



2015 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

2015

On the Cover: Thanks to our new Finance Director, Daniel Popovici-Muller, for grabbing these great photos of our newly purchased Senior Van. The van, staffed by part-time drivers, is available for doctor and similar appointments, and a weekly shopping trip is made each Wednesday to the Salem Wal-Mart. More information is available by calling the Administrative Office at 432-7732.

TABLE OF CONTENTS

Dedication	4
In Memoriam	5
Town Officials	6
Annual Senate Bill 2 Sessions	9
Special Town Meeting	24
Governmental Reporting:	
Board of Selectmen	27
Town Administrator	32
Employee Wage and Benefit Report - 2015	37
Schedule of Town Property	42
Capital Improvements Plan 2016-2023	45
Financial Statements/Independent Audit – 2014	53
Financial Reporting:	
Statement of Appropriations	77
Summary Inventory of Valuation	79
Comparative Statement	80
Trustees of Trust Funds	82
Expendable Health Trust	83
Finance Director	84
<i>2015 Balance Sheet</i>	87
<i>Statement of Bonded Indebtedness</i>	87
Impact Fees Assessed and Collected - 2015	91
Town Treasurer	93
Tax Collector	94
Town Clerk	96
Departmental Reporting:	
Police Department	98
Fire Department	102
Community Development Department	107
Solid Waste Management	113
Highway Department	114
Nesmith Library Director	115
Maintenance Department	116
Recreation	117
Information Technology	118
Town Assessor	119
Human Services	122
Emergency Management	123
Windham Community Television	124
Forest Fire Warden/Forest Ranger	125
Stormwater MS4 Program	126
Vital Statistics Recorded as of December 31	127

Trustee/Board/Committee/Commission Reporting:

Cemetery Trustees _____	131
Conservation Commission _____	132
Depot Advisory Committee _____	133
Economic Development Committee _____	134
Forestry Committee _____	136
Highway Safety Committee _____	138
Historic Commission _____	139
Historic District/Heritage Commission _____	140
Local Energy Committee _____	142
Museum Trustees/Historical Society _____	144
Nesmith Library Trustees _____	146
Planning Board _____	148
Record Retention Committee _____	149
Route 111 Corridor Beautification Committee _____	150
Southeastern New Hampshire Hazardous Materials District _____	151
Southern New Hampshire Planning Commission _____	153
Town Common Beautification Committee _____	155
Zoning Board of Adjustment _____	156

Community Organization Reporting:

Friends of the Library of Windham (FLOW) _____	157
Friends of Moeckel Pond _____	158
Lions Club _____	159
MOMS Club of Windham _____	160
Windham Community Bands _____	161
Windham Endowment _____	162
Windham Rail Trail Alliance _____	163
Windham Senior Citizens, Inc. _____	164
Windham’s Helping Hands _____	165
Windham/Suzdal Sister City Association _____	167
Woman’s Service Club of Windham _____	168

School District Reporting: [\[please visit the School District website\]](#)

District Officers/Enrollments _____	170
District Senate Bill 2 Sessions _____	171
School Board _____	183
Superintendent of Schools _____	189
School District Treasurer _____	191
Department of Revenue Administration _____	192
Student Services _____	193
School Counselors _____	195
School Resource Officer _____	197
Golden Brook School _____	198
Windham Center School _____	199
Windham Middle School _____	200
Windham High School _____	202
District Staff Wage Report _____	205

2016 Budgets and Warrants _____ Colored Center Section

DEDICATION

Helen Keller once said, “Alone, we can do so little; together, we can do so much.” Although today this humble sentiment is often quoted in a more global sense, for us in Windham it is true on a much smaller, much more personal scale.

Even before coming to Windham 50 years ago, Robert and Patricia Skinner were blessed with a tremendous sense of community and a desire to make a difference. Once here they began, almost immediately, what would ultimately become decades of service to the Town of Windham and her residents.

Bob would, in his time here, serve on many committees including the Zoning Board of Adjustment. He also dedicated many years to maintaining the Town’s voter records as a Supervisor of the Checklist, and even more years as our Town Treasurer. Bob was also active in the Wilbur E. Tarbell Post 109 of the American Legion, and in the preservation efforts for the Searles School and Chapel.

Pat’s contributions were also numerous and lengthy. For over 20 years, she served as a State Representative on behalf of the community. In addition, she was instrumental as a Nesmith Library Trustee in constructing the Library, and as Co-Chair of the Historical Commission in preserving and restoring the Searles School and Chapel.

As individuals, Bob and Pat’s achievements were varied and many; and not “little” by any means. Each undertaking was embraced and pursued in a quiet, unassuming manner; as neither Bob nor Pat seemed interested in accolades or spotlights. No, for them, the simple act of doing good and making a difference in their community seemed enough.

It was together, however, that the two truly shined; their mutual support and respect of each other’s efforts enabling them to accomplish so very much on our behalf. Accomplishments that will resonate for generations.

It is therefore with the utmost respect and gratitude that we dedicate the 2015 Annual Reports to the memory, and legacy, of Robert and Pat Skinner.

IN MEMORIAM

We pause here to recognize the following individuals who passed in 2015, each of whom will be fondly remembered for their contributions to our community; some through employment, some through volunteerism, and some through a long-time link to the Community.

WILLIAM RUSSELL
01/20/2015

HARVEY OTIS
02/18/2015

JENA DAY
05/21/2015

LEON BERRY, JR.
08/12/2015

GAIL WEBSTER
08/29/2015

FLORENCE WHEELER
09/12/2015

BARBARA SEALOCK
10/11/2015

LILLIAN SENNEVILLE
10/20/2015

TOWN OFFICIALS

BOARD OF SELECTMEN

Al Letizio, Jr., Chair – 2016

Joel Desilets – 2017
Roger Hohenberger – 2018

Bruce Breton – 2017
Ross McLeod – 2018

TOWN ADMINISTRATOR

David Sullivan

TOWN CLERK

Nicole Merrill – 2018

TAX COLLECTOR

Ruth Robertson

MODERATOR

Peter Griffin – 2016

TREASURER

Robert Coole – 2018

FINANCE DIRECTOR

Daniel Popovici-Muller

CHIEF OF POLICE

Gerald Lewis

FIRE CHIEF/WARDEN

Thomas L. McPherson, Jr.

COMMUNITY DEVELOPMENT DIR.

Laura Scott

HIGHWAY AGENT

Jack McCartney

TOWN ASSESSOR

Contracted – MRI Consultants

IT DIRECTOR/GIS

Eric DeLong

HUMAN SERVICES

Kathleen Davis

SOLID WASTE MANAGER

David Poulson

RECREATION COORDINATOR

Cheryl Haas

HEALTH OFFICER

Laura Scott

LIBRARY DIRECTOR

Carl Heidenblad

COMMUNITY RESOURCE OFFICER

Anna Jenoski

CABLE STUDIO COORDINATOR

Kelly Yucupicio

TRUSTEES OF TRUST FUNDS

Alphonse Marcil, Jr., Chair – 2017

Jim Mentzer – 2016

Karen Marcil – 2018

SUPERVISORS OF THE CHECKLIST

Mary Griffin – 2017

Eileen Mashimo – 2018

David Bates – 2020

TRUSTEES OF THE CEMETERY

Wendi Devlin, Chair – 2016

Barbara Coish – 2017

Bruce Moeckel – 2018

TRUSTEES OF THE LIBRARY

Patricia Barstow, Chair – 2016

Cathy Robertson-Souter – 2016

Michelle Stith – 2016

Peter Tousignant – 2017

Mark Branoff – 2017

Karen Marcil – 2018

Tara Picciano – 2018

TRUSTEES OF MUSEUM

Jean Manthorne, Chair – 2016

Eileen Mashimo – 2017

Dennis Root – 2017

Kim Monterio – 2018

Wendy Williams – 2018

Carol Pynn, Alternate – 2016

Derek Saffie, Alternate – 2017

PLANNING BOARD

Alan Carpenter, Chair – 2018
 Kristi St. Laurent – 2016
 Ruth-Ellen Post – 2016
 Margaret Crisler – 2017
 Paul Gosselin – 2017
 Daniel Guttman – 2018
 Joel Desilets, Selectman – 2016
 Ross McLeod, Selectman Alternate – 2016
 Dave Oliver, Alternate – 2016
 Kathleen DiFruscia, Alternate – 2017
 Gabe Toubia, Alternate – 2018
 Matt Rounds, Alternate – 2018

ZONING BOARD OF ADJUSTMENT

Michael Scholz, Chair – 2016
 Heath Partington – 2016
 Mark Samsel – 2017
 Pam Skinner – 2018
 Bruce Breton – 2018
 Jay Yennaco, Alternate – 2016
 Mike Mazalewski, Alternate – 2017
 Jim Tierney, Alternate – 2017
 Kevin Hughes, Alternate – 2018

CONSERVATION COMMISSION

Wayne Morris, Chair – 2017
 James Finn – 2016
 Lisa Ferrisi – 2016
 Pamela Skinner – 2017
 Justin Pare – 2018
 Jason Rogers, Alternate – 2017
 Dave Curto, Alternate – 2018

HIGHWAY SAFETY COMMITTEE

Thomas L. McPherson, Chair – Fire Chief
 Gerald Lewis, Chief of Police
 Jack McCartney, Highway Agent
 Laura Scott, Community Development Dir.
 Robert Coole, Citizen
 Allan Barlow, Citizen

HISTORIC DISTRICT/HERITAGE CMSN.

Frank Farmer, Chair – 2016
 Wendy Williams – 2016
 Carol Pynn – 2017
 Mark Moreau – 2017
 Peter Griffin – 2018
 Joel Desilets, Selectman – 2016
 Derek Saffie, Alternate – 2016
 Nancy Kopec, Alternate – 2017
 Joanne Dickie, Alternate – 2018

CAPITAL IMPROVEMENTS COMMITTEE

Rob Gustafson, Citizen Member, Chair
 Dan Guttman, Planning Board Member
 Paul Gosselin, Planning Board Member
 Neelima Gogumalla, Citizen Member
 Jennifer Simmons, Citizen Member
 Steve Bookless, Citizen Member
 Dennis Senibaldi, School Board
 Tom Murray, School Board Alternate
 Roger Hohenberger, Selectman
 Al Letizio, Jr., Selectman Alternate

CABLE ADVISORY BOARD

Margaret Case, Chair – 2018
 Barbara Coish – 2016
 Bob Coole – 2016
 Leo Hart – 2017
 Mary Griffin – 2017
 Alan Shoemaker – 2018
 Nicole Bottai, Alternate – 2016

RECREATION COMMITTEE

Mark Lucas, Chair – 2016
 Dave Curto – 2016
 Fred Connarn – 2017
 Jason Gill – 2017
 Alberto Chang – 2018

HISTORICAL COMMISSION

Marion Dinsmore, Chair
 George Dinsmore, Jr.
 Sally D'Angelo
 Betty Dunn
 Peter Griffin
 Fred Linneman
 John Mentuck
 Marilyn Bailey

DEPOT ADVISORY COMMITTEE

Mark Samsel, Chair
 Wayne Morris
 John Mangan
 Norm Babineau
 Carol Pynn
 Dick Forde
 David Sullivan, Town Administrator

LOCAL ENERGY COMMITTEE

Mark Kovacs, Chair - 2016
 Patrick Manzo – 2017
 Peter Tousignant – 2017
 Matthew Rounds – 2018

HOUSING AUTHORITY*Charlie McMahon, Chair – 2016*

Leo Hart – 2017

Grace Marad – 2018

John Alosso – 2019

Mary Griffin – 2020

FORESTRY COMMITTEE*Wanda Rice, Chair – 2017*

Holly Hanford Oliver – 2016

Jim Finn, Conservation – 2016

Wayne Morris, Conservation – 2017

Norm Babineau – 2018

ECONOMIC DEVELOPMENT COMMITTEE*Ed Gallagher, Chair – 2017*

Lisa Walker – 2016

Ralph Valentine – 2016

Michael Oldenburg – 2017

Gary Garfield – 2018

Bruce Richardson – 2018

Bob Higgins – 2018

Al Letizio, Jr., Selectman

Joel Desilets, Selectman Alternate

Paul Gosselin, Planning Board

Donna Morris, GSCOC

RECORD RETENTION COMMITTEE*Nicole Bottai, Town Clerk, Chair*

Roger Hohenberger, Selectman

Bob Skinner, Town Treasurer

Bob Coole, Deputy Treasurer

Ruth Robertson, Tax Collector

Margaret Case, Citizen

Doreen Demone, Citizen

Kathleen DiFruscia, Citizen

MEETING SCHEDULES

The **Conservation Commission** meets the second and fourth Thursdays of each month at the Community Development Department at 7:30 PM.

