIMACK	VINCENT FORGIONE
MANCHESTER	GEORGE KIMBALL
WINDHAM	ELIZABETH CARY
WINDHAM	ANTHONY HORMAN




DEATHS CONTINUED	
PLACE	DECEDENT'S NAME
WINDHAM	JOHN BYRNE
WINDHAM	LORETTA SAULEN
WINDHAM	ELAINE MACKEY
DERRY	SUSAN MOCCIA
WINDHAM	BERNICE MOORE
WINDHAM	JUSTINE LA ROCHELLE
HUDSON	GILBERT GOUPIL
WINDHAM	LINDA NOEL
BEDFORD	EDWARD FORRESTER
WINDHAM	WILLIAM CARROLL
WINDHAM	DANIEL TREITEL
WINDHAM	SHEILA HUDSON
WINDHAM	DORIS SEYFFERTH
WINDHAM	RICHARD WICIEL
DERRY	DOROTHY QUIGLEY
WINDHAM	ERNEST JONES JR
WINDHAM	ROBERT ERICKSON
RYE	CHRISTINE MEYERLE
MANCHESTER	EDWARD YOURTEE
MANCHESTER	EDWARD IZBICKI
WINDHAM	EDWARD CVINAR
WINDHAM	PAUL MASTERSON
WINDHAM	JOSEPHINE SOUCY
WINDHAM	PAOLA LECLERC
WINDHAM	ORVILLE NORTHCUTT
WINDHAM	JACQUELINE NICHOLSON
DERRY	JOANNE FRITTITTA
LEBANON	PATRICK LOFARO
MANCHESTER	MARGARET BEARD
HUDSON	GERTRUDE CIRILLO
DERRY	RICHARD DRUMMOND
MANCHESTER	THOMAS BOWMAN
WINDHAM	SHIRLEY MARCOTTE
WINDHAM	MARY BUDZINOWSKI
WINDHAM	ROBERT ANDERSON
WINDHAM	MAURICE GOSSELIN
WINDHAM	BRETT WOODMAN
WINDHAM	LINDA DANIS
WINDHAM	PETER SATKWICH
WINDHAM	GLORIA MORIN
WINDHAM	CLORINDA SINIBALDI
MANCHESTER	NAM AN
WINDHAM	LARRY BLANCHETTE
DERRY	JANET HERTRICH
WINDHAM	MARTHA CALLAHAN
WINDHAM	DAVID MACCALLUM
MANCHESTER	KATHY PALERMO

DEATHS CONTINUED	
PLACE	DECEDENT'S NAME
WINDHAM	JANICE GARDNER
MANCHESTER	PERRY LEBLANC
MERRIMACK	ELIZABETH WADE
WINDHAM	SHEILA WADE
DERRY	ANN BUCKLEY
NASHUA	GENNARO RUOCCO JR
MANCHESTER	STEPHEN GEORGE
WINDHAM	MARY GLEASON
NASHUA	JANET ARNDT
WINDHAM	MADDALENA PISARI
NASHUA	KENNETH ARNDT
WINDHAM	JOSEPH DIMARTINIS
BRENTWOOD	MARY KIVIKOSKI
WINDHAM	FRANCIS ST GERMAIN JR
MERRIMACK	JOSEPH GRINGERI

### MARRIAGES

DATE	PARTIES WED AFFILIATED IN WINDHAM	PLACE
1/2	CAMERON CRUMP & STEPHANIE RADLEY	WINDHAM
1/23	THOMAS CAVANAGH & MARISSA NOE	BRETTON WOODS
3/6	TREVOR LICHTMANN & SIMONE ELLIS	WINDHAM
4/30	SERGIO D'ALFONSO & HILLARY LIVINGSTON	WINDHAM
5/8	BRIAN JAQUES & ALYSSA ARRIGO	WINDHAM
5/27	BRIAN KUEHL & BETTINA CASPERSEN	PORTSMOUTH
6/12	CHRISTOPHER MOWATT & AMANDA SMIGLIANI	WHITEFIELD
6/26	DAVID CURTO & LEAH ROGERS	MANCHESTER
6/26	NICHOLAS LEONARD & NATALIE JENOSKI	WINDHAM
6/29	MICHAEL KIMBALL & JENYCE CHIARELLO	EXETER
7/3	JOHN PASQUALE & MYRA O'NEILL	SANDOWN
7/4	GLENN FULLER & TAMMY TENNEY	LONDONDERRY
7/19	TED RENDA & STEPHANIE WILSON	WINDHAM
7/22	NADER EBEED & OUMAIMA KHAMMARI	WINDHAM
7/24	KEVIN COSTA & KRISTA JACQUES	WINDHAM
7/31	ANDREW FERGUSON & HEATHER CHANDONNET	WINDHAM
8/15	THOMAS SMITH & DIANE FIGARO	WINDHAM
8/21	SCOT LIGHTIZER & JASMINE KASETA	EPPING
11/12	LEAH BLACHE & KELSEA SHEILDS	NORTH CONWAY
11/13	NATHANIEL ST JEAN & LINDSEY PUGLISI	HOLLIS
12/4	ALLISON MAJANE & CHRISTOPHER CARTER	DERRY
12/16	COLIN CROTEAU & LORINNE LILLEY-BEATTIE	HAMPTON FALLS
12/23	JACK OZONIAN & KASSIE DUMONT	WINDHAM

Respectfully submitted,



Nicole Merrill, CMC, Town Clerk

# CEMETERY TRUSTEES

Last year saw somewhat of a return to normal as far as Town activities, with the Annual Memorial Day Parade returning after the pandemic forced its cancellation in 2020. Although we will always, regardless of the circumstance, conduct our annual cleanup and grave flag replacements, and our early morning routine on Memorial Day of lowering the flags, preparing the wreaths, and putting out the service flags, it is always nice to see the grounds filled with people honoring our veterans.

The Trustees were approached during the year by a member of the Historic District Commission (HDC), who had obtained pricing to clean several historic markers around town. Given the reasonable cost involved, the Trustees approved cleaning of the Garaphelia monument and Berry plaque at the Cemetery on the Plains; both of which were commissioned by Margaret Hughes Berry. The former, located beyond the wall in an area known as Garaphelia Sylva, is dedicated to Margaret's sister, Hattie Garaphelia Hughes Berry. It consists of a granite monument set on a large boulder from the sisters' childhood home and reads, *"The woodlands were gay and beautiful, for nature had clothed them in all her surpassing loveliness"*. The latter, dedicated to Margaret's husband, and Hattie's widower, Horace Berry, is a bronze plaque installed within the wall along Cobbetts Pond Road, which reads *"Love endures beyond the tomb, forgetting none whose trust is in the king of love, by whom death means not dust to dust."* Both cleanings were highly successful, and we are confident the results will show for quite some time.

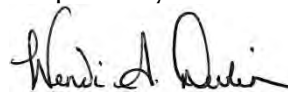
Local historian Brad Dinsmore also came to the Trustees to discuss the possibility of installing a marker at the Cemetery on the Hill in memory of four African American slaves from Windham reportedly buried in unmarked graves at the southeast corner by Range Road; Peter Thom, Pompey, Jeffery, and Rose. The Trustees brought in a ground penetrating radar company to scan the suspected location, and the graves were successfully located. Subsequently, the HDC formed a sub-committee, the African American Memorial Committee to discuss how to proceed. As this goes to print, the Committee has applied to the Black Heritage Trail of NH for a plaque to mark the location, for which the Trustees have committed to pay half of the \$2,000 cost, and have decided on a memorial stone to which the plaque will be affixed. Once ready for setting, the stone will sit securely in the vicinity of the graves on a foundation paid for by the Trustees.

We continued with tree clearing operations, removing a number of dead/dying trees along the back wall of the Cemetery on the Plain. This not only eliminated several safety concerns, but opened up the view to the marsh and brought sunlight to areas that had been shaded for decades. Going into 2022, we will likely tackle removal of neglected/overgrown bushes throughout the grounds, some type of plantings in the baby section, and some iron work throughout.

With the passage of our Warrant Article in 2021 to amend the purpose of the General Maintenance Fund moneys, the Trustees can now better explore expansion options. As yet, we have not gone out to bid on a possible columbarium, however, we have arranged with a local engineering company to have a dozen or so Town-owned parcels assessed as to their potential viability as cemetery land. As a reminder, Rogers Field and Wonderland Playground are both on cemetery land, but it would not be the Trustees first choice to reclaim them for that purpose.

As always, our sincere thanks go out to our Custodian Scott Pumbo and his team, and to our interment contractor Jim Thornton and his sons; all of whom consistently go the extra mile to ensure the success and safety of our cemetery operations.

Respectfully submitted for the Trustees,



Wendi Devlin, Chair

# CONSERVATION COMMISSION

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 Rt. 28 Town Forest, and Deer Leap conservation easements

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, known as the three “P’s” of conservation, plan, preserve, and protect, something I have learned from many mentors along my personal journey.

## **Plan**

- Current landowner and future town prospector 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

As we close out 2021, I cannot help but reminisce the many great achievements we have made in conservation. We have many new and exciting land improvements, and preservation efforts happening.

2020 and 2021 has proven to be a challenging time with the Covid 19 pandemic and the social distancing protocol put in place. People were itching to get out of their homes. Conservation lands provided a safer place to go and enjoy the trails and breath some fresh air. Our lands have experienced greater popularity and use, this leaves us happy to see everyone experiencing the natural resources we work to preserve.

The Future Focus for the Conservation Commission is to increase the current 12% inventoried Open space by way of land acquisition, easements, and donations. The Society for Protection Of NH Forests Recommends a good balance for open space to be 25%, While The Nature Conservancy's recommendation is 30%. Windham is lacking in the proper balance needed to sustain a healthy and quality of open space.

From urban parks and recreational fields to town forests to greenways, a well-planned network of conservation lands, and trails can bring access to the forest and to downtown for every neighborhood. A well-designed network of ecologically significant areas and wildlife travel corridors is also an important part of a community's system of conservation lands. Such a "green infrastructure" is vital for human health, the rural economy, and community quality-of-life.

We envision people caring for lands that sustain dynamic communities with clean water and air, forest and agricultural products, habitat for native plants and animals, scenic beauty, good jobs, and recreational opportunities. All our land protection efforts over the next quarter century are focused toward achieving this vision. We seek to protect:

**WATER QUALITY:** To conserve the lands that ensure the purity of the aquatic ecosystems and drinking water that we all require for healthy living. Drinking water lands that feed water to wells and reservoirs are in urgent need of protection from potentially contaminating land uses. Now is the time for communities to plan and set aside land to keep their citizens healthy and supply water for future economic growth.

**COMMUNITY CHARACTER:** To save the places that give our towns their unique character - the land that connects people and reflects our identity. Every community has landmarks that are cherished by its citizens. They are icons of the local culture. They give a community more than physical sustenance; they give it character and an identity. These places are integral to our community culture and history. Public parks and outdoor recreation fields are vital for children. Children need safe places to play and explore. Moreover, if adequate parks are not set aside now, scarce conservation lands may eventually be converted for this purpose.

**WILDLIFE HABITAT:** To conserve the land that our native plants and animals depend upon so that wildlife remains part of our everyday world and our statewide biological diversity remains resilient and strong.

**TRAILS:** Trails for walking, hiking, nature viewing, bicycling, and snowmobiling can connect neighborhoods to schools, parks, libraries, and civic and commercial centers.

**If all towns had the goal conserving at least twenty-five percent of their land area, this would total an additional 730,000 acres of conserved land. This is roughly equivalent to the current acreage of the White Mountain National Forest in New Hampshire. All but a couple of our largest cities are still at least twenty-five percent undeveloped. In fact, all but twenty municipalities have at least twenty-five percent of their land area in undeveloped forests of at least 500 acres in size. Our municipalities have the potential to achieve this goal — if we act soon.**

Many great projects and achievements have come about in the past year. Some that are widespread through all properties and some that are specific to certain properties. Below you will see a great deal of efforts provided through the commission, other municipal boards, and many great volunteers. Although we worked through more challenging times these days, we have made some great achievements for 2021 and some great plans going forward into 2022.

The widespread improvements currently underway throughout our properties are as follows:

- Town wide GPS tracking and trail maps will be displayed at kiosks and available to print from the town website.
- Consistent work with developers and landowners for acquisition of open space and easements for trail connectivity from within their developments.
- Clearer more defined property by-laws in a single document form were created
- Trail signage and markers, kiosks, and parking improvements.

Most of this year's exciting and ongoing improvements have been focused on the following properties:

Clyde Pond:

- 13 miles of mountain biking trails created by local volunteers and NEMBA. With an additional 6 miles connected on High school property across London Bridge Rd.
- Improvements and re- routing of the Windham High school cross country trail.
- Newly leveled and resurfaced Parking area with additional parking area across the street donated from abutting neighbor.
- Proposed trail connection to Ashton Woods open space
- Trail markers, signage, and maps are in the planning stages.

Fosters Pond:

- Eagle Scout volunteer bridge repair project along with several New and replaced bridges from the Commission
- Eagle Scout volunteer trail markers and signage project completed.
- Greenway trail improvements and rail trail connection still underway.

Deer Leap:

- Additional parking lot on Bayleaf Rd.
- Girl Scout kiosk project for Bayleaf Rd. parking lot completed.
- ADA dock and boat launch at Bayleaf Rd Parking area completed.
- Proposed planning of parking lot expansion on Woodbury Rd.
- Trail markers, signage, and maps underway.

Moeckel Pond:

- Marston-Finn Dam completion & Moeckel pond filling of water
- Boy Scout Island picnic area's completion

Campbell Farm:

- Layout and planning for historic/educational trail system
- Ongoing progress to historic farmhouse renovations

Rt. 28 Town Forest:

- Trail markers, signage, and maps
- Bridge repairs, replacements, and additional bridge construction.

In closing remarks, I would like to say I am proud to be a part of all the efforts involved with the Conservation Commission. I take pride in putting my best foot forward to Plan, Preserve, and Protect the natural resources of our town, while making the best experience possible for all residents to enjoy. Passive and active recreation lands create a safe and serene place for everyone to absorb into their quality of life.

Respectfully submitted for the Commission,

*David C. Curto*

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's designation of the Depot as a Historic District and development of the Windham Rail Trail.

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

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

2021 focused primarily on grounds maintenance and general upkeep of the buildings and the C-16. During the year, the Windham Rail Trail Alliance and volunteers provided over 50 hours of work at the site that included trash pickup, landscaping, mowing and maintenance.

In collaboration with the Windham Historic District/Heritage Commission, the project to provide electricity to the buildings was completed. Funding for the project was provided by the Town and the Windham Rail Trail Alliance. This will allow for safety lighting and a general electrical source that fits into the long-term plan for eventual further interior restoration of the Depot building.

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

Respectfully submitted for the Committee,



Mark Samsel, Chairman



# FORESTRY COMMITTEE

The Windham Forestry Committee, established in 2014, works to manage the 200-acre McIlvaine Town Forest for recreation, wildlife habitat and forest products in ways consistent with our Forest Stewardship Plan.

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

2021 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.
- Committee members worked with the Conservation Commission and Southern New Hampshire Planning Commission on a project to create town wide trail maps of public open spaces.
- We planted more wildflower seeds and wildlife friendly native shrubs in our continuing efforts to establish a wildflower meadow on the property for the benefit of insects and other wildlife.
- We installed two Eastern Bluebird houses in the meadow and one was utilized by a pair of Bluebirds.
- The first stage of an invasive species removal project was completed by the Rockingham County Conservation District. The invasive plant species targeted were buckthorn, multiflora rose and bittersweet near the beaver pond on the property and on adjacent Conservation Commission property.
- Three new bridges were installed on our loop trail, some on Conservation Commission property, as part of a trail work requirement with the developer of the Wood Meadows Estates subdivision.
- Our Tree Farm recertification was completed.

In 2022, the Committee will continue maintaining the McIlvaine Town Forest recreational trail network and hopefully begin planning a trail expansion project. In addition, we will continue long range planning for maintenance, invasive species control, 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, General Services Director, Town 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 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.