The **Historic District/Heritage Commission** meets the second Wednesday of each month at the Bartley House (Administrative Offices) at 6:00 PM.

The **Planning Board** meets the first and third Wednesdays of each month at the Community Development Department at 7:00 PM.

The **Recreation Committee** meets the third Thursday of each month at the Community Development Department at 7:30 PM.

The **Nesmith Library Trustees** meet the second Tuesday of each month at the Nesmith Library at 7:00 PM.

The **Cable Advisory Board** meets the second Thursday of every other month at the Studio at 7:00 PM.

The **Zoning Board of Adjustment** meets the second and fourth Tuesdays of each month at the Community Development Department at 7:30 PM.

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

HOW TO VOLUNTEER: Volunteers are always needed and welcomed! Most volunteer positions are appointed in June of each year by the Board of Selectmen, including the: Cable Advisory Board, Conservation Commission, Depot Advisory Committee, Economic Development Committee, Historic District/Heritage Commission, Housing Authority, Recreation Committee, 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 (*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

DELIBERATIVE SESSION - FEBRUARY 7, 2015

Town Moderator Peter Griffin called Deliberative Session to order at 9:05am and welcomed voters, guests, and Town Officials. Selectmen Ross McLeod, Al Letizio, Roger Hohenberger, Joel Desilets, and Bruce Breton were all in attendance. Town Administrator, David Sullivan, Town Clerk, Nicole Bottai, Town Attorney Bernard Campbell, and Department Heads were introduced. The Pledge of Allegiance and a moment of silence were conducted. Moderator Griffin approved non-residents to observe, and also explained the procedures about the Deliberative Session process. Discussion to follow:

Moderator Griffin read Article 3 in its entirety.

ARTICLE 3. To see if the Town will vote to raise and appropriate the sum of Five Hundred Thousand, and no 100ths (\$500,000) Dollars for the purpose of purchasing a Fire Engine/Tanker for the Fire Department, to replace a 1994 Fire Engine (E2), and necessary equipment and materials to place the vehicle into service, as well as payment of costs associated with the financing of said project; said sum to be in addition to any federal, state or private funds made available therefor, and to raise the same by issuance of not more than \$344,530 in bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and to apply toward the cost any interest earned from the temporary investment of any bond or note and to take any other action as may be necessary to carry out and complete financing of this project, with the balance of \$155,470 to come from general taxation. This article is part of the Capital Improvements Program. *Recommended by Board of Selectmen 5-0*

Selectman Ross McLeod summarized the significance of the Article.

Moderator declared Article 3 will appear on the ballot AS STATED.

Moderator Griffin read Article 4 in its entirety.

ARTICLE 4. To see if the Town will vote to raise and appropriate the sum of Two Hundred Seventy Five Thousand, and no 100ths (\$275,000) Dollars for the purpose of constructing a multi-use recreational field on town lot 3-B-601 (Spruce Pond), to include but not be limited to site work, field development, fencing, loaming and grass installation, installation of a sprinkler system with an associated pump house and water storage tank, and an area for off-street parking, 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 \$180,000 in bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and to apply toward the cost any interest earned from the temporary investment of any bond or note and to take any other action as may be necessary to carry out and complete financing of this project, with the balance of \$95,000 to come from general taxation. This article is part of the Capital Improvements Program. *Recommended by Board of Selectmen 3-1*

Selectman Bruce Breton summarized the significance of the Article.

Selectman McLeod explained why he recused himself from the recommendation vote, which was because of his involvement with Recreation Committee and Soccer Organization.

Selectman Breton called upon Recreation Committee member Dennis Senibaldi to go into detail about project.

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

Selectman Roger Hohenberger voiced some concern with the drastic differences between various bids. He also questioned Senibaldi about news from the State regarding the expected grant for this project. Mr. Senibaldi is confident that the grant will come forth, but can't determine when.

Selectman Hohenberger explained why he was the vote against recommendation originally, and he wants to remain consistent to the voters that voted against this initially.

Senibaldi motioned to AMEND the Article contingent on receipt of grant. Motion was seconded.

Discussion followed with the request of Attorney Campbell to review the structure of amendment. Motion made and seconded to TABLE DISCUSSION on Article 4 while Senibaldi and Attorney Campbell draft amendment.

Moderator Griffin read Article 5 in its entirety.

ARTICLE 5. To see if the Town will vote to raise and appropriate the sum of \$50,000 to be added to the Property Maintenance Expendable Trust Fund. *Recommended by Board of Selectmen 5-0*

Selectman Hohenberger summarized the significance of the Article.

The Moderator declared Article 5 to be put on the ballot AS STATED.

Moderator Griffin read Article 6 in its entirety.

ARTICLE 6. To see if the Town will vote to raise and appropriate the sum of \$30,000 to be added to the Earned Time Expendable Trust Fund. *Recommended by Board of Selectmen 5-0*

Selectman Letizio summarized the significance of the Article.

The Moderator declared Article 6 to put on the ballot AS STATED.

Moderator Griffin read Article 7 in its entirety.

ARTICLE 7. To see if the Town will vote to raise and appropriate the sum of \$30,000, 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 Board of Selectmen 5-0*

Selectman Desilets summarized the significance of the Article.

The Moderator declared Article 7 to be put on the ballot AS STATED.

Motion made and seconded to take tabled discussion on Article 4 ACTIVE. The amendment was brought forward by Attorney Campbell.

Amended Article to read as follows: To see if the Town will vote to raise and appropriate the sum of Two Hundred Seventy Five Thousand, and no 100ths (\$275,000) Dollars for the purpose of constructing a multi-use recreational field on town lot 3-B-601 (Spruce Pond), to include but not be limited to site work, field development, fencing, loaming, grass installation *or seeding*, installation of a sprinkler system with an associated pump house and water storage tank, and an area for off-street parking, 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 authorize acceptance of a grant from the State of New Hampshire Land Water conservation fund for up to 50% of the total appropriation, and to raise the same by issuance of not more than \$180,000, less the amount of any such grant received in bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and to apply toward the cost any interest earned from the temporary investment of any bond or

note and to take any other action as may be necessary to carry out and complete financing of this project, with the balance of \$95,000 to come from general taxation. Should this appropriation be approved but the Town not receive the referenced grant, this article shall be considered null and void. This article is part of the Capital Improvements Program.

DISCUSSION on amended Article transpired.

Selectman Breton asked what grant amount would be. The grant estimates within \$80,000-\$100,000.

Debate PASSED in favor on amended Article. The Moderator declared Article 4 to be put on the ballot AS AMENDED.

The Moderator read Article 8 in its entirety.

ARTICLE 8. To see if the Town will vote to raise and appropriate the sum of \$68,345 for the purpose of hiring a full time Police Officer beginning on or about July 1, 2015. The intent of hiring this officer is to provide the department with an additional officer so that a School Resource Officer may be assigned generally to the Middle School, as well as provide normal police duties when school is not in session. Said sum representing the costs associated with wages, benefits, equipment, and vehicle needed for a portion of 2015. *Recommended by Board of Selectmen 5-0*

Selectman Letizio summarized the significance of the Article.

The Moderator declared Article 8 to be put on the ballot AS STATED.

Moderator Griffin read Article 9 in its entirety.

ARTICLE 9. To see if the Town will vote to raise and appropriate the sum of \$75,100 for the purpose of paying the second of three lease payments associated with the Fire Department Ambulance leased in 2014. This article is part of the Capital Improvements Program. *Recommended by Board of Selectmen 5-0*

Selectman Breton summarized the significance of the Article.

The Moderator declared Article 9 to be put on the ballot AS STATED.

Moderator Griffin read Article 10 in its entirety.

ARTICLE 10. To see if the Town will vote to raise and appropriate the sum of \$75,000 for the purpose of purchasing a Vehicle Exhaust Capture System for the Fire Department to be installed within the department's apparatus bays. This will be a non-lapsing account 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 Improvements Program. *Recommended by Board of Selectmen 5-0*

Selectman Letizio summarized the significance of the Article.

The Moderator declared Article 10 to be put on the ballot AS STATED.

Moderator Griffin read Article 11 in its entirety.

ARTICLE 11. To see if the Town will vote to raise and appropriate the sum of \$24,000 to be used towards the replacement of the Heating, Ventilation, and Air Conditioning (HVAC) System at the Nesmith Library and to raise the same by withdrawal of twenty four thousand dollars (\$24,000) from the Library Maintenance and Renovation Capital Reserve Fund created for this purpose. This will be a non-lapsing account per RSA 32:7, VI and will not lapse until the project is complete or for a period of three (3) years, whichever is less. This article is part of the Capital Improvements Program. Approval of this article will have no additional impact to the tax rate. *Recommended by Board of Selectmen 5-0*

Selectman Desilets summarized the significance of the Article.

The Moderator declared Article 11 to be put on the ballot AS STATED.

Moderator Griffin read Article 12 in its entirety.

ARTICLE 12. To see if the Town will to vote to raise and appropriate the sum of \$800,000 representing the costs to engineer, design, and construct sections of the Windham Greenway Recreation Trail west of Interstate 93 to the Rockingham Recreational Trail east of Interstate 93. The area to be constructed will begin in the area of the Old Mill / Meetinghouse Road intersection and run easterly to the intersection with North Lowell Road east of Interstate 93, approximately 13,000 linear feet in length, as well as other expenses

associated with the overall project, and further to authorize the acceptance of \$640,000 of this appropriation from the State of New Hampshire as part of a Transportation Alternatives Program (TAP) grant to fund 80% of the project with the balance of \$160,000 to come from general taxation. Should this article be approved but the Town not receive the grant, this article will be considered null and void. This will be a non-lapsing account per RSA 32:7, VI and will not lapse until the project is complete or for a period of three (3) years, whichever is less. This article is part of the Capital Improvement Program. *Recommended by Board of Selectmen 5-0*

Selectman Hohenberger summarized the significance of the Article.

Selectman Hohenberger, Town Administrator Sullivan, and Conservation Commission chair Wayne Morris all urged voters for support of Article so that if Windham re-applies for grant, the perception of the State is that the voters want this, and Windham will still remain in current order if other Towns fail.

Similar discussion from other parties transpired.

The Moderator declared Article 12 to be put on ballot AS STATED.

Moderator Griffin read Article 13 in its entirety.

ARTICLE 13. To see if the Town will vote to release from public dedication (if any) and authorize the Board of Selectmen to convey to the Windham School District a parcel of land associated with the Heritage Hill Road right of way abutting the School District property and located between Lots 24-F-1605 and 24-F-1607 on the southerly side of Heritage Hill Road (as now travelled), such conveyance to be on terms and conditions satisfactory to the Board of Selectmen. *Recommended by Board of Selectmen 3-2*

Selectman Hohenberger summarized the significance of the Article. He also noted that at the previous night, at the School Deliberative Session, a similar Article got amended. Selectmen Hohenberger and McLeod both stated that the Article was simply to transfer ownership over to the school, and after the transfer is made then it's the school's responsibility to determine what they would want to do with that property, there's also safety concerns with this Article.

Selectman Letizio was one of the votes in opposition to recommendation vote. He pointed out that it's creating unnecessary traffic in residence, and not fair to residents in that area, he specifically stated property owner's rights.