Again, this year's meetings were limited from in-person due to the COVID-19 Pandemic, however we remained active in site plan reviews and submitted applicable comments to the Planning Board. The committee also reviewed and acted on several other issues such as:

- Rock Pond Road
- Jacob Road
- West Shore Road
- Bedros Street
- Londonderry Road
- Field Road

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

If anyone has a recommendation or request for a highway safety measure, we encourage them to submit it to us using the "Highway Safety Request Form", which may be obtained from the Town Administrator's Office, or email us at [hsc@windhamnh.gov](mailto:hsc@windhamnh.gov). Each request 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 Commission/Heritage Commission (HDC/HC) 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 (HCRL), which can be reviewed on the Town website at <https://windhamnh.gov/302/Historic-DistrictHeritage-Commission>. The Commission has two separate and related, duties/charges. The first is to oversee buildings and land use within the designated Historic Districts, while the second is to encourage documentation and preservation of historic resources in the Town of Windham. The HDC/HC continues the work on both fronts with efforts to restore, renovate and, as a last resort, document historic buildings prior to demolition. A high priority is raising public awareness of any issues concerning the diminishing historic locations in our Town and adding Historic Districts for preservation.

The HDC continued in our duties collaborating with Planning Board, Zoning Board of Adjustment, Conservation Commission, Board of Selectmen, and Community Development. Our duties include serving on the Technical Review Committee (TRC), reviewing building permits, and reviewing planning board and zoning variance applications related to historic assets in town. We thank Heath Partington for continuing as our Selectman liaison. Committee member Michael Speidel resigned his position, and the committee thanks him for his contributions to the HDC.

Even though COVID is still with us we were able to get back to business as usual and resume our in-person meetings. The HDC welcomed new members Brad Dinsmore, Zafar Farooqui, and Renee Mallet. We thank Peter Gumaskas for volunteering his photography expertise and enjoy his avid attendance at our meetings. Anyone interested in the HDC's endeavors are always welcome to join us. We meet the first Thursday of the month at 7 pm in the Community Development Department Conference room.

**Dinsmore Plaque Historic District:** In 1909 Edward Frances Searles erected a commemorative plaque to honor governor Samuel Dinsmoor near his birthplace on Jenny's Hill. The plaque was embedded in a section of the once large wall that encircled the entire Searles estate. The plaque can be viewed at the corner of Governor Dinsmore Road and Mockingbird Hill Road.

In 2021 trees and brush in the area surrounding the wall containing the plaque were removed and phase two of rehabilitation efforts was completed with the restoration of the commemorative bronze plaque. The work was completed by Manchester Memorial Co, Manchester, NH, and made possible by a grant of the Windham HDC.

Phase three plans have begun for the restoration of the stonework of this historic landmark.

**Indian Rock:** In March 2021 Windham voters approved the purchase of a one-acre parcel from the State of NH for the creation of a new park surrounding Indian Rock. The Windham Planning Board is expected to approve this subdivision in December 2021. In March 2022 voters will be asked to approve the creation of the Indian Rock Historic District.

A commemorative bronze plaque was installed in 1939 to identify Indian Rock's significance to our town's Indigenous People's history and is located on Enterprise Drive. The recent much needed restoration of the plaque was made possible by a generous grant from Sally and David Devries and Daniel and Denise Enxing. The restoration was completed by Daedalus Inc, Watertown, MA.

**Town Hall:** The Town Hall assessment is nearing completion and will be instrumental in helping the town identify the areas of concern for the historic structure for appropriate funding for CIP considerations and a possible LCHIP Grant for restoration efforts in the future.

**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. Of great concern are the Thorndike survey maps and various records held by the Commission.

**Original Windham Historic Town Center:** The future landscape of our Town remains a concern and we hope that the visions of our Rural Oasis do not fade into 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. In 2021 the work on the new pedestrian bridge and matching railings along Golden Brook, and the addition of the new gazebo was completed in time for the Annual Tree Lighting ceremony and enjoyed by all.

**Looking forward to 2021:** The Commission's plans include:

- African American Commemorative Memorial in Cemetery on the Hill
- Using the Town Hall Assessment prepared by Stephen Bedard, and working with General Services and the CIP Committee, to repair and restore the Town Hall in the next 5 years.
- Identifying future Historic Districts
- Documenting and preserving:
  - Granite finger post signs
  - Stone box and arch culverts
  - Stone walls
  - Cellarholes and foundations
  - London Bridge
  - Mill sites
  - Whitehead Log Cabin, Bowery Brae
  - Robert Armstrong House
  - Indian Rock
- Working with the Strawberry Festival Committee to bring an annual historic presence by incorporating the history of the Town from its incorporation in 1742 to the present



**In Memoriam:** We fondly remember Peter Noel who served on the HDC for several years. Peter was a self-proclaimed “rock-hound” who eagerly attended HDC meetings and historic site walks and always loved a good “history mystery”. Godspeed.

Respectfully submitted for the Commission,

*Wendy M. Williams*

Wendy Williams, Chair

# LOCAL ENERGY COMMITTEE

John Klyop joined the LEC in early 2021; John Gage, Chris Mancuso, Pat Manzo, Allen Reed, Joel Taft and Mark Kovacs continued as LEC members throughout 2021. The Committee made progress in several areas. These include:

- a. Supported contract placement for the Nesmith Library solar system;
- b. Conducted initial investigation of a LED upgrade for Windham street-lighting;
- c. Continued evaluation of NH's Community Electricity Power Initiative;
- d. Supported a "Carbon Fee Initiative" recommendation to the Board of Selectmen;
- e. Evaluated a response to the Volkswagen Environmental Mitigation Trust Fund; and
- f. Continued editing of Residential Energy Efficiency Guide

**a. Assisted Town in Establishing PV System Contract for Nesmith Library - P. Manzo and M. Kovacs**

Early in the year the LEC assisted in the preparation of a warrant article to allow the Town to proceed with a Solar Power System for the Library; the Town approved the Article. In October, with the LEC's recommendation, the Board of Selectmen signed a Purchase Power Agreement (PPA) contract with Revision Energy to install a 92.5 KW Photovoltaic Power System on the Library. In late December, however, ReVision notified the Town that the proposed 360 WDC solar panels were no longer available, although 400 WDC panels were available. ReVision was recommending using the same number of the higher power panels. The Town Administrator has asked the LEC to review this recommended change to a higher power, higher cost system. The LEC plans a response in the first week of the new year.

**b. Initiated assessment of LED Lighting Upgrade for Street Lighting - J. Klyop J. Gage and J. Taft**

The LEC continues to pursue replacing the current high-pressure, sodium streetlamps with LED lamps. Eversource powers 73 streetlamps and Liberty Utilities powers 41. We have met with Eversource representatives and obtained a list of their approved suppliers and will do the same with Liberty Utilities. Planned next steps will be to obtain replacement quotes to make a recommendation to the Board of Selectmen.

**c. Investigated the NH Community Electric Power Initiative - A. Reed and C. Mancuso**

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. This eliminates the need for individual residents to negotiate third-party supply rates for themselves and predatory practices experienced by some utility users. Residents may select to allocate a portion of their savings to procure renewable energy to reduce their carbon footprint. Although the legislation took effect October 1, 2019, the implementation by New Hampshire towns is in the early stages due to the impact of the global pandemic.

- The Local Energy Committee's primary role is to advise and assist the Town and its residents on reducing their energy usage and costs.
- A decision to join in a Community Power Agreement will allow residents to have the committee negotiate their rate as a collective with bulk purchasing of energy.
- There is no cost to the town as any overhead expenses are distributed amongst the members

2021 activities included attendance at the Coalition Member Candidates Event in March, Community Power Summit in June, review of programs in Keene, Hanover, Nashua, review of Community Power Board of Directors minutes, benchmarked local Massachusetts town negotiated rates. In 2022 the LEC will take action to prepare and communicate a proposal to the Selectmen and residents. This will lay the foundation to bring it to a vote at the 2023 Town Meeting.

**d. Recommended Support of Federal Carbon Pricing - J. Gage**

Federal carbon pricing is likely in the next several years; the pay-back for energy efficiency investments will accelerate and fossil fuel-powered equipment will become more expensive to use. Windham residents should prepare by making additional investments in energy efficiency and by anticipating carbon pricing when making new heating, transportation, and other equipment purchase decisions to avoid future stranded costs. This will save money over the lifetime of the equipment, reducing our future tax burden. LEC recommends Windham use shadow carbon pricing to factor a future carbon price into purchasing decisions, as some states, municipalities, and many businesses are doing now.

All but two developed countries (US and AU) are now pricing carbon. Canada's national carbon price will reach \$135 by 2030. Family budgets are protected with a household rebate of the money collected from fossil fuel producers. The EU carbon price has more than doubled in the last year to reach \$85 now. The EU will begin using a Carbon Border Adjustment Mechanism in 2023 – applying their carbon price on imports from countries that are not pricing carbon. Canada, Japan, and the UK are also considering the use of border carbon adjustments. These will make US businesses less competitive and are a strong motivation for the US to price carbon. China recently implemented a national carbon price.

In Congress, support for the Energy Innovation Act ([energyinnovationact.org](http://energyinnovationact.org)) and other carbon pricing bills continues to grow, and carbon pricing is being considered for inclusion in the reconciliation package this year.

The LEC recommended a resolution supporting the Energy Innovation Act to the Board of Selectmen; unfortunately, the Board decided they could not support the resolution.

**e. Consider Response to New Hampshire VW Environmental Mitigation Trust - C. Mancuso**

In September, NH issued an RFP for building EV charging stations using funds provided by the VW Environmental Mitigation Trust. Although the LEC supports expansion of EV charging stations, the LEC decided the Town was not positioned to effectively propose building and **operating** several EV charging stations for the RFP-required 5-year period.

**f. Continued editing of Residential Energy Efficiency Guide - J. Taft**

The energy efficiency guide to be published on the Town's webpage is being revised to include two new technologies: heat recovery ventilators (HRV) and cellphone-based monitors for water usage, leak monitoring and control. HRVs may assist the homeowner in minimizing the loss of conditioned (heated/cooled/humidity-adjusted) air while eliminating the build-up of CO<sub>2</sub> and other potentially noxious gases/odors which can result from house-sealing modifications associated with home energy efficiency improvement. The guide is emphasizing providing the homeowner with the necessary information to determine the best course of action which will often involve a professional contractor. Since technology is advancing rapidly, a do-it-yourself (DIY) approach may not be the safest nor economical approach to improved energy efficiency.

Respectfully submitted for the Committee,

*Mark Kovacs*

Mark Kovacs, Chair

# MUSEUM TRUSTEES

It was a quiet year for the Windham Museum with the effects of Covid. Fortunately, the Trustees were able to resume meeting during the year and voted to acquire a new software program and camera equipment to catalog the Museum's collection. The Trustees also conducted a joint meeting with the Conservation Commission to discuss ideas for the artifacts from the Campbell Farm that are currently in storage.

A highlight of the year was participating in the 150th Anniversary celebration of the Nesmith Library. The Museum, the former home of the Nesmith Library, was open for tours.

The Museum also held an Open House during the Tree Lighting on the Common in December and hosted participants from YESS (Youth Enrichment for Student Success) in August.

Plans for 2022 include working on the cataloging of artifacts in the new software program, potentially with volunteer assistance from Windham High School, working on the Museum's website, and holding Open Houses on a regular basis.

Respectfully submitted for the Trustees,

*Jean Manthorne*

Jean Manthorne, Chair

# NESMITH LIBRARY TRUSTEES

We entered 2021 with high hopes. The year started pretty much the same way the previous one ended, with the COVID-19 virus still a major concern for staff and patrons alike. The Trustees, like others elected to the same positions around the state, held our monthly meetings remotely for several months until the governor lifted the state of emergency. The library itself continued servicing the public remotely and adhering to safety guidelines during that time period. As vaccines became available and the rate of infection began to decline, the Nesmith Library began a phased return to in-person services, albeit with some adjustments and alterations that allowed for a wider array of services, with the health and safety of everyone in mind.

Throughout the year, the library has continued to bring much-appreciated services and offerings to our residents, as highlighted in our librarian's report. This includes the expansion of digital offerings, as the library continues to keep pace with today's changing needs and requests from our users. (Below you will find the particular figures pertaining to the Nesmith Library's income statement and funds.)

As the library continues its progression into the future, in 2021 we had the opportunity to look back into our past as the Windham Nesmith Library celebrated its 150th anniversary. In honor of this special occasion, the staff conducted a tremendous amount of research into the library's history and curated a number of exhibits that were on display for public viewing that brought that past to life, including the original library catalogue, photographs from a previous library site, and copies of books that were popular during the time of its founding. The anniversary celebration featured speeches by local and state officials, as well as an open house with crafts for the kids, music, and guided tours of the library's homes — past and present. The Trustees and staff put together a time capsule that will provide future residents with a snapshot of life in Windham during 2021.

Today, as always, Windham's Nesmith Library continues to be a place for community, with programs geared to young children, teens, adults, and seniors. The library hosts arts and crafts, book clubs, story time, a create club, performers, a murder mystery/escape room for teens, and much more. It's all there — live, virtually, or a hybrid of both.

Indeed, the library has grown by leaps and bounds throughout the years, and continues to do so, thanks to you, our residents, and your support.

Respectfully submitted for the Trustees,

*Karen Moltenbrey*

Karen Moltenbrey, Chair



## NESMITH LIBRARY INCOME STATEMENT 2021

### Income

Fines	382.93
Lost or damaged books	692.63
Non-resident cards	375.00
Copies	1467.54
Donations	3162.25
FLOW	11095.15
Interest	92.72
Grant	2632.00
Town operating income	215,720.00
<i>Subtotal</i>	<u>235,620.22</u>

### Expenditures

*Library acct expenditures	27,513.96
Operating expense	215,720.00
<i>Subtotal</i>	<u>243,233.96</u>

### Trustee Funds

Nesmith Library Named Funds	11,234.59
**Donations	10,264.98
Non-lapsing I (operating expense)	8,765.55
Non-lapsing II (equipment expense)	3294.84

\* Approximately \$13,000 of donation money from 2020 was expended for LED conversion and another \$8,000 was expended for Meeting Pod carried over from 2020.

\*\*\$605 are restricted funds for memorial or book group books. Approximately \$7,700 is earmarked for relaying our brick sidewalks.

# PLANNING BOARD

2021 was a little busier than 2020 for the Planning Board. Below you will see a compilation of our activity.

- 18 Major Watershed Applications
- 36 Minor Watershed Applications
- 8 WWPD Special permits
- 1 Minor Subdivision Applications
- 4 Minor Site Plan Applications
- 0 Major Subdivision Application
- 18 Major Site Applications
- 1 Housing for Older Persons Application
- 7 Conceptual Applications

The Board continues working on the Master Plan, updating the vision section and putting together a steering committee to work on the land use section.

The Board adopted stormwater management changes to the Site Plan Regulations and Subdivision regulations, and is currently working on zoning amendments for the March 2022 ballot.

The Community Development Department was reorganized and welcomed Alex Mello as our new Director. Alex is doing a great job so far and is currently interviewing candidates for a Planner position and Code Enforcement position.

Respectfully submitted for the Board,

*Derek Monson*

Derek Monson, Chair

# ROUTE 111 BEAUTIFICATION COMMITTEE

The Board of Selectmen made the beautification of our town a priority in 2015 and this has remained a priority in succeeding years. The Board of Selectmen formed two committees who were charged with advancing the “beautification” of our town. One committee focused efforts on the Town Hall complex and surrounding areas. The other committee focused on the stretch of Route 111 from the eastward limit of the Rockingham Road (Rt. 28) Intersection, westward to the Wall Street/ Enterprise Road Intersection. I have served as the Chairman of that “other committee” which is referred to herein as the “Windham Rt. 111 Corridor Beautification Committee.” As of the writing of this letter, that committee is comprised of the following members:

Al Letizio, Jr. – Chairman

Jennifer Simmons - Board of Selectmen Member

Jay Yennaco – Windham Resident and Business Owner (Delahunty Nurseries)

Anthony Berni – Windham Resident and Business Owner (Canobie Lake Park)

Bill Deluca – Windham Resident and Business Owner (Bill Deluca Family of Dealerships)

The group met on several occasions and developed a strategy for the ongoing beautification and esthetic improvement of the Route 111 corridor in Windham. The first phase of this effort was to create FOUR prominent locations near major entry points where beautifully styled “Welcome to Windham” signs would be installed, featuring attractive perennial flower displays, with low voltage lighting and designed for longevity and low maintenance.