Selectman Breton questioned Attorney Campbell if there should be an amendment for this Article to mirror the amendment from the school warrant. Attorney Campbell answered no, but voters could amend this Article if they wish. The School could obtain property through eminent domain, if they wish, and could ultimately happen later down the road.

Selectman McLeod noted that this topic has been around since 1979 and has been through various meetings on Planning Board.

Moderator Griffin opened discussion to the floor.

School board member Dennis Senibaldi was in attendance but not acting as representative of School Board. He also echoed safety concerns with school dances and morning and afternoon pick up and drop off of students.

Citizen Jon Hall of Heritage Hill Road voiced concern about liability for town with all safety concerns, and also nervous about what future will bring with construction and development of that right of way.

Citizen Jessica Calderara of Heritage Hill Road questioned why they need the property ultimately, it's creating a financial burden to area and wants Board's due diligence to research fully and perhaps a financial analysis before going forward.

Citizen Steve Calderara of Heritage Hill Road pointed out if the School obtained egress then development would occur.

Citizen Barbara Coish of Golden Brook Road supports efforts and would like more planning.

Citizen Jon Derick of Heritage Hill Road wants to know what the rush is and wants the School Board to approach Selectboard once a definitive plan is presented, echoed about safety concern, particularly about solar glare in area.

Selectman Breton wanted to know how many dances occur during the year, and traffic control. Senibaldi answered with 5 dances and safety officers are present.

Selectman Breton wants to wait a year and review plans more thoroughly. May want to change his recommendation vote and wanted to know if Article can be thrown out altogether. Attorney Campbell advised otherwise, since the final warrant was approved, signed, and set and motion, it has to remain. Recommendation can change is determined at the next Selectmen's meeting, which is the following Monday. Attorney Campbell also clarified amendments, quite simply, certain modifications are limited for SB2 environment and can't change intention of Article.

Selectman Hohenberger went over access points to this property and how the Selectboard were approached by the School Board.

Selectman Desilets went back to a January meeting and is disheartened that the citizens are getting mixed messages from School and council. Also encourages alternative thinking for safety concerns. Echoed that this right of way has existed for 36 years.

Motion made by Selectman Letizio to AMEND and seconded to insert language: "To see if Town will authorize the Board of Selectmen to study the conveyance of property to the School District."

Attorney Campbell specified that the amendment was amendable.

Discussion of the amendment pursued.

Citizen Daniel Popovici-Muller of Clarke Farm Road asked why the Selectmen needs a vote to study this, he is under the impression that the study has already been conducted.

Administrator Sullivan explained the reasoning of the amendment.

Selectman Hohenberger not in favor of the amendment. He added that this was another way to kill the Article. He thinks that the amendment would be a disservice to the Town to change the Article. Selectman McLeod echoed Hohenberger reiterated that the School did a similar tactic the night before.

Selectman Breton questioned legal counsel on how the Town controls the road currently. Attorney Campbell went through the history of the road and its purpose.

Administrator Sullivan echoed Selectman Breton's statement that the Town will still have control over the road before it actually gets conveyed to the School.

Citizen Alan Carpenter of Glenwood Road stated that he doesn't agree that the Selectmen should change the Article completely. Mr. Carpenter also asked what if the School Article passes.

Citizen Senibaldi pointed out what Administrator Sullivan mentioned about the ultimate control in the original language in the Article.

Motion made and seconded to close debate on amendment, PASSED unanimously.

Vote for amendment held, and amendment FAILED.

Debate on original Article pursued.

Citizen Senibaldi and Citizen Kristi St. Laurent summarized that the Article's intent is clear.

Citizen Jessica Calderara made a motion to AMEND Article to read: "To see if the Town will vote to do a traffic and safety study on the parcel of land associated..."

Amendment seconded and discussion to follow.

Attorney Campbell noted that it was similar to the previous amendment.

Moderator Griffin verified if he could accept the amendment or not, seeing as it relates to the previous amendment.

Moderator Griffin did not accept the proposed amendment.

More similar discussion transpired.

The Moderator declared Article 12 to be put on the ballot AS STATED.

Point of order made by Selectman Breton to echo past conversation that there are safeguards in place for the public on this particular project, and not to be concerned.

Selectman Desilets clarified comments that were made by Citizen Carpenter to the public. Also, found that the amendment that Citizen Jessica Calderara made was different than the previous amendment that was put forth by Selectman Letizio, and made a motion to overrule the Moderator to accept the amendment for discussion.

A vote was called and the motion was DEFEATED.

Moderator Griffin read Article 14 in its entirety.

ARTICLE 14. To see if the Town will vote to approve conveying portions of Town-owned land known as Tax Map 20-D, Lot 1800, and Tax Map 20-D, Lot 1600 (known as a portion of the Gage Property) totaling 16 acres in size to the Windham School District to be used for a football stadium, athletic fields, and ancillary support facilities in accordance with the Windham High School recreational master plan and to authorize the Board of Selectmen to accept a portion of the School District land that is at least twice the acreage of land being conveyed to the School District as compensation for the transfer of a portion of the "Gage Property" mentioned herein and further authorize the Board of Selectmen to take any other actions necessary to carry out the intent of this article. Said authorization to complete this transaction shall expire on December 31, 2035. *Recommended by Board of Selectmen 5-0*

Selectman Letizio summarized the significance of the Article.

The Moderator declared Article 14 to be put on the ballot AS STATED.

Moderator Griffin read Article 15 in its entirety.

ARTICLE 15. To see if the Town will vote to designate the following parcels of land as Conservation Land under the care of the Conservation Commission: 11-C-1800, Sheffield Street; 1-C-1801, Camelot Road; 11-C-1802, Camelot Road; 22-R-250, Settlers Ridge Road. *Recommended by Board of Selectmen 5-0*

Selectman Desilets summarized the significance of the Article.

The Moderator declared Article 15 to be put on the ballot AS STATED.

Moderator Griffin read Article 16 in its entirety

ARTICLE 16. To see if the Town will vote to authorize the Selectmen to sell the following parcels of land either by public auction, sealed bid, or other means as determined by the Selectmen. The proceeds from said sale shall be considered general revenue to the Town: 3-B-290A – Flat Rock Road; 11-C-3400 – North Lowell Road; 19-B-715 – Glance Road. *Recommended by Board of Selectmen 5-0*

Selectman Breton summarized the significance of the Article.

The Moderator declared Article 16 to be put on the ballot AS STATED.

Moderator Griffin read Article 17 in its entirety.

ARTICLE 17. To see if the Town will vote to authorize the Selectmen to merge parcel 16-P-1010, Fourth Street with existing town lot 16-P-510, Fourth Street, and then sell the combined parcel of land either by public auction, sealed bid, or other means as determined by the Selectmen, the proceeds from said sale shall be considered general revenue to the Town. *Recommended by Board of Selectmen 5-0*

Selectman McLeod summarized the significance of the Article.

Citizen Elizabeth Dunn of Woodvue Road asked once the lots are merged, will they meet requirements for building. Administrator Sullivan couldn't answer definitively, because additional testing would need to transpire. All 4 lots would equal to a half acre, and there may be a possibility, however, soils would need to be tested.

Citizen Dunn raised concerns of regulations of water shed and wants to ultimately hold off.

Citizen Alan Carpenter asked how far away from the water are the properties, and noted that Cobbetts Pond is already stressed for a number of factors including development and Route 93 project. Echoes concerns similar to Citizen Dunn.

Selectman McLeod mentioned that multiple workshops have transpired for this particular Article, and how to execute it.

Citizen Eileen Mashimo of Netherwood Road knows that with purchase in future of unknown parties, they may have interest in partaking in the rights of certain Associations affiliated with the Pond.

Selectman Desilets validated that there was support from Planning Board, and multiple workshops for these parcels.

Citizen Dunn wanted explanation of the Planning Board support within watershed. Selectman McLeod and Selectman Breton noted that there wasn't harmonious support throughout the Planning Board, Economic Development, and Conservation Committee and took a while to come to terms.

The Moderator declared Article 17 to be put on the ballot AS STATED.

Moderator Griffin read Article 18 in its entirety.

ARTICLE 18. "Shall we adopt the provisions of RSA 31:95-c to restrict 100% of the revenues from income derived from permits fees charged to inspect fire cisterns to expenditures for the purpose of paying for the maintenance, upkeep, and replacement of fire cisterns and their associated parts and equipment? Such revenues and expenditures shall be accounted for in a special revenue fund to be known as the Fire Cistern Special Revenue fund, separate from the general fund. Any surplus in said fund shall not be deemed part of the general fund accumulated surplus and shall be expended only after a vote of the legislative body to appropriate a specific amount from said fund for a specific purpose related to the purpose of the fund or source of the revenue." *Recommended by Board of Selectmen 5-0*

Selectman Breton summarized the significance to the Article.

Citizen Wayne Morris of Jordan Road supports Article, but questions if cisterns freeze, and if there are any maintenance protocols. Assistant Fire Chief and citizen of Harvest Road, William Martineau relayed to the audience that cisterns do not freeze. Explained about insulation procedures and made people aware that there could be cisterns that need to be replaced in the future.

The Moderator declared Article 18 to be put on the ballot AS STATED.

Moderator Griffin read Article 19 in its entirety

ARTICLE 19. To see if the Town will vote to release from public dedication (if any) and authorize the Board of Selectmen to convey to George and Nancy Kimball and Michelle Martone, in equal halves, a parcel of land associated with a proposed future road located between Lots 25-D-3 and 25-D-2 on Rock Pond Road, for two thousand (\$2,000) dollars and such other terms and conditions satisfactory to the Board of Selectmen. *Recommended by Board of Selectmen 4-1*

Selectman McLeod summarized the significance to the Article.

Selectman Hohenberger was not in favor of the price of the land. Selectman Desilets was also not in favor and wants his recommendation vote to change.

The Moderator declared Article 19 to be put on the ballot AS STATED.

Moderator Griffin read Article 20 in its entirety.

ARTICLE 20. To see if the Town will vote to discontinue sections of the former Route 111 right-of-way in front of parcels 11-A-317 (22 Haverhill Road), 11-A-520 (13 Indian Rock Rd) and 11-A-530 (15 Indian Rock Rd), which lie outside the current right-of-way of State Route 111, which portions were turned over to the Town as Class VI roads by the State of New Hampshire by letter dated June 27, 2012. *Recommended by Board of Selectmen 5-0*

Selectman McLeod summarized the Article.

The Moderator declared Article 20 to be put on the ballot AS STATED.

Moderator Griffin read Article 21 in its entirety.

ARTICLE 21. To see if the Town will vote to approve the agreement entered into between the Board of Selectmen on behalf of the Town, and Paul Garabedian, Jr., Trustee of the Garabedian Family Trust (the Trust) the terms of which include:

- (i) Conveyance of up to 2.3 acres of land from the current Lot 8-B-850 owned by the Town to the Trust to be merged into and become part of Lot 8-B-500 owned by the Trust. The Trust shall be responsible for all costs for developing and securing the subdivision approval for such conveyance.
- (ii) Acceptance of the granting of a development restriction from the Trust which would restrict the development of Lot 8-B-500 such that not less than 75% of the housing units constructed on such parcel shall be Housing for Older Persons under Section 610 of the Windham Zoning Ordinance.
- (iii) Acceptance of the conveyance to the Town of Lot 8-B-6100 owned by the Trust. Said lot to be designated Conservation Land under the stewardship of the Conservation Commission and merged into existing town lot 8-B-3001.

and to authorize the Board of Selectmen to make the conveyances and acceptances as contained in said agreement, and upon such other terms and conditions as the Selectmen may determine. *Recommended by Board of Selectmen 5-0*

Selectman Letizio summarized the Article.

Citizen Morris wanted to point out that there is essentially no access or impact the conservation, and conservation committee is unanimously in favor of the conveyance.

The Moderator declared Article 21 to be put on the ballot AS STATED.

Moderator Griffin read Article 22 in its entirety.

ARTICLE 22: By petition of Robert Coole and others, "To see if the Town will vote to authorize the Conservation Commission to manage the Town forest(s) as provided for under RSA 31:112 II. Further, to instruct the Conservation Commission to establish a sub-committee to aid in its management of the forest(s), said sub-committee to consist of the members of the present Forestry Committee as appointed by the Board of Selectmen. *Not Recommended by Board of Selectmen 4-1*

Selectman McLeod explained that the previous year the Forest Committee was established and wants to give the committee a chance, and nothing negative has happened.

Robert Coole of Morrison Road, the petitioner of this Article, explained that when the Forest Committee was established as a sub-committee of the Conservation Committee.

Selectman Breton motioned a point of order and doesn't agree with Mr. Coole's statement.

Administrator Sullivan elaborated about the discovery of when the Town established the Forest Committee in the prior year. He stated that they are not only self-regulating of the Conservation Commission, but independent from every Board and Committee in town, including Board of Selectman. The Forestry Committee would take control of the Town Forest, and any previous purchased Conservation land. In previous meetings, Mr. Sullivan posed the question if that is what the Board wanted to do.

Citizen Coole agrees that Forest Committee should stay a sub-committee. Asked about current policy with in Conservation Commission. Also, asked if there was cutting of trees being done on Conservation property, and Forestry Committee doesn't approve, what would happen. Selectman McLeod went into detail of which entity would be in control of what.

More discussion ensued, and Selectmen Breton reiterated that there are good checks and balances and no ill will that is being done with the current system.

Selectman Desilets that either way this Article goes, it is still a win for the Town of Windham, because of all of the citizen's participation.

Citizen Carpenter asked how many forests are in Town, and asked if the Forest Committee can log the property if they wish. Also noted that the debate of the matter is confusing and if there was an unintentional mistake made that people admit to it and fix it. Is in favor of the citizen's petition.

Citizen and Conservation Commission member Morris agrees and echoed Selectman Desilets acknowledgement for the citizens. Mr. Morris brought the original Forest Committee article from the previous year. Pointed out that if Attorney Campbell made people aware about the conflict between the entities, perhaps they would have approached it differently. He explained some history and context of the Conservation Commission and their good intentions of property purchases.

Selectman McLeod asks what is wrong with the current set up. Citizen Morris and Administrator Sullivan explained hypothetical scenarios that could transpire.

Citizen Diane Carpenter noted that she voted last year on recommendations, and if there are issues, then it should be changed.

Forest Committee member and resident Wanda Rice noted that the Forest Committee has not done anything wrong, and will be following proper procedures.

Citizen Coish signed petition, however did not agree with petition.

Selectman called to move the question, and to close debate on Article 22.

A vote was called and the debate was CLOSED.

The Moderator declared Article 22 to be put on the ballot AS STATED.

Due to the length of the Article, Moderator Griffin read a brief summary of Article 23

ARTICLE 23: To see if the Town will vote to adopt the following By-law as follows: Management of Moeckel Pond (Parcels 25-C-251 and 25-C-255). *Recommended by Board of Selectmen 5-0*

Selectman Desilets summarized the significance to Article 23.

Citizen Carpenter asked if the Selectmen can amend this Article, after Town Meeting occur. Selectboard answered no. Only the Town can amend this Article, and Citizen Carpenter made a motion and seconded to AMEND to read as follows:

Under Section III

E) The use of outboard/inboard motors (including jet-ski/electric/battery-powered) is prohibited

Discussion on the amendment transpired.

Selectman Letizio made a suggestion to the amendment and Citizen Carpenter agreed. Mr. Carpenter withdrew original amendment and made another motion to AMEND to read as follows:

Under Section III

B) The use of motorized vehicles (water or land) is prohibited, subject to the following exceptions:

E) The use of outboard motors (including jet-ski/electric/battery-powered) is prohibited

Motion was seconded for discussion.

Selectman McLeod analyzed the difference between the subcategory E and B and wanted Attorney Campbell to weigh in. Mr. Campbell advised that there is no universal definition of vehicle, and the term vehicle could have multiple layers.

Based on Attorney Campbell's recommendation, Citizen Carpenter revised the amendment again and seconded to read as follows:

Under Section III

B) The use of motorized vehicles is prohibited, subject to the following exceptions:

E) The use of outboard motors motorized watercraft (including jet-ski/electric/battery-powered) is prohibited.

Selectman Desilets recommends that the parentheses should be included as well.

E) The use of outboard motors motorized watercraft (including jet-ski/electric/battery-powered) is prohibited.

Selectman McLeod rose some concerns that the current amendment should have some more additional changes under Section III that category E should read the same as category B (adding the sub numbers):

E) The use of motorized watercraft (including jet-ski/electric/battery-powered) is prohibited, subject to the following exceptions:

1. Upon authorization of the Conservation Commission, motorized watercraft may be permitted for any maintenance or construction work needed to implement the management plans for the area.
2. Law enforcement watercraft/emergency watercraft may be permitted within this area at any time.

Citizen Carpenter and Selectman McLeod concurred that the amendment would suffice.

Citizen Diane Carpenter pointed out that the amendment would have to uniform other definitions, under Section III Violations to change the following:

E) Use of outboard motors motorized watercraft: \$50.00

The majority was in agreement.

Citizen Popovici-Muller also pointed out that all of the categories are off numbers (Section III is repeated twice) and would need to be re numbered.

The total amendment is as follows:

ARTICLE 23: To see if the Town will vote to adopt the following By-law as follows:

MANAGEMENT OF MOECKEL POND (Parcels 25-C-251 and 25-C-255)

SECTION I: PURPOSE

In order to promote the passive recreational use of the Moeckel Pond area, to manage it for conservation and recreational purposes, and to protect its natural resources, the Windham Town Meeting adopts the following use regulations for the area pursuant to the authority granted to the Town by RSA 31:39.

SECTION II: PERMITTED USES

- A) Passive recreational activities, such as carry-in, carry-out picnics, bird-watching, and other uses that are consistent with the purpose of this By-Law, which is to protect the natural resources of this area.
- B) Use of non-motorized watercraft that are propelled by human propulsion only.

SECTION III: PROHIBITED USES WITHIN THE MOECKEL POND AREA

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

B) The use of motorized vehicles is prohibited, subject to the following exceptions:

1. Upon authorization of the Conservation Commission, motorized vehicles may be permitted for any maintenance or construction work needed to implement the management plans for the area.
2. Law enforcement vehicles/emergency vehicles may be permitted within this area at any time.

C) Littering, disposal of garbage or trash.

D) Cutting, digging up or otherwise willfully damaging trees, shrubs or plants, is prohibited, except as authorized by the Conservation Commission.

E) The use of motorized watercraft (including jet-ski/electric/battery-powered) is prohibited, subject to the following exceptions:

1. Upon authorization of the Conservation Commission, motorized watercraft may be permitted for any maintenance or construction work needed to implement the management plans for the area.
2. Law enforcement watercraft/emergency watercraft may be permitted within this area at any time.

F) Camping

G) Building of fires

SECTION IV: VIOLATIONS

Violations of this by-law shall be punishable by assessment of the following fines:

- A) Hunting, trapping, discharge of firearms: \$ 100.00
- B) Unauthorized use of motor vehicles: \$ 50.00
- C) Littering or disposing of garbage or trash: \$ 100.00
- D) Unauthorized cutting, digging up or otherwise willfully damaging trees, shrubs or plants: \$ 100.00
- E) Use of motorized watercraft: \$ 50.00
- F) Camping or building of fires: \$ 50.00

SECTION V: DISPOSITION OF FINES

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

SECTION VI: ENFORCEMENT

This ordinance shall be enforced by the Windham Police Department.

SECTION VII: VALIDITY

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

SECTION VIII: WAIVERS

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

Selectman Desilets offered another amendment, however Moderator Griffin and Mr. Carpenter noted that there needs to be a vote on the amendment put forth. Selectman McLeod also offered and fine-tuned the amendment to read all changes.

Amendment voted on and PASSED.

Citizen Mashimo inquired if the section about Violations is covering the trapping of the beaver that's damming a sections to Moeckel Pond. Administrator Sullivan said that in the Waiver provision section would cover the trapping of the beavers.

Mrs. Carpenter wanted clarification of wind or human propulsion and different types of non-motorized boats. Selectman McLeod assured Mrs. Carpenter that the use of non-motorized watercraft covers all of her concerns.

Citizen Josh Bartlett of Millstone Road noted that trapping is highly regulated by Fish and Game, and proposed an amendment, and it was seconded, to take Section III letter A out completely. Amendment to read as follows:

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

Citizen Morris spoke against amendment, and rose concerns or gun fire around residential areas. But agrees that Fish and Game do a great job with trapping.

Citizen Earl Bartlett of Millstone Road asks how large the area is around Moeckel Pond, and the Board answered 40 acres. Mr. Bartlett pointed out that by the time the water is filled, there will be nowhere to hunt anyway. He also mentioned that the State has regulations in place, and feels that the Town shouldn't interfere. Citizen Josh Bartlett echoed Mr. Earl Bartlett's concerns.

More discussion succeeded from the same citizens, and reiterated similar discussion.

Moderator called for the vote of the most recent amendment.

Amendment FAILED.

Moderator declared Article 23 to be put on the ballot AS AMENDED.

Due to the length of the Article, Moderator Griffin summarized Article 24.

ARTICLE 24: To see if the Town will vote to adopt the following By-law as follows: By-Laws: Management of Rt 28 Windham Town Forest: (Parcels 8-B-3001, and 8-B-3002). *Recommended by Board of Selectmen 5-0*

Selectman Breton noted that it was not the Town Forest.

Selectman Hohenberger summarized the significance of the Article.

Citizen Senibaldi voiced concerns about certain restrictions and posting of trapping and hunting. Made a motion to AMEND to take out the following from Section III:

A) Trapping is strictly prohibited. The area will be posted against this activity pursuant to RSA 635:4.

And also the following from Section IV:

A) Trapping, discharge of firearms:

Citizen Laura Scott of Misty Meadow Road voiced her dislikes of trapping, and voiced safety concerns, especially where the public will utilize the area with children and dogs.

The Moderator called a vote on the amendment, and the amendment FAILED.

Selectman McLeod proposes grammatical amendments for the consistency of the name of the Route 28 Windham Town Forest to read as follows:

SECTION II: PERMITTED USES WITHIN THE RT 28 WINDHAM TOWN FOREST

SECTION III: PROHIBITED USES WITHIN THE RT 28 WINDHAM TOWN FOREST

Motion seconded and amendment voted on and PASSED.

The Moderator declared the Article to be put on the ballot as AMENDED.

Moderator Griffin read Article 25 in its entirety.

ARTICLE 25. Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$13,018,039.39. Should this article be defeated, the operating budget shall be \$12,773,660.39 which is the same as last year, with certain adjustments required by previous action of the town, or by law, or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI to take up the issue of a revised operating budget only. *Recommended by Board of Selectmen*

Moderator declared Article 25 as STATED.

OTHER BUSINESS:

Citizen Senibaldi inquired when the final recommendations will be made on the proposed Articles, and they will be made the following Monday night meeting.

Citizen Morris wanted to thank Administrator David Sullivan and Administration Dept. for their help with grants, and also thanked Rex Norman, whom recently retired, with various merging lots. He also wanted to give a round of applause for Jack McCartney and Maintenance Dept. for their efforts with the snow removal, for this very stormy year.

Motion to adjourn, and passed unanimously. The Deliberative Session concluded at 2:15pm

I attest to the minutes authenticity and accuracy.

Respectfully submitted,



Nicole L. Bottai, Town Clerk

OFFICIAL BALLOT VOTE – MARCH 10, 2015

On March 10th, 2015 at the Windham High School Gymnasium, Moderator Peter Griffin opened the Local Town Election, for the Town of Windham. The polls were announced opened at 7:00am. In attendance were Selectmen Al Letizio, Bruce Breton, Joel Desilets, ex-officio Galen Stearns, School Moderator Betty Dunn, Supervisors of the Checklist, Inspectors of the Checklist, Town Clerk Nicole Bottai, School District Clerk Mary Ann Horaj, and Deputy Town Clerk Nancy Charland. Moderator Peter Griffin announced at 9:00am that the absentee ballot process will ensue. There were 148 absentee voters in total.