The four sign locations are as follows:

1. On the northerly side of Route 111, just west of the Rockingham Road (Rt 28) Intersection, just before the Rail Trail bridge
2. On the Southerly side of Route 111 in the vicinity of the Mammoth Road Intersection
3. At the bottom of the exit 3 off ramp from I93 southbound, within the current triangle area
4. At the bottom of the exit 3 off ramp from I93 northbound, within the current triangle area

The Board of Selectmen agreed unanimously to write \$25,000 into its 2016 operating budget for this "Phase 1" Welcome to Windham sign project of the Beautification Committee.

Meetings were conducted with DOT officials and the locations were confirmed. Final awarding of the contract for the sign construction was to Brothers Sign Company, who installed three of the four signs during the summer of 2017. Sign number 2 above was installed adjacent to Klemm's Country Store in the summer of 2018, following the renovation of the Klemm site. This is the first of the signs to be illuminated at night, thanks to a generous offer from Arthur Klemm to provide power to the sign from his property at no cost to the town. The Board of Selectmen voted unanimously to fund the \$1,500 cost of lighting and wiring the sign. The work was performed by Stephens-Marquis Associates of Bedford, NH.

The Committee will reconvene in the Spring of 2022 and develop additional recommendations to the Board of Selectmen relating to the continued beautification of the Route 111 Corridor through Windham.

Respectfully submitted for the Committee,

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

Al Letizio, Jr, Chairman

# *SEARLES SCHOOL & CHAPEL TRUSTEES*

2021 was quite a challenging year for Searles School and Chapel Trustees due to several inter-related circumstances.

First, Covid. We began the year with the Searles events completely shut down with a resulting complete loss of revenue. In May, when Covid began to abate, events began again, at first just outdoor events, and then eventually inside the building. We are now happy to report that there have been a number of events that have taken place, and an increasing number of paid events are booked in 2022 and ensuing years. As always, Searles continues to be used by non-profit community organizations at reduced rates.

## ***Searles Coordinator***

The lack of activity at Searles was also one of the reasons our relatively new Searles Coordinator resigned. We are happy to say that we are now able to use the skills and resources of our Town Recreation Director, Cheryl Haas, to answer inquiries about Searles, give tours to prospective customers, and to book new events. In 2022, we plan to establish a robust marketing plan to increase use and income from Searles. We are presently looking to find an attendant to open the building before events and close down when they are finished.

## ***Tower Repairs***

In 2020, the voters had approved a \$300,000 bond for replacement of the Searles tower roof and repairs to the tower's exterior stonework. Happily, this work was completed under budget! However, in order to complete the exterior stonework repairs, some of the interior walls in the upper level of the tower had to be removed. These walls, which help support both the interior stairs and the upper level ceiling, need to be replaced. Removing these walls also exposed deterioration of the upper tower flooring structure where the joists attach to the stonework. However, in June we learned that the wording of the 2020 warrant article for the bond had been narrowly structured, allowing the funds to be spent only on the roof and exterior stonework. Therefore, it is now necessary to ask the voters to allow the balance of the bond (\$98K), to be used to complete the final aspects of this project. The Board of Selectmen have agreed to place a warrant article on the 2022 ballot to allow the balance to be used for this purpose. This warrant article would have no additional impact on the town tax rate.

## ***Woodwork Restoration***

In 2020, Searles had received a \$10,000 from the Conservation License (Moose Plate) Grants to begin a long-awaited interior woodwork restoration project. (The woodwork repairs are key to our ability to market the building.) In April, we received an additional \$10,000 for this purpose from a private donation through the Windham Endowment. Although we had received quotes for this work prior to the grant applications, Covid-related labor issues caused delays in finding an appropriate contractor able to do work that met the Secretary of the Interior Standards as required by the grant.

In the fall, Trustees met with Windham resident and historic building restoration expert John InDelicato. With his guidance, the board was able to revise some of the work specifications and find a contractor who can meet the required standards and maintain the historic aspects of the woodwork. This work is scheduled to begin in January 2022.

## ***Garden***

During the summer and fall of 2021, under the leadership of Trustee Rich Parow, the Trustees adopted a plan for a small English garden to be installed behind the Searles Building. Using some of the balance of a Baker grant from the Windham Garden Club, Rich was able to lay out the garden and begin plantings for what promises to be a beautiful setting for the many events that take place on the grounds behind the building. The plantings include a tree dedicated to Fred Linnemann, long-time Trustee, supporter, and hands-on volunteer at Searles. The Trustees are planning a dedication of the garden in the spring after more plantings and walkways are completed and spring weather allows.

## ***The Board***

In the fall, Trustee Maureen Spooner announced her resignation from the board since she was moving out of state. Maureen had been a tremendous asset in our various projects due to her architectural training and project management experience. Thank you, Maureen!

The board also welcomed two new Trustees, Frank Merchel and Neil Fallon.

The Trustees wish to thank Town Administrator, David Sullivan for his continued guidance, General Services Director Dennis Senibaldi for his collaboration, and the Windham Board of Selectmen, particularly our liaison, Jennifer Simmons, for their continued support.

Respectfully submitted for the Trustees,

*Betty Dunn*

Betty Dunn, Chair

# *SOUTHEASTERN NH HAZARDOUS MATERIALS MUTUAL AID DISTRICT*



**About the District:** The Southeastern New Hampshire Hazardous Materials Mutual Aid District's membership is comprised of 14 communities, covering approximately 350 square miles with a population of over 186,000 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 2022 operating budget for the District was \$139,361.00. Additionally, in 2021 the District applied for and received federal grants for equipment, training, and operational expenses totaling \$135,938.00. This grant funding included funding for equipment maintenance plans, a laptop computer, 2 portable radios, a chemical identifier, Haz Mat management software as well as numerous training programs for team members. 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.

In 2021 the District's part-time REPC Director retired after 13 years with the District. We welcome our new part-time District Administrator who will 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 District Administrator. 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 Officers 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 24 members drawn from the ranks of the fire departments within the District. The Team consists of 5 Technician Team Leaders, 16 Hazardous Materials Technicians, and 3 Communication Specialists. In addition to these personnel, the team also includes an industrial chemist from a local industry.

**District Resources:** The District's response resources include HazMat 1 which is the primary response vehicle and carries 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 Team's other vehicles consist of a Mobile Command Support Unit, Rehab truck, two Spill Trailers, a Technician Trailer, an Operations/Spill Trailer, a Firefighting Foam Trailer, an Air Supply/Lighting Trailer and SUV utility vehicle.

The Command Support Unit and HazMat 1 along with the Technician Trailer are housed in our Windham facility, while spill trailers are located in Derry and Sandown allowing for rapid deployment. The Foam Trailer is housed by Salem Fire, the Operations Trailer is housed by Hooksett Fire and the Air Supply trailer is housed at Chester Fire. Activation of the team is made at the request of the local Incident Commander through the Derry Fire Department Dispatch Center.

The Rehab 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 can 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 and soap and brushes to assist with the decontamination of firefighters at the scene. Staffing of this vehicle is done by a team of dedicated volunteers recruited from some of the District's fire departments along with the Derry Community Emergency Response Team (CERT).

**Response Team Training:** The Emergency Response Team was able to resume their monthly training, Team members completed 565 hours of training. This training consisted of in person and virtual training programs covering Hazardous Materials Transportation, Computer-Aided Management of Emergency Operations, Palmtop Emergency Action for Chemicals (PEAC), Hazardous Materials Simulation Equipment, Chemical Protective Clothing, Decontamination, and leak control techniques, as well full-scale response drills.

Due to the pandemic the New Hampshire Hazardous Materials Training Conference and the International Association of Fire Chiefs Hazardous Materials Teams Conference were both canceled for 2021.

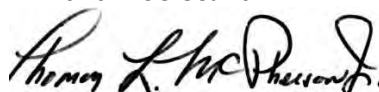
**Emergency Responses:** In 2021 the Hazardous Materials Team responded to 18 incidents. These included an acid leak in a trailer truck, spill trailer responses for hydrocarbon fuel spills from motor vehicle crashes. Other responses included identifying unknown substances and suspicious packages, as 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 20 incidents including fire scenes and large scale training events.