The following were duly elected:

Board of Selectmen (2 positions/3 years)

<i>Ross McLeod</i>	2370
<i>Roger Hohenberger</i>	2343

Town Clerk (1 position/3 years)

<i>Nicole L Bottai</i>	2709
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Town Treasurer (1 position/3 years)

<i>Robert Coole</i>	2483
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Planning Board (2 positions/3 years)

<i>Gabriel Toubia</i>	862
<i>Alan E Carpenter</i>	2047
<i>Daniel Guttman</i>	1317

Planning Board (1 position/1 year)

<i>Ruth-Ellen Post</i>	1203
<i>Kathleen Ferguson</i>	1131

Board of Adjustment (2 positions/3 years)

<i>Pamela M Skinner</i>	1970
<i>Bruce R Breton</i>	1960

Trustee of the Cemetery (1 position/3 years)

<i>Bruce Moeckel</i>	2518
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Trustees of the Library (2 positions/3 years)

<i>Tara Picciano</i>	2141
<i>Karen Marcil</i>	1923

Trustee of the Trust Fund (1 position/3 years)

<i>Karen Marcil</i>	2259
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Results are as follows:

Planning Board Article #2.

Amendment # 1.	Yes	2204	No	570
Amendment # 2.	Yes	2231	No	545
Amendment # 3.	Yes	2156	No	623
Amendment # 4.	Yes	2130	No	623
Amendment # 5.	Yes	2129	No	598
Amendment # 6.	Yes	2061	No	668
Amendment # 7.	Yes	2190	No	531
Amendment # 8.	Yes	2103	No	603
Amendment # 9.	Yes	2075	No	608
Amendment #10.	Yes	2029	No	687
Amendment #11.	Yes	2104	No	579
Amendment #12.	Yes	2280	No	420

Planning Board Article #3

Yes	2038
No	837

Town Warrant Articles

Article # 4.	Yes	1531	No	1538
Article # 5.	Yes	1842	No	1117
Article # 6.	Yes	1472	No	1334
Article # 7.	Yes	2192	No	776
Article # 8.	Yes	1780	No	1274
Article # 9.	Yes	2487	No	548
Article #10.	Yes	1924	No	1068
Article #11.	Yes	2274	No	744
Article #12.	Yes	1677	No	1379
Article #13.	Yes	1990	No	1008

Town Warrant Articles Continued.

Article #14.	Yes	2162	Article #20.	Yes	2378
	No	866		No	465
Article #15.	Yes	2542	Article #21.	Yes	2034
	No	461		No	704
Article #16.	Yes	2370	Article #22.	Yes	1294
	No	560		No	1431
Article #17.	Yes	2241	Article #23.	Yes	2481
	No	646		No	482
Article #18.	Yes	2391	Article #24.	Yes	2482
	No	481		No	473
Article #19.	Yes	1498	Article #25.	Yes	2029
	No	1208		No	965

The Moderator closed the polls at 8:00pm. There were 3248 cast ballots, with a 31.4% voter turnout. There were 92 new voters that were registered at the polls, bringing the total number of registered voters to 10,336.

Respectfully submitted,



Nicole L. Bottai, Town Clerk

SPECIAL TOWN MEETING

DELIBERATIVE SESSION - SEPTEMBER 28, 2015

The Special Town Deliberative Session was called to order at 7:00pm by Town Moderator, Peter Griffin, upstairs of the Town Hall. The Pledge of Allegiance and Introductions were made, and present were Vice Chairman Joel Desilets, Selectmen Roger Hohenberger, Ross McLeod, and Bruce Breton. Town Administrator David Sullivan, Town Attorney Bernie Campbell, and Town Clerk Nicole Bottai were also introduced. Special guests Charles McMahon member of Windham Housing Authority, and consultant Steven Schuster.

There were 9941 voters on the checklist and of that 24 voters checked into the Session.

Moderator Griffin went over a brief synopsis of standard operating procedures of the manner of Deliberative Session, first Session of two.

The following was read to all:

To the Inhabitants of the Town of Windham in the County of Rockingham in said State, qualified to vote in Town Affairs: You are hereby notified of the following Special Town Meeting schedule.

First Session (Deliberative): You are hereby notified to meet at the Windham Town Hall at 3 North Lowell Road in said Windham on Monday the Twenty-Eighth day of September, 2015 at 7:00 pm. This session shall consist of explanation, discussion, and debate of warrant article number 1. The Warrant article may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended and (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended.

Second Session (Official Ballot Voting): You are hereby notified to meet again at the Windham High School on London Bridge Road in Windham, on Tuesday, November 3, 2015 between the hours of 7 a.m. and 8 p.m. to vote by official ballot on warrant article numbered 1 as it may be amended.

ARTICLE 1. To see if the Town will vote to authorize the Selectmen to enter into an Option to Lease Agreement with the Windham Housing Authority for approximately ten (10) acres of the rear portion of the town municipal complex land, known as Lot 16-L-100, and as shown on the 1995 complex plans developed by the Turner Group, for the sum of One (\$1.00) Dollar, and upon such other terms and conditions as may be acceptable to the Board of Selectmen. Said piece will be used by the Housing Authority to develop elderly housing for the community. This authorization shall include the subsequent authority to execute the actual lease agreement which shall incorporate the following general terms:

- (a) A term of not less than ninety nine (99) years.
- (b) Base annual rent of \$1.00, plus provision for payments in lieu of taxes as allowed by State law.
- (c) The Lessee shall be responsible for all maintenance and repair to the premises and any buildings thereon, and shall hold the Town harmless from any liability arising from the premises.
- (d) The use shall be restricted to elderly housing development within three (3) years of the date of lease, operated by the Windham Housing Authority (or such other permitted assignee as approved by the Board of Selectmen).

The authorization to enter into the option shall continue for one (1) year, and shall provide that the option must be exercised within three (3) years, or the authority granted herein shall expire.

Discussion to follow:

Moderator Griffin explained that the discussion shall remain with the terms of said agreement and authorization, and not the details within the contract. The process will be collaboratively vetted out by the Selectmen, Housing Authority, and Planning Board.

Administrator Sullivan went into depth about the purpose of the proposal and the history of Windham Housing Authority which was established in 1993 by the Windham voters. He continued that in 1998 was the first option to lease (1 year) and has been renewed numerous times by the voters up until 2012. This article

serves as two purposes, first being to grant the approval of the Selectmen option to lease and second being a final lease that is described in the warrant article. He also explained where the parcel of property is on Fellows Road located in the back, behind Nesmith Library. He noted that the Housing Authority will apply for various grants as well. He continued that the Housing Authority needed to prepare specific applications for grants to meet an August deadline, which caused the Special Town Meeting. If approved, they can go forward with the process. In the past, the Housing Authority hasn't been able to obtain grants, however, certain specifications and processes have changed and will make it easier to secure grants.

Moderator Griffin invited Charles McMahon, Chairman of the Housing Authority to speak. Chairman McMahon addressed the group, and also recognized fellow committee members, John Alosso, Mary Griffin, Leo Hart, and Grace Marad for their continuous efforts with a number of projects. They were turned down numerous of times because of not having affordable family housing (i.e. apartments). He relayed to the group that committee has worked diligently on changing the rules, also including Attorney Susan Manchester to make sure proper laws were adhered to. The most recent years various changes have occurred. Their efforts are to change dynamics and provide affordable housing for the elderly. Explained that Devaney family has provided access and commitment to project. Ultimately asking for the support of the community.

Selectman McLeod asked for legal opinion from Attorney Manchester and Attorney Campbell. He questioned if the Windham residents will have priority over out of town residents seeking residency.

Both Attorney Manchester and Attorney Campbell agreed that the elderly housing cannot be residency restricted and that current resident can't be granted priority. All applicants will be treated on an equal basis. They will have specific requirements that they need to meet. This needs to be a first come first serve basis. Attorney Manchester noted that in past occurrences, if the project manager is approached by interested parties, they will keep a list. Once the project is complete, it will become available, the company will send the letter to notify the interested parties. Primarily occupied by current residents.

Selectman Hohenberger asked to see more detail surrounding the makeup of the financial detail. Such as if the Housing Authority will be dealing with non-profits, federal, state, or private organizations.

Consultant Schuster from Northern New England Housing Investment Fund (non-profit) answered that there are 4-5 sources of funding for a project of this caliber. He noted that he's done plenty of New Hampshire and Maine projects and they are run by a professional management company. Other non-profits and various services are offered.

Selectman Hohenberger wanted clarification as to what non-profit means. Attorney Manchester interjected that it's a for profit entity in order to be able to get the tax credits, but non-profit sponsors will contribute funding, and will be paying real estate taxes like any other for profit entity.

Selectman Desilets thanked past and present Windham Housing Authority members for all efforts contributed and added that it is a great opportunity for Windham.

Resident Thomas Case of Mountain Village Road questioned Chairman McMahon about a statement he made regarding application to funding as to why we get denied because we don't have affordable housing. He would think we would get approved because of lack of affordable housing.

Chairman McMahon agreed stating that among all reasons of being denied, that was the most frustrating. He continued with explaining the specifics of the pointing system. After 4 applications and lobbying attempts, they finally changed the pointing system and have a better chance.

Resident Case also questioned Attorney Manchester who will own this property in the end.

Attorney Manchester stated it is a for profit entity owner with limited partnership, however Housing Authority will have the final say in operations.

Resident Case pointed out that when the project was first proposed, the whole area got rezoned to Village Center District-and Windham didn't allow Elderly housing. He wanted to know if variances will be enforced later on down the road. Nobody answered resident Case.

Lastly, resident Case questioned section d, what would happen if they couldn't fulfill the lease obligation within the 3 years. Nobody responded to resident Case.

Selectman McLeod expanded on resident Case's question prior, and wanted Attorney Manchester to clarify. Attorney Manchester interpreted section d and said that the Housing Authority would ultimately have to come back and try again if they couldn't execute properly.

Selectman McLeod made a motion and seconded by Eileen Mashimo to AMEND and to strike "for the community" from the main article (8th sentence down). He noted that it seems like its redundant, selling the idea, it's limiting to solely the community, and everything we do is for the community.

Chairman McMahon wasn't in favor of amendment.

Resident E Mashimo of Netherwood Rd is in favor and echoes McLeod's concerns for the amendment.

J. Desilets not in favor, but perhaps miswording of amendment.

B. Breton suggested other wording of the Article for "in our community."

Another suggestion was "in the community" and Selectman McLeod concurred.

All voters in the AFFIRMATIVE for AMENDMENT

Motion to adjourn at 7:40pm, all in favor.

Respectfully submitted,



Nicole Bottai, Town Clerk

OFFICIAL BALLOT VOTE – NOVEMBER 3, 2015

On November 3rd, 2015 at the Windham High School Gymnasium, Moderator Peter Griffin opened the Special Town Election, for the Town of Windham. The polls were announced opened at 7:00am. In attendance were Selectmen Al Letizio, Bruce Breton, Joel Desilets, ex-officio Galen Stearns, Supervisors of the Checklist, Inspectors of the Checklist, Town Clerk Nicole Bottai, and Deputy Town Clerk Nancy Charland. Moderator Peter Griffin announced at 11:00am that the absentee ballot process will ensue. There were 4 absentee voters in total.

Article #1.	Yes	164
	No	98

The Moderator closed the polls at 8:00 pm. There were 262 total ballots cast. The total number of registered voters is 9240.

Respectfully submitted,



Nicole L. Bottai, Town Clerk

BOARD OF SELECTMEN

We are pleased to submit our 2015 annual report, encompassing some of the more notable accomplishments and activities that took place this past year. With the Board's oversight, several projects were completed through the efforts of many different individuals, departments, and committees.

Goal Setting: In the spring of this year, the Board reviewed the goals we established in 2014 and discussed any needed amendments or additions to same. The following eleven (11) goals, in no particular order of priority, were continued or newly established and we are pleased to advise that we either completed, or made substantial progress on each:

Goal # 1 - Determine the future use of the former Skateboard Park area at Griffin Park: As discussed in the 2014 annual report, the Board had previously endorsed the Recreation Committee's plan to establish a more passive use of the area including a gazebo, picnic tables built for chess and checkers, and play areas on the ground such as "four square" for the children; all amidst a landscaped background with sitting/retaining walls and landscape pavers.

The proposed plan was submitted to the Capital Improvement Committee for inclusion in 2015 in the amount \$200,000. The CIP Committee endorsed the project at an initial funding level of \$90,000; with additional funds to be raised through donations or fundraising. The Board voted to support the decision of the CIP and placed a warrant article, number 9, on the 2016 Town Meeting for voter consideration.

Goal #2 - Review the organizational structure of the Town and its departments, including employee professional development: Working with the Municipal Union, we were able to reach an agreement whereby the Town has gained the ability to contract out the janitorial function within our Maintenance Department. This has not only saved us monies, but has simultaneously helped us to augment the work of our current maintenance employees.

Goal # 3 - Enhance the use of the web and social media: The Board, following preliminary input from the Department Heads, met to discuss their ideas about how to enhance the Town's presence on the web and through social media. While the Board had a diversity of views on how to accomplish this goal, the general consensus was that: (1) staff concentrate on enhancing our use of and focus on the official Town website; (2) social media be used, specifically Facebook, to "push" information out to the public that directs them back to the website for greater details, and; (3) opportunities be provided for the public to receive information through email or list services.

As 2015 came to a close the Town Administrator and IT Director, working with other Department Heads, have started to review the best options to achieve the Board's goals.

Goal #4 - Review all Town buildings and properties to determine plans for current and future uses, including the Searles building and former Pre-School (old Police Station): The Board concentrated this past year on the former Police Station building. We solicited proposals from anyone interested in using the building requesting how they would use the facility and what they would offer the Town in terms of rent and improvements. We received one proposal from Jay Yennaco offering to pay rent of \$2,500/year plus applicable real estate taxes, and also to make \$10,000 in annual improvements to the building over a series of five, 5-year leases. The intended use of the building would be for seasonal sales items such as Christmas trees and decorations, etc.

While the Board is not unanimous in doing so, we have placed a warrant article, number 13, on the 2016 warrant requesting voter authorization to enter into a lease agreement with Mr. Yennaco over a series of five, 3-year leases for the purposes outlined in his proposal.

Goal #5 - Establish individual workshops with the School Board, Planning Board, and State Legislative Delegation: The Board held a joint meeting with the School Board at which we discussed collaborating with each other on interconnecting the schools with the Police Department for enhanced security, and also the possibility of sharing a phone system. In the fall, we welcomed our State Delegation to a meeting at which we heard several items of interest that were before the State House and Senate. The Board, in turn, shared with our Representatives various items of interest/concern that we had, such as state retirement increases.

Goal #6 - Review all undesignated Town land for possible sale or reclassification (e.g., reclassify as Conservation land): As part of the 2015 Town Meeting, the voters authorized the Board to sell the following fifteen (15) town parcels:

Map/ Block/Lot	Address	Acres	Authority to Sell	Notes
1-B-1022	5 Blueberry Rd	.972	A	
1-B-1025	10 Blueberry Rd	2.89	A	Merged with former town lots 1-B-1025, 1-B-1026, and 1-B-1027
3-B-290A	Flat Rock Rd	8	B	Landlocked wetland between RR ROW and Hadley Woods Condominiums
3-B-680	Rockingham Rd	1.28	A	On Derry Town Line between Route 28 and Nathan Road
3-B-850(L2)	Buckland Rd	.03	A	Fractional piece on Derry Town Line
7-A-625	Mockingbird Hill Rd	3.1	A	Near Route 93
11-C-3400	No. Lowell Road	.81	B	Land between Camelot Rd and North Lowell Rd
16-C-5	Gaumont Rd	.3	A	
16-P-510	4 Fourth St	.68	B	Merged with former town lots 16-P-520, 16-P-540, and 16-P-1010
16-P-560	Third St	.27	A	Triangle shaped lot
17-L-65A	14 Farmer Rd	.11	A	
19-B-701	Glance Rd	1.78	A	At corner of Mammoth and Glance Road with power line easement
19-B-715	Glance Rd	2.4	B	At corner of Mammoth and Glance Road with power line easement
20-D-2500	London Bridge Rd	4.1	A	
21-V-243J	Chipmunk Rd	.25	A	Located in the area of Fish and Ash Streets

Notes – Under Authority to Sell – “A” means the parcel was acquired by a tax deed and the Board of Selectmen have standing authority to sell the property; “B” means the 2015 Town Meeting voted to authorize the Board of Selectmen to sell the property

In July we selected the firm of Platinum Realty Corp, from Nashua, as our broker to sell these parcels; the cost of which will be based on a 6% commission. Concurrent to that decision, the Board contracted with the firm of Keach-Nordstrom Associates (KNA) to complete an engineering review of the parcels on Blueberry Road and Fourth Street to determine whether these parcels could be subdivided to provide more than one building lot, thereby having more sale value for the town. We also authorized Town Counsel to file a “Petition to Quiet Title” on the Fourth Street lots due to complications in ownership changes over the previous years; prior to the Town assuming title to the properties.

As we ended the year the Board, based on the findings of KNA, reconsidered the sale of the Blueberry parcel and, although not unanimous in the decision, opted to not proceed with its sale; rather an article has been placed on the 2016 Town Warrant to designate it as a conservation parcel. We continue to wait for the Quiet Title process to conclude and will, at that time, begin our marketing campaign to sell the remaining parcels.

Goal # 7 - Develop a Strategic Plan: The Board made limited progress on this goal and hope to spend more time on it in 2016.

Goal #8 - Establish a Beautification Program for the Town: The Board established two committees, a Route 111 Beautification Committee and a Town Common Beautification Committee. Each was tasked with reviewing their respective areas and developing a plan to enhance the area both in terms of beauty and utility. To date, both committees have met and developed preliminary ideas; which you can learn more about in their respective submissions to this year's Report. We have allocated funds within the 2016 operating budget for both committees to continue their studies.

Goal #9 - Review former sections of the old Route 111 conveyed to the Town and determine which sections to retain and which to move to a Town Meeting for disposition: The Board is presenting a warrant article, number 15, to the 2016 Town Meeting for the voters' consideration to permanently discontinue sections in front of 1 Indian Rock Road (11-A-450) and 7 Indian Rock Road (11-A-500), which were conveyed to the Town by the State in 2012.

Goal #10 - Review State roads given to the Town as part of the I-93 project, including Route 111 between Wall Street and the Castleton banquet facility, and Range Road: While the Town has yet to assume the ownership of any State roads expected to be turned over, the Board did rename the section of the former Route 111 between Wall Street and its terminus at Castleton to "Enterprise Drive".

Goal #11 – Work with the Conservation Commission to ensure proper use of Campbell Farm: While the Board was not actively involved, it is important to note that the Conservation Commission has helped to protect the Campbell Farm home by ensuring there is a tenant/caretaker occupying the building via a monthly lease agreement

Along with focusing on the above goals, the Board was heavily involved with a myriad of other items throughout 2015. Some of the more notable items and actions taken include:

Cost of Services Study: Staff updated the Cost of Services Study using revenues and expenses for 2014 and found the following ratios: Residential Properties – for every \$1 raised in taxes, the town spends \$1.08 (1:1.08); for Commercial the ratio was 1:0.27; for Open Space Lands 1:1.14; and for Housings for Older Persons 1:0.23. These figures are fairly consistent with the results found in 2009, each exhibiting that, overall, Residential develop costs the Town more per dollar raised than any other form of development with Commercial and Housing for Older Persons being the best in terms of dollars spent per revenues raised.

Kinder-Morgan Pipeline: The Board of Selectmen held a public hearing and devoted much meeting time on the proposed Kinder-Morgan Pipeline Project which was proposed to pass through Windham; potentially adversely affecting the property of 49 Windham homeowners. The Board went on record with FERC (the Federal Energy Regulatory Commission) in a letter expressing opposition to any project that adversely affects our residents.

Revaluation: The Town completed our five (5) year statistical update of real estate values, the results of which were effective for the December 2015 tax bill. The firm of KRT was contracted to complete this project, wherein approximately \$160 Million Dollars was added to the Town's overall valuation. Of that, \$60 Million was attributable to new construction, with the balance to the reappraisal of present values to more reflect the current full market valuations.

Land Lease to Housing Authority: At a Special Town meeting in November, the Town authorized the Board of Selectmen to enter into an Agreement with the Windham Housing Authority to lease up to ten (10) acres of land at the rear of the Fellows Road complex for the purpose of senior housing. We look forward to working with the Authority over the next several months to bring the dream of senior housing as part of the Fellows Complex to fruition.

Policy Adoptions/Revisions: The Board made amendments to the Work Hours article of the Personnel Policies, and also amended our Earned Time Donation Policy to allow employees to donate time to another employee to be used to care for a seriously ill member of their immediate family.

Use of Property Maintenance Trust Funds: Several maintenance needs were addressed this past year including: installing an ADA electronic assist door opener at Town Hall, removing an infestation of bats and squirrels from the Armstrong Building and reinsulating the attic area, replacing the carpet in the conference room of the Community Development Department, replacing carpet in areas of the Police Station, and reconfiguring office spaces and making security upgrades at Town Hall. Next year, we plan to use funds in the Trust to replace the HVAC system at the Community Development Department, which was deferred from 2015, and to repaint interiors in several buildings.

Bond Releases and Road Acceptances: Upon the recommendation of the Planning Board, several road bond releases were approved. In addition, the Board accepted Outlook, Porcupine, and Fletcher Road Extension as Town Roads.

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

Employees starting employment in 2015:

- Anitra Brodeur – Minute Taker (PT)
- Suzanne Whiteford – Minute Taker (PT)
- Kari Therrien – Library Assistant (PT)
- Cynthia Bushell – Library Assistant (PT)
- Joshua Jones – Police Officer
- Samantha Bergeron – Dispatcher
- Bailey Rodgers – Library Assistant (PT)
- Matthew Courtois – Police Officer
- Daniel Popovici-Muller – Finance Director
- MRI Consultants – Contacted Assessors to handle Assessing function. This came with the Board's approval of the Town Administrator's recommendation to contract out our Assessing needs for the next five years rather than replace our former assessor with a new employee. MRI will be tasked with both overseeing the day to day Assessing duties, as well as conducting a cyclical valuation update over the next five years to ensure our compliance with the Department of Revenues five year Statistical Update requirements next due in 2020.

Employees terminating employment in 2015:

- Beth Lapierre – Minute Taker (PT)
- Michael Fedele – Assessor
- Patricia McGuire – Dispatcher
- Lois Freeston – Co-Assistant Director, Library
- Terrie Marietta – Library Senior Assistant
- James Brown – Fire Lieutenant
- Amanda Jimenez – Police Record Clerk (PT)
- Dana Call – Assistant Town Administrator/ Finance Director
- Colleen King – ZBA/CC Administrative Assistant (PT)

We welcome our new employees to our community and wish them every success in their new positions. To Mr. Brown, Mrs. Freeston, and Mrs. Call, who served the Town for 45 and 19, and 13 years, respectively, we extend our heartfelt appreciation for their service and wish them the best in their retirement. We also would like to remember Jena Day, who sadly passed away this past year. Jena served the Library with professionalism, humility and grace for 15 years. She was truly an asset to our community and will most certainly be missed.