For further information about the Southeastern New Hampshire Hazardous Materials District please visit our website at [www.senhazmat.org](http://www.senhazmat.org)

Respectfully submitted for the District,



Bruce Breton, Board of Directors Chair  
Windham Selectman



Thomas McPherson, Jr., Operations Comm. Chair  
Chief, Windham Fire Department



# SOUTHERN NH PLANNING COMMISSION



The Southern New Hampshire Planning Commission (SNHPC) provides a wide range of services and resources to help member communities with a variety of land use planning and transportation challenges. Each year, with the approval of appointed representatives, the Commission's skilled staff designs and carries out programs of regional significance mandated by New Hampshire and federal laws or regulations. The Commission also works with Community staff, land use board volunteers, and governing boards on a variety of local projects.

Often, community stakeholders 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 land use training workshops.

In 2021, the Commission provided the Town of Windham with assistance on a number of local planning efforts including:

- Providing technical assistance to the Windham Planning Department in reviewing land use development applications, assisting staff with processing strategies and protocol, and reviewing and guiding the process for updating Windham's Master Plan
- Completing trail mapping projects on behalf of the Conservation Commission, including Rt 28 Town Forest, Deer Leap, Foster's Pond, Clyde Pond and Gage Land
- Conducting traffic counts

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 community. Examples of regional projects are the development of the New Hampshire Department of Transportation (NHDOT) Ten-Year Transportation Improvement Plan and a regional Congestion Management Plan update.

Hours	Description
216	Windham Planning Department Assistance: reviewed Planning Board and Zoning Board applications, met with developers, assisted staff with processing strategies and protocol, reviewed and guided process for updating Windham's Master Plan.
52	Continued developing trail mapping projects on behalf of the Conservation Commission, including Rt 28 Town Forest, Deer Leap, Foster's Pond, Clyde Pond and Gage Land.
33.5	Worked with rail trail stakeholders to finalize the 2021 Regional Trails Plan update. The final plan was adopted by SNHPC MPO at its July 27, 2021 meeting.
32.7	SNHPC staff participated in state and regional transportation councils to better coordinate transportation options locally, regionally, and statewide. Tasks included scoping and developing budgets for transit-related projects and coordinating with stakeholders to develop a regional Mobility Manager position. Anticipated to be filled in 2022, this position will help ensure Greater Manchester residents get accurate information and are able to book convenient transportation options.

Hours	Description
26.8	Reviewed Windham's existing components for the regional Intelligent Transportation System Architecture for a required update. Verified architecture for compliance for federal funding (ongoing).
24.6	Coordinated with the New Hampshire Department of Transportation on the development of the FY 2023-2032 Ten-Year Transportation Improvement Plan to ensure that the intersection improvement project at NH Route 28/Roulston Road in Windham remains fully funded and on schedule.
24.5	SNHPC assisted in facilitating the NH Dept. of Transportation's Transportation Alternatives Program (TAP) funding round #4. TAP facilitation included application review and formation of an ad-hoc scoring committee and coordinating meetings.
21.4	Developed a framework for a regional freight bottleneck analysis along NHDOT priority routes with associated strategies and compiled a Freight Bottlenecks Report.
20.5	Conducted traffic counts at four (4) sites in town, including Range Road west of Hayes Hart Road (11,270 raw Average Annual Daily Traffic (AADT) – 20% increase from last count.
16	Hosted CommuteSmart NH challenge to encourage multi-modal trips (transit, carpooling, bicycle, etc.) to help residents save money, reduce wear and tear on their vehicle, help relieve congested roads, and live a healthier, less stressful lifestyle.
13.6	Updated the Metropolitan Transportation Plan. As part of this process, the SNHPC maintains a region-wide transportation Travel Demand Model. This software model is used to understand existing and projected future year (2045) trips by private automobiles throughout the region for transportation project planning. As part of maintaining the travel demand model, previous years (2019 and 2020) building permit data for new residential, commercial units was researched and gathered by staff for trip origin and destination modeling.
10.2	Conducted a pedestrian/bicyclist count on the Windham Rail Trail at Depot (annual count location).
8.25	Began working on a Regional Housing Needs Assessment in collaboration with other Regional Planning Commissions (ongoing through 2022).
8	Participated in two NHDOT driveway permit review processes in Windham, including reviewing and commenting on regional transportation impacts for a proposed mixed-use development at Indian Rock on Rt 111 and NH 111/ Range Road.
7.71	Hosted a free virtual workshop: "How-to-Do an ADU" with support from AARP. The workshop addressed zoning allowances, design/ construction challenges, local examples, tips for becoming a landlord and a review of recent legislation introduced to address aging in place and housing shortages.
5.8	Developed a regional Rail Trail Passport program in celebration of Bike to Work Month. Worked with community representatives to provide outreach and education on local trails throughout the region.
2.5	Provided technical assistance to the Town of Windham with Municipal Separate Storm Sewer System (MS4) asset management.

**Town of Windham Representatives to the Commission:**

Peter Griffin (Chair)  
John Hiltz

**Executive Committee Member:**

Peter Griffin (Chair)

# *TOWN CENTER BEAUTIFICATION COMMITTEE*

In 2021 three major components of the Town Common beautification became a reality:

- The bridge over Collin's Brook, which replaced an out of code wooden bridge, was finally installed.
- New fencing, complimenting the bridge, was installed around the deeper end of Collin's Brook, replacing the decaying snow fence.
- The deteriorated gazebo was replaced by a new one in November, just in time for the Annual Tree Lighting.

The new bridge and fencing are constructed of metal and will require less maintenance. Lilacs from the old Fellow's Farm have also been transplanted to the ridge along RT 111.

Still to be done is a landscaping master plan and installation of a plaque listing those individuals who contributed to the project. This year the CIP Committee did not allocate funding for the project, which presents a great challenge to completing the safety component of project.

Thank you to everyone who has supported the project and to the members of the Committee, Frank Farmer, Kathleen DiFruscia, Siri Wilbur, Dave Sullivan, and Cheryl Haas.

Respectfully submitted for the Committee,

*Peter Griffin*

Peter Griffin, Chair

# ZONING BOARD OF ADJUSTMENT

I am profoundly grateful to the residents of Windham for giving me the opportunity to serve our community on the Zoning Board for nearly 12 years. While I have decided to take leave from the ZBA after my current term is over in order to focus on my family, I wish the rest of the Board my very best in the coming years.

For 2021, the Zoning Board of Adjustment had the busiest year during my tenure. The Board held 25 meetings to handle nearly 70 cases. The cases consisted of:

- 55 variance requests (49 granted, 4 denied, 2 withdrawn),
- 7 appeals of administrative decisions (2 granted, 3 denied, 1 withdrawn, 1 continued into 2022), and
- 6 rehearing requests (4 denied, 1 continued into 2022, 1 granted with the rehearing resulting in a denial).

The Board also met to review our Rules of Procedure so that we can ensure meetings are efficient for applicants and the community, as well as align with current legislative and case-law requirements.

In the March election, Pam Skinner and Michelle Stith were both elected to 3-year terms. The Board also appointed Payal Ballaya as an alternate. Regular members at the conclusion of the year were: Mike Scholz, Chair (2022); Nick Shea, Vice Chair (2023); Pam Skinner, Secretary (2024), Neelima Gogumalla (2022), and Michelle Stith (2024). Alternates included Betty Dunn (2023) and Payal Ballaya (2024).

Members attended training sessions including the New Hampshire Municipal Association's Land Use Law Conference. Trainings were held virtually as in-person conferences were again not possible this 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 would like to thank Rex Norman (former Community Development Director) for his hard work and dedication to our community, as well as Christine Freethey (former Administrative Assistant) for her support of the Board.

The Board welcomed Alex Mellow as our new Community Development Director and wishes him well in his new role. The Board is grateful for Alex's service and support of the ZBA during a challenging transition period for the department and amid a global pandemic.

The Board welcomed Amy Casparius as the new Administrative Assistant and is thankful for all of her help. The Board also thanks Anitra Lincicum (Minute Taker) for participation at our meetings throughout this entire year. Lastly, the Board congratulates Julie Suech on her promotion to Planning Technician, and thanks her for her perseverance, composure and kindness during one of the most challenging years to-date. Without all of your assistance, much of what we do as a Board would not be possible and we are grateful.

Lastly, a special thanks goes to Bob Coole, Kelly McLaughlin, Tom and Margaret Case and the entire Cable Committee for their dedication to our community for ensuring cable coverage, recording our meetings and providing televised access to Windham residents throughout another challenging year.