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

- \$15,132 in cash donations to the Searles Building to be used for repairs and stained glass window repair/replacement.
- \$1,935 in value from various donations of both cash and goods from area businesses and residents to help with the annual Town Day, Senior Picnic, Senior Christmas Party and other recreation events.
- \$1,800 in cash donations to sponsor the WEDC Website from area businesses.
- \$725 in cash donations towards mosquito spraying at town sports fields from the Windham sports leagues.
- \$500 in value from various donations of both cash and goods for the Community Garden, Adopt a Spot and Business Visitation Programs run by the Community Development Department from area businesses.
- \$240 in cash donations from the Windham Soccer Association for Recreation Field Needs.

As we embark on yet another year we look forward to working to not only complete our remaining goals, but establish new ones. We welcome both new challenges as well as simple requests for help, and stand ready and prepared to engage in open, frank discussions with everyone; striving always to do what is in the best interest of our community as a whole.

We anticipate a full calendar as we enter into 2016, and look forward to the opportunity to work on some of the following: (1) reviewing each Department's structure, as well as each of our facilities to ensure we are properly aligned for the future; (2) working to enhance our use of and presence on the web and other social media; (3) moving forward with the sale of the properties previously discussed above; and (4) working with both of the Beautification Committees to see their visions brought forth. While we cannot guarantee that all of our decisions will be well-received by everyone, we can guarantee that each one of us will work together in the best interest of the Town and its residents. We are here to serve and welcome everyone's comments and views; please feel free to contact us or the Administrative staff with any questions, concerns, or ideas.

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

Respectfully submitted,



Al Letizio, Jr., Chairman

For the Entire Board:

Joel Desilets
Roger Hohenberger
Ross McLeod
Bruce Breton

TOWN ADMINISTRATOR

I am pleased to submit my Town Administrator’s Report for 2015. It has been my pleasure to have worked with both our employees and volunteers over the past year, and to have shared in their accomplishments and achievements. As has become customary over the past several years, my report focuses on our budget recommendations for the upcoming year; while the Board of Selectmen’s Report contained herein highlights the many accomplishments achieved by Town departments, staff, and volunteers this past year.

2015 TAX RATE DISCUSSION:

As shown in the table below, the overall total tax rate for 2015 was lower than the total tax rate in 2014 by (\$.28/1000) valuation; a decrease of 9.5%. It is important to note that this is predominantly due to the completion of a town-wide revaluation of property to bring values closer to 100% of market value; resulting in the tax rate going down while either maintaining, increasing, or decreasing an individual’s tax burden. For comparison purposes only, had property valuations not changed, the “real” tax rate would have been \$23.39 or (\$.61/1000) less than 2014. The following detailed breakdown of the 2015 tax rate, as compared to 2014, shows not only the changes in the Town portion, but reflects the school and county portions as well to more fully illustrate how the individual components of the Town’s tax rate impacted the overall rate adjustment.

2015 TAX RATE HIGHLIGHTS
(assumes valuation changes [real rate])

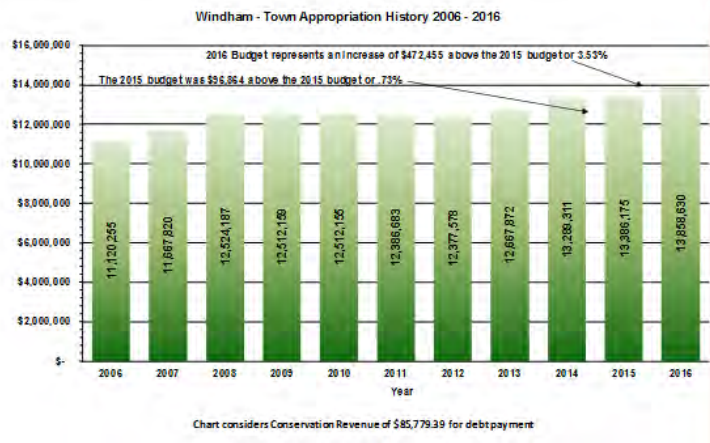
	2015 Net Appropriation	2015 Tax Rate	2014 Net Appropriation	2014 Tax Rate	% Increase (2015–2014)
Town	\$7,562,874	\$ 3.35	\$8,084,433	\$ 3.87	(13.44%)
Local School	\$33,826,958	\$15.02	\$34,736,985	\$16.60	(9.52%)
State School	\$5,128,390	\$ 2.30	\$5,066,196	\$ 2.44	(5.74%)
County	\$2,370,078	\$ 1.05	\$2,279,316	\$ 1.09	(3.67%)
Total Property Tax assessed	\$48,888,300	\$21.72	\$50,166,930	\$24.00	(9.50%)
Net Assessed Valuation	\$2,252,833,574		\$2,091,975,160		

As part of the overall rate decrease of (\$.28/1000), the Town’s portion decreased by (\$.52/1000) or (13.44%). The Town’s budget increased only .73% over 2014 so the drop in rate is due, predominantly, to the revaluation. For comparison purposes, the Town rate had increased \$.13/1000 in 2014 and \$.55/1000 in 2013.

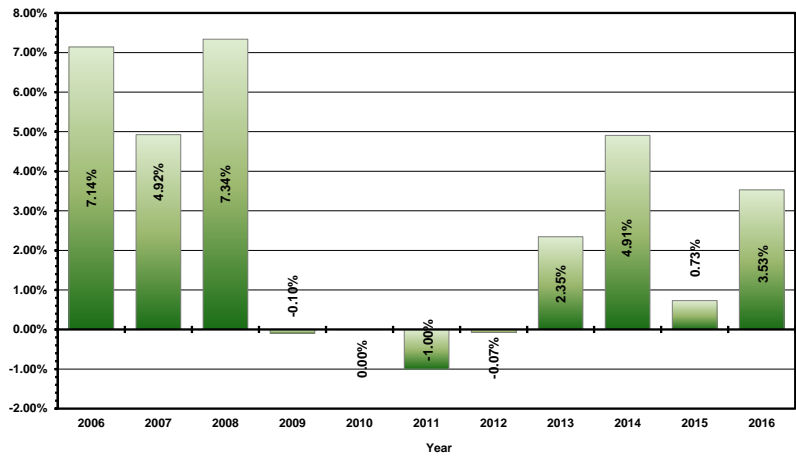
2016 BUDGET DISCUSSION:

As we developed our budget recommendation for 2016, we endeavored to reflect the needs of the Town in the most cost effective and fiscally responsive way; and we believe we have accomplished that objective in the budget we are presenting to the Town Meeting in March.

In total, the budget recommendation for 2016, as submitted to the Deliberative Session and net of the expected annual conservation reimbursement for the Campbell Farm bond payment, has increased \$472,455 or 3.53% from 2015. For the purpose of comparing year to year, the charts on the next page highlight our annual appropriations, and the percentage differences in same, from 2005 to 2015. This data is exclusive of any petitioned warrant articles, which are not included in the overall budget as recommended by the Board and staff.

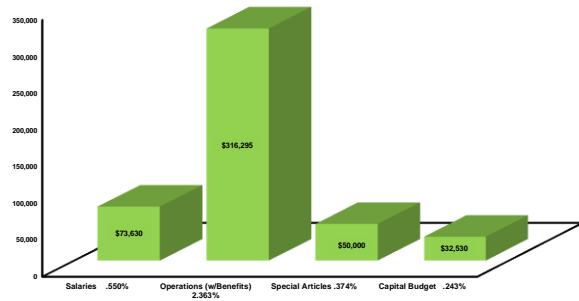
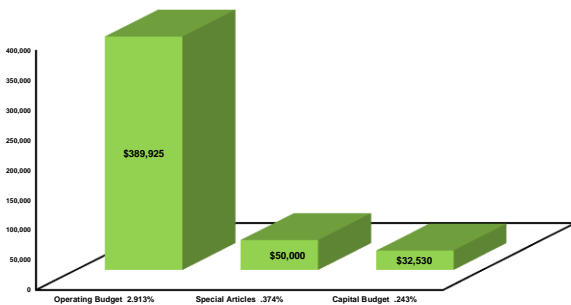


Windham - Percent of Change in Appropriations History 2006 - 2016



As one can see below, \$389,925 of the overall 2016 budget increase relates to increases in our Operating Budget (*further broken down between salaries of \$73,630 and all other operating costs of \$316,295*). Other increases of note include \$32,530 in the Town’s portion of the Capital Improvement Program (CIP), and a \$50,000 increase in Special Warrant articles.

BREAKDOWN OF BUDGET IMPACT – 2016



OPERATING BUDGET:

Personnel Salaries: The overall increase in salary appropriations is primarily due to general wage adjustments of 2% for all non-union, Fire Union, Police Union and Municipal Union employees; resulting in new costs of \$48,900, \$25,750, \$19,180 and \$12,990 respectively. The budget also reflects \$23,060 to cover step raise impacts for several employees across the overall Town employ. These increases are somewhat offset by net reductions in total salary costs for the Solid Waste and Assessing departments. The former is due to not filling a position left vacant in 2015 but rather utilizing these funds to provide for contracted janitorial services in the Maintenance Department to augment the current maintenance staff, and “backfilling” the needs in the Solid Waste department with current staff as needed. Reductions in our Assessing department are due to our decision to contract with a consulting firm, MRI, to handle the Town’s Assessing function over the next five years as opposed to hiring a new full time staff position; the net result being a savings to the Town.

Operations: This year’s operating costs reflect a net increase of \$398,825 over two areas: \$44,860 more in benefit related expenses and \$353,965 more across all other operational areas. Benefit increases are due almost exclusively to higher State retirement costs – up \$72,530 from 2015 – a number which is partially offset by reductions in health insurance costs of (\$9,940). The latter is due to more employees opting to take the financial stipend offered in lieu of health insurance when they are able to obtain coverage through their parents or spouse.

The remaining overall net increase of \$353,965 represents changes across all departments, some of which include:

- \$92,910 more in Contracted Services for the Assessing Department as a result of our decision to hire a contracted assessing firm to handle the Town’s assessing duties rather than continue to fill the need with a full time employee position. Importantly, this increase is completely offset by \$105,000 in salary and benefit cost reductions.
- \$41,740 more in Contracted Services for the Maintenance Department as a result of our decision to hire a contracted janitorial service to augment our current Maintenance staff. Similar to the Assessing function, this increase is completely offset by a (\$42,000) reduction in the salary account within the Solid Waste Department based upon not filling a vacant position there; but rather using our Maintenance staff to fill shifts on an as needed basis.
- \$15,000 set aside in the Searles budget to be used as the Town’s matching contribution for any grants that may come available during the year. This past year we were fortunate to receive three historically related grants to replace some of the stained glass windows, and we are confident that we will receive additional funding in 2016, some of which will require the Town to pay a matching amount.
- \$6,600 more for Dispatch due to higher costs associated with our contract with the Town of Derry to dispatch our Fire Department calls.
- \$54,000 more in the Highway Department: \$25,000 to be used by the Route 111 Beautification Committee to install a series of “Welcome to Windham” signs with lighting and landscaping; and \$27,400 to cover winter maintenance of the sidewalks installed by the State as part of the I93/Route 111 project along Routes 28 and 111, as well as the walking path at Griffin Park.
- \$24,870 for a new chest compressor machine for the Fire Department, along with other ambulance equipment needs.
- \$39,250 to replace one of our Fire Department command vehicles.
- \$30,680 more in waste disposal and \$12,330 more for demolition removal expenses for the Solid Waste Department; based upon higher disposal rates per ton.

CAPITAL PROJECTS:

The following seven (7) individual projects make up the Town's portion of the CIP budget. Combined, the dollars needed to fund these projects has increased by a net of \$32,530 over our 2015 CIP allocation.