Respectfully submitted for the Board,

*Michael D. Scholz*

Michael D. Scholz, Chair

# *AMERICAN LEGION POST 109*



The American Legion Post 109 was organized after the Second World War – it's Charter meeting held on March 15, 1951. On May 7, 1956, the post was officially incorporated and the name chosen in memory of Wilbur E. Tarbell, son of Mr. and Mrs. Maurice Tarbell. He was the town of Windham's only casualty of WWII. Although a building for the Post was erected shortly after its incorporation, (located adjacent to the Presbyterian Church), interest waned and the building was sold.

The Post did eventually become active however, and then moved to the upstairs of the Windham Town Hall. In 2019 the Post placed an article on the town ballot allowing the American Legion to lease the old Police Station, located at 21 Haverhill RD, for 25 years. The building was in desperate need of repair and needed a major renovation. After the first 71 mice were evicted for failure to pay rent, and a female raccoon and her two kits were relocated to more suitable housing, the work was started. We were told not to use the second floor of the building because it was found to be structurally unsound, also the roof leaked, and the air conditioning and heating system needed to be replaced. It was also quickly noted that the building would have to be upgraded to accommodate a Handicap bathroom.

That being said, work progressed over the first year until we ran into COVID 19. The work slowed and our building dedication was delayed. As the second year progressed, we again battled with Covid, mask restrictions, vaccinations, and more vaccinations, School closings, store closings, meeting cancelations and finally Parade cancelation.

We began to support local events and provide the Post building for community events within the exiting Covid Protocol.

- Proper Flag Disposal ceremony in June on Flag Day with the Boy Scout and Girl Scout Troops
- Ongoing support of the local Thanksgiving program with the Windham Service Club
- Sponsorship of both Scout Troops 263 and 266. Our hopes are to continue these activities and grow participation in other areas such as the American Red Cross Blood Drives, Scout Eagle Awards and Girl Scouts Gold Awards, First Aid Classes, town group meetings, Saturday Morning Thank You Breakfasts.

The Post invites you to join us and become acquainted with our current and other future activates that we like to become involved in town activities events. Please contact us at: American Legion Post 109, 21 Haverhill Road.

Respectfully submitted,

F. P. Farmer, Post Commander



## SUZDAL SISTER CITY COMMITTEE

Windham and Suzdal, Russia have been Sister Cities since 1992, when John Barry and his group returned from a visit to Derry's Sister City of Cherepovets with the idea that Windham should also have such a relationship with a Russian town. The Windham residents who were on that trip presented the idea to our Selectmen. The Committee would be autonomous and expected nothing more from the town than approval and acceptance.

Over the years, there have been several exchanges between our towns - we visited there and they visited here. Town officials, business people, teachers and students made up these groups of visitors from Suzdal to Windham. We keep in touch with many of these individuals through email and social media. We have seen the students grow into adults, marry and become parents.

It has been difficult to travel to Suzdal in recent years, although an anticipated event in 2024 will hopefully see some of us traveling there. In 2024, the Town of Suzdal will be celebrating its 1000th anniversary since appearing in the Chronicles. Imagine - this beautiful, historic town will be 1000 years old!

Over the years, Windham has included \$500.00 in the Town budget to support the Committee, which is appreciated. In recent years, because no one has traveled to Suzdal, we have used some of this donation to purchase cotton fabric and mail it, along with other donated fabrics, to the women of the Quilt Club. They love to incorporate our fabric into the crafts that they produce. Because of covid, we did not send any fabric in 2020 but, this year, we sent two boxes totaling 32 pounds of fabric. Each time they receive a box, they will post photos and send a box of crafts back to us. It was surprising to us, that the box we sent to them in October reached them in only six days; theirs to us takes much longer. A box from them arrived today, 12/3/2021, as I write this report, and we will share these crafts with local friends to enjoy.

Looking for Suzdal on the internet can be an interesting, educational exercise. Her beauty and history are fascinating.

Respectfully submitted for the Committee,



Barbara A. Coish, Chairman



*Two of the women from the Suzdal quilt group open our most recent box of fabric.*

# WINDHAM ENDOWMENT FOR COMMUNITY ADVANCEMENT

The Windham Endowment is celebrating 15 years of service to the community. The enclosed brochure shows the scope of our work since 2006, during which time Windham nonprofits, organizations, and students have received nearly \$400,000 in grants and educational scholarships. Without your support, none of this would have been possible.

Our achievements in 2021 are a true reflection of the diversity of our impact in the community. Last year alone, we granted over \$40,000 including \$15,000 in scholarships, \$20,000 for cultural landmarks, and \$6,000 in COVID-19 relief. Additionally, through the generosity of two special donors, a dollar-for-dollar match was offered during the Windham Pride Festival. This effort inspired more than \$15,000 in donations to the Windham Pride Scholarship Fund.

Certainly, our single biggest achievement this year was the installation of the ADA-compliant dock and boat launch at Moeckel Pond. The Simpson Mill Canoe Launch was part of an effort spanning more than a decade, and this recreational and environmental treasure is just beginning to come to life. More is still to come, including the installation of benches, historical signage, and a pollinator garden.

**This incredible area shows how a public space can be created when a group of thoughtful, committed volunteers and donors comes together to make a difference.**

In 2022, we look forward to continuing our work and getting together to celebrate projects that you have helped us complete. In May, there will be a dedication of the memorial in the Cemetery on the Hill honoring the African-Americans buried there in unmarked graves. Later in the year, we will join in the ribbon-cutting ceremony to mark the completion of Phase 1 of the Moeckel Pond project. In the fall, we expect to reach the \$100,000 milestone of scholarship awards to Windham students.

As with all nonprofits, the need for our services is greater than ever while revenues from our traditional fundraising activities still have not recovered completely from the pandemic. As you consider your year-end giving options, we would be most grateful for your continued support. Please see the options on the enclosed donation form allowing you to direct your gift in a way that is most meaningful to you. Your gift, of any size, is both important and valued.

At this special time of year, now more than ever, we thank you for your support and wish you and your family a very happy and healthy New Year.

Best wishes,

*Diane Carpenter*

Diane Carpenter, President

P.S. Would you like to stay in touch? Follow us on [Facebook](#) and [Instagram](#) at @windhamendowment and sign up for our quarterly newsletter at [tiny.cc/WECAnewsletter](https://tiny.cc/WECAnewsletter).





# WINDHAM LIONS CLUB



While we all continue to navigate through another year of challenges, caused by the COVID pandemic, the Windham Lions Club is grateful for the unflagging support, kindness and generosity of our community.

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 2021:**

- Four thousand Dollars (\$4,000) in Scholarships awarded to four(4) high school seniors in the furtherance of their college education:
  - **David Dunn Memorial Scholarship - \$1,000**  
The David Dunn Memorial Scholarship was awarded to **Matthew Redard-Windham High School**. Matthew is attending the University of New Hampshire and is the son of Russell and Alysia Redard of Windham.
  - **Merrill Greenly Memorial Scholarship - \$1,000**  
The Merrill Greenlee Memorial Scholarship was awarded to **Michael Levesque-Windham High School**. Michael is attending Rivier University and is the son of Donald and Jadine Levesque of Windham.
  - **The Windham Lions Club Memorial Scholarship - \$1,000**  
The Windham Lions Club Memorial Scholarship was awarded to **Morgan Gravell-Windham High School**. Morgan is attending the University of Vermont and is the daughter of Leo and Kelley Gravell.
  - **Jeffrey P. Shaw Memorial Engineering Scholarships - \$1,000**  
The Jeffery P. Shaw Memorial Engineering Scholarship was awarded to **Sofia Hall-Windham High School**. Sofia is attending Case Western Reserve in Ohio and is the daughter of Peter and Cecilia Hall.

## **Other local activities include:**

- \$1000 Christmas donation to Shepherd's Pantry
- Food donation to Shepherd's Pantry
- Donation to Windham Senior Center
- Donation to Windham Helping Hands F2FC Race/Walk
- Donation to Windham Helping Hands
- 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, Nesmith Library, Dr. Eye and Shaw's
- Windham Senior Center Beautification Project
- Christmas Cards for Troops
- Donation to American Cancer Society
- Donation to Michael J. Latta Scholarship Fund

- Donation to Alzheimer's Association
- Donation to Homeland Heroes Foundation
- Donation to American Legion Post, Windham
- Donation to Nesmith Library
- Adopt-a-Highway Clean-up
- Harvest Festival
- Shriners of New Hampshire - Donation of decorated Christmas Tree for their Festival of Trees fundraising event
- Earth Day Community Clean-up at Searles Castle

***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 Support to NH Lions Camp Pride [www.camppride.nhlions.org](http://www.camppride.nhlions.org) in New Durham, New Hampshire – a Camp for Special Needs Children & Adults
- Donation to Lions Twin State Soccer Games
- Donation and support of Lions Recreation for the Vision Impaired Weekend
- Donation to Lions Club International Foundation for Disaster Relief
- Donation to Lions Youth Service

***Windham Lions Fundraisers have included:***

- The annual Christmas Wreath & Kissing Ball Sales
- The annual 52 Week Raffle

Our two major fundraisers were a huge success this year! We are very thankful to all those who have supported our fundraisers over the years and especially during these challenging times. Without your kindness and generosity, we would not be as successful as we are in serving our community and those in need.

***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 Wednesday 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 ongoing support in promoting Windham Lions charitable endeavors.

Stay Safe, Stay Healthy, Stay Positive!

Respectfully submitted,

*Patricia A. Provenzano*

Patricia A. Provenzano, Secretary

# WINDHAM RAIL TRAIL ALLIANCE



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 3 sections offer 12 miles of paved trail, the longest stretch along an abandoned rail bed in New Hampshire!

For 2021, COVID continued to provide a challenge requiring us to cancel our Flat n Fast 5K again this year. As always, we were happy to serve as a continuing recreational outlet for many during this difficult period and experienced high user counts. The trail was also host to a "Couch to 5K" training series run by the Greater Derry Track Club and is also a destination for the Northeast Passage therapeutic recreation program.

We were also pleased to receive a Manchester based Hippo press "Best of 2021" Award for the Trail.

With the Derry Rail Trail Alliance, we co-hosted the Millennium Running "Cheap Marathon" held in April. This race is so named as the registration fee is by distance run (26 or 13 miles) and considered a popular marathon season tune up. By co-hosting the race, the WRTA received a donation for our efforts. As a qualifier for the Boston Marathon, 109 runners met the qualification time for the Boston. For the event, Chief McPherson and his team lead the Safety Command center at the Windham Depot, showcasing equipment and capabilities. The race will run again in April 2022.

Approximately 375 hours were spent on maintenance by the WRTA and trail volunteers on brush cutting, trash removal, and the clearing the trail and drainage lines of leaves. Included are over 50 hours of work at the Windham Depot that included mowing, landscaping, and lawn upkeep. The WRTA always thanks those who contribute in their own way, picking up and keeping the trail clean, and always welcomes volunteers and sponsors, who may contact us through our website or phone contact.

We are planning to pick up our 13th Annual Flat n Fast Race in June as our major fundraiser and welcome sponsors and volunteers for this major event. With a planned rebuild of the bridge crossing over Dinsmoor Road, fundraising remains a key aspect of our operations.

The Windham Rail Trail Alliance is thankful for the support from town officials and accolades from Windham residents and many users from surrounding Communities. The formal usage counts demonstrate the popularity, recognition, and need of the recreational opportunity that the Windham Rail Trail provides 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 for the Alliance,

Mark Samsel, President

# *WINDHAM SENIOR CITIZENS, INC.*

I must begin this report with a tribute to those of our membership, that we have lost this year. Although we continue to live through our lives dealing with COVID-19, none of these members died from that disease.

First, in January our long time Vice-President, Edmund Ferreira, passed away at the age of 88. He and his wife, Shirley, loved our center even though they resided in Londonderry. The two of them, as a couple, were named Senior Angels in 2013.

Member Joan Preble also passed away in January at the age of 80. Although not a daily participant, she enjoyed trips and eating out when we took a group to a restaurant.

A sad story is that of Raymond Rochette and Susan Moccia. Ray and Sue met at a Recreation Christmas party at Castleton at least ten years or more ago. From the moment they met, they were almost never separated. Both passed away in May - Sue at age 93 on May 18th; Ray on May 20th at age 95. Just two days apart! It was a joy to watch them as they shared their last years together.

In November, our group lost a very active member, who over the years contributed much to the senior citizens. Kathy Palermo had been named Senior Angel in 2016 for her many crafty ideas she shared with the group. On November 16th, Kathy passed away far too young at the age of 70. All of these people left their mark on us as a group and we cherish memories of each one.

At the Center, we did not let Covid keep us apart. We were never closed, at all, because of the virus. We continue to enjoy lunch and activities together on Tuesdays and Thursdays. We are pleased to have several new people join us recently and we welcome others to join us as well.

We sponsored the Shredding Day that the PTA puts on annually and made it free to the public. The Seniors and other groups financially sponsored the NH Police Association Pipes and Drums, who provided music for the Memorial Day Parade.

As of this fall, the Center has reopened to groups who historically utilize the building for meetings. It is wonderful to be somewhat back to "normal."

On December 8th at the annual Recreation Christmas Party at Castleton, we named Ruth Coole our 2021 Senior Angel for all her work as Sunshine Committee and Senior Secretary. Ruth was very surprised at her recognition and she is well deserving of this honor. We also presented a Special Angel Award to Daniel Popovici-Muller for all he does for the Seniors.

At this point, it is important to recognize our ongoing relationship with Cheryl Haas and the Recreation Department. Many programs are set up through Cheryl and we benefit from this interaction greatly.

Again, we invite seniors to join us at the Center on Tuesdays and Thursdays for socializing, lunch from RNMOW and activities. Coffee is always hot. Just drop in!

Respectfully submitted,



Barbara Coish, President

# WOMAN'S SERVICE CLUB OF WINDHAM

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

**Purpose of Club:** To contribute to the education, culture, and needs of the Windham community and beyond, and to enhance the social life of its members. In so doing, it will not promote nor support any political cause, party, or individual.

In 2021, due to Covid-19 and the subsequent the closure of Town Hall, the Woman's Service Club of Windham was unable to hold Candidate's Night. The Club hopes to resume this important civic event in 2022.

WSCW held its Annual Craft Fair in June outside on the High School grounds. The money raised was used to fund two \$1500 scholarships to deserving Windham High School graduating seniors who demonstrated a strong commitment to community service.

The Woman's Service Club of Windham was able to hold its October and November Coat Drives at Town Hall this year. It thanks the Windham community for its support in donating 1500 warm coats and sweaters, which were distributed to Shepherd's Pantry in Windham, Sonshine Kitchen in Derry and Families in Transition in Manchester.

In November WSCW worked with Windham's Helping Hands and American Legion Post 109 to provide 35 Thanksgiving Baskets to local families. Its members also participated in the Holiday Families Project organized by Windham's Helping Hands to provide gifts to local children and senior citizens.

In past years the Veteran's Committee made monthly visits to the Community Living Center at the Manchester V A. This year volunteers were still not permitted in the facility, but the members donated \$300 in Market Basket gift cards to women veterans.

In addition, the Woman's Service Club of Windham made donations to the libraries of the four Windham public schools, to Nesmith Library for the purchase of a Book Kit and to the Fight 2 Finish Cancer Run/Walk benefitting Windham's Helping Hands cancer afflicted families.

For the past 15 years the Club has partnered with Our Place in Manchester, which provides educational and support services to young pregnant and parenting families in Southern NH. This year the members of WSCW contributed 7 infant car seats along with diapers, wipes, hand crocheted blankets, and over \$750 in monetary donations.

Because of Covid-19, the upstairs of Town Hall was closed from March of 2020 through June of 2021. The monthly meetings and the Book Club meetings were held via Zoom during that time. During the summer of 2021, the Bridge Group and the Book Club resumed meeting in members' homes. In the fall, the Club was finally able to meet in person at the Windham Town Hall and enjoyed two outstanding NH Humanities programs. Dessert was served at 12:30 p.m., followed by the program and a business meeting. In December about 30 members enjoyed a festive Holiday Luncheon at The Coach Stop in Londonderry. A good time was had by all.

New members are always welcome at the monthly meetings. For more information, visit **[www.womansserviceclubofwindham.org](http://www.womansserviceclubofwindham.org) or the Club's Facebook page.**

Respectfully submitted,

*Valerie Bronstein*

Valerie Bronstein, President

You have reached the end of the Town  
portion of our Annual Reports

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