1. \$360,000 for road improvements, which is an annual allocation to perform both complete and partial reconstructions of Town roadways. This recommended funding is identical to last year. While several projects are being considered for 2016, final determination of which will be done will not be made until the spring.
2. \$85,779 representing the second of ten (10) annual bond payments associated with the Town's 2014 purchase of the Campbell Farm. As noted last year, while the Town is responsible for paying the debt service, the Conservation Commission has committed to reimburse these payments through their Conservation Land Fund. As such, this has been reflected as a known revenue in our budget presentation.
3. \$87,000 representing the first of five (5) annual bond payments associated with the Town's 2015 purchase of a new Fire Engine Pumper.
4. \$75,100 for the final of three (3) lease payments on the new Ambulance purchased in 2014.
5. \$180,000 to purchase a new 5-ton truck for the Highway Department; adding a vehicle to our fleet. The Town has applied for a grant to offset 80%, or \$144,000, of the cost under the State and Federal Salt Reduction program; leaving a balance to be raised in 2016 of \$36,000. Should the grant not be approved, the article requesting the funding will be declared null and void.
6. \$90,000 to construct improvements to the former Skate Park at Griffin Park to include passive recreation areas for both seniors and children including a gazebo, ADA compliant chess/checker and picnic tables and chalk art space. Improvements will also include landscaping beautification with pavers and cemented benches.
7. \$50,000 to hire a consultant to complete a full inventory, analysis and digitization of Town records held in the town vault, along with a software application for remote access to the files.

SPECIAL WARRANT ARTICLES:

In addition to the above operating and capital budget items, the following three (3) special warrant articles make up the balance of the Town's overall budget request.

1. \$30,000 - Earned Time Trust: The balance in our Trust as of December 2015 is less than \$189,000; while we continue to have an accrued liability of over \$1 million for all employees combined. This funding request is the same as was appropriated in 2014.
2. \$50,000 - Property Maintenance Trust: This amount is also the same as appropriated in 2015. The following projects are slated to receive funding priority in 2016: 1) HVAC improvements for the Community Development Department; 2) HVAC improvements to the Fire or Police buildings, depending on overall costs and need; 3) carpet replacements for the Police building; 4) interior painting in several buildings, and; 5) painting portions of the exterior of both the Community Development and Town Hall buildings.
3. \$50,000 to complete update of the Town's Master Plan, including hiring a consultant to assist the Planning Board with research of information and document editing/formatting.

IN CONCLUSION:

To everyone who makes Windham the wonderful community it is - from the residents to our visitors, and from those who work as employees to those who serve as volunteers - I wish to extend my deepest gratitude and appreciation for all the work, commitment, enthusiasm, and sense of community each and every one of you brings forth to make Windham not only a great place to live and play, but to work and serve. 2016 marks my twenty eighth year serving as your Town Administrator.

It has been both my honor and pleasure to have worked alongside so many dedicated employees and volunteers, and to have met so many nice community members. Over these many years, I have witnessed many changes within Windham and have seen many goals and accomplishments reached by the various departments, boards and committees. As we all embark on the ride that will bring us into the next year and beyond, I know that many more great things will happen in our community simply because of the people and their collective will to get things done and to do so with pride, professionalism, and commitment.

To the residents of Windham, I would like to thank you for your support given to us each and every day, and for the interest you always show in your community. We are always interested in what you have to say so please feel free to stop by the offices, call us on the phone, or send us an email.

To the members of the Board of Selectmen, I would like to acknowledge your own dedication and hard work. Further, I wish to express my appreciation for your continuing support and, in turn, pledge mine and our staff's commitment to do what is needed to ensure our residents are well served within a friendly and welcoming environment.

To all the Department Heads and their staff, I extend my thanks for a job well done over the past year. I look forward to standing with you as we face new challenges and opportunities in the year ahead.

To my Administrative staff, with whom I spend so much time, words cannot adequately express my appreciation for all you do. Wendi, Kathy, Cheryl, and Adel – you are tops in my book. Your unconditional support on a daily basis is a blessing and means so much to me. My job not only is easier with you all on the team, but remains fun and enjoyable with each of you alongside. Thank you for all you do!

I would like to extend a very special and heartfelt thank you to Dana Call. Dana served as my Assistant Administrator/Finance Director for the past thirteen years, prior to accepting a new position with the State of New Hampshire in September. In any profession, it is not easy to find a person with whom you are able to develop not only a strong working relationship, but one in which you have the utmost confidence and respect. In Dana, I was fortunate to find such an individual and the Town was blessed to have her in our employ. Succinctly stated, Dana served with grace, professionalism, and humility. While she most certainly will be missed, I wish her the best in her new career.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David Sullivan". The signature is fluid and cursive, written in a professional style.

David Sullivan, Town Administrator

EMPLOYEE WAGE AND BENEFIT REPORT - 2015

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2015 TOTAL GROSS PAY	2015 BENEFITS	2015 SALARY & BENEFITS
<u>TOWN OFFICERS</u>												
Breton, Bruce	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Coole, Robert	Treasurer	2,000.00	-	-	-	-	-	-	-	2,000.00	153.00	2,153.00
Desilets, Joel	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Hohenberger, Roger	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Letizio Jr, Al	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Marcil Jr, Alphonse	Trustee Of Trust Funds	400.00	-	-	-	-	-	-	-	400.00	30.60	430.60
McLeod, Ross	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Davis, Robert	Deputy Treasurer	500.00	-	-	-	-	-	-	-	500.00	38.25	538.25
<u>ADMINISTRATION</u>												
Call, Dana *	Asst Town Admin	62,627.43	-	-	-	-	-	-	26,383.34	(e) 89,010.77	35,692.50	124,703.27
Cerri, Adel-Marie	Book Keeper	26,765.12	-	-	-	-	-	-	-	26,765.12	3,385.67	30,150.79
Davis, Kathleen	Hr Coordinator	27,240.60	-	-	-	-	-	-	-	27,240.60	3,445.94	30,686.54
Devin, Wendi	Admin Assistant	53,463.91	-	2,596.16	-	-	-	-	23.40	(a) 56,083.47	26,273.38	82,356.85
Popovici-Muller, Daniel	Finance Director	1,998.81	-	-	-	-	-	-	-	1,998.81	352.19	2,351.00
Sullivan, David	Town Administrator	106,364.36	-	-	-	-	-	-	12,230.89	(abe) 118,595.25	22,787.80	141,383.05
<u>INFORMATION TECH</u>												
DeLong, Eric	Mgt Information Systems	87,075.59	-	-	-	-	-	-	1,399.82	(aeg) 8,475.41	39,555.53	128,030.94
<u>TOWN CLERK</u>												
Bottai, Nicole	Town Clerk	103,992.72	-	-	-	-	-	-	-	103,992.72	7,955.45	111,948.17
Brown, Cathy	Clerk	5,055.42	-	-	-	-	-	-	-	5,055.42	386.72	5,442.14
Charland, Nancy	Deputy Town Clerk	46,448.89	-	-	-	-	-	-	25.80	(a) 46,474.69	27,185.75	73,660.44
Dillon, Maria	Assistant Town Clerk	42,134.13	-	75.28	-	-	-	-	-	42,209.41	15,538.63	57,748.04
<u>TAX COLLECTOR</u>												
Bergeron, Rita	Deputy Tax Collector	32,275.62	-	-	-	-	-	-	512.90	(e) 32,788.52	9,591.27	42,379.79
Robertson, Ruth	Tax Collector	64,961.03	-	-	-	-	-	-	205.92	(a) 65,166.95	19,770.72	84,937.67
<u>MAINTENANCE</u>												
Galle, Jeffrey	Maintenance Foreman	43,192.01	-	949.60	-	-	-	-	402.76	(ac) 44,544.37	17,574.17	62,118.54
Garabedian, Joanne	Maintenance Custodian	40,117.11	-	29.07	-	-	-	-	400.00	(c) 40,546.18	16,835.94	57,382.12
Lorentzen, Wendy	Maintenance Custodian	37,615.68	-	494.87	-	-	-	-	11,984.18	(bcdg) 50,094.73	9,441.15	59,535.88
Montgomery, Bruce	Maintenance Custodian	40,117.11	-	2,910.24	-	-	-	-	450.00	(cg) 43,477.35	17,343.82	60,821.17
<u>ELECTIONS</u>												
Ashburn, Robert	Election Ballot Clerks	125.94	-	-	-	-	-	-	-	125.94	-	125.94
Bates, David	Supervisors Of Checklist	945.00	-	-	-	-	-	-	-	945.00	72.32	1,017.32
Bates, Jonathan	Supervisors Of Checklist	275.88	-	-	-	-	-	-	-	275.88	16.07	291.95
Boss, Frances	Election Ballot Clerks	50.38	-	-	-	-	-	-	-	50.38	-	50.38
Brockmeier, Mark	Election Ballot Clerks	62.00	-	-	-	-	-	-	-	62.00	-	62.00
Demone, Doreen	Election Ballot Clerks	127.88	-	-	-	-	-	-	-	127.88	-	127.88
Dunkley, Brenda	Election Ballot Clerks	62.00	-	-	-	-	-	-	-	62.00	-	62.00
Foppiano, Anthony	Election Ballot Clerks	62.00	-	-	-	-	-	-	-	62.00	-	62.00
Forde, Richard	Election Ballot Clerks	108.50	-	-	-	-	-	-	-	108.50	-	108.50
Freeman, Toni	Election Ballot Clerks	62.00	-	-	-	-	-	-	-	62.00	-	62.00
Gebo, Russell	Election Ballot Clerks	62.00	-	-	-	-	-	-	-	62.00	-	62.00
Griffin, Mary	Supervisors Of Checklist	425.00	-	-	-	-	-	-	-	425.00	32.53	457.53

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<u>ELECTIONS</u>												
Griffin, Peter	Town Moderator	150.00	-	-	-	-	-	-	-	150.00	11.48	161.48
Hart, Leo	Election Ballot Clerks	63.94	-	-	-	-	-	-	-	63.94	-	63.94
Johnson, Candis	Election Ballot Clerks	127.88	-	-	-	-	-	-	-	127.88	-	127.88
Mashimo, Eileen	Supervisors Of Checklist	3,592.50	-	-	-	-	-	-	-	3,592.50	274.86	3,867.36
Parthum, Eric	Election Ballot Clerks	62.00	-	-	-	-	-	-	-	62.00	-	62.00
Sansoucie, Jan	Election Ballot Clerks	63.94	-	-	-	-	-	-	-	63.94	-	63.94
<u>ASSESSING</u>												
Fedele, Michael *	Assessor	17,708.42	-	-	-	-	-	-	2,828.15 (be)	20,536.57	4,290.55	24,827.12
Norman, Rex *	Assessor	-	-	-	-	-	-	-	18,212.98 (e)	18,212.98	3,136.28	21,349.26
Zins, Jennifer	Admin Assistant	43,579.47	-	-	-	-	-	-	1.80 (a)	43,581.27	33,417.55	76,998.82
<u>POLICE</u>												
Antista, Jeffrey	Police Officer	50,319.27	1,886.03	19,025.36	3,302.53	14,841.87	-	833.30	22.64 (ac)	90,231.00	50,265.90	140,496.90
Bliss, Bryan	Police Sergeant	62,208.41	2,599.23	14,332.24	4,084.96	23,746.84	3,222.91	1,729.50	4,501.25 (ace)	116,425.34	57,645.14	174,070.48
Caron, Michael	Police Captain	87,075.60	-	-	-	4,882.50	-	-	4,067.93 (ace)	96,026.03	36,543.49	132,569.52
Clark, Daniel	Police Sergeant	67,291.67	995.57	28,102.64	4,394.77	11,072.51	3,384.99	2,115.29	9,001.51 (abc)	126,358.95	34,105.53	160,464.48
Comeau, David	Special Police Officer	1,456.65	-	-	-	26,305.18	-	-	-	27,761.83	2,123.81	29,885.64
Courtois, Matthew	Police Officer	2,538.84	-	-	-	-	-	-	-	2,538.84	706.56	3,245.40
Cryts, Laura	Police Secretary	43,187.21	-	280.43	-	-	-	-	5.16 (a)	43,472.80	26,849.69	70,322.49
Dawe, Daniel	Police Officer	54,528.14	1,052.55	30,451.45	3,386.73	21,716.84	1,445.51	1,566.09	767.28 (ac)	114,914.59	36,926.33	151,840.92
Delano, Allison	Police Officer	57,474.84	884.86	22,758.17	4,420.58	2,397.61	1,445.51	1,100.20	767.28 (ac)	91,249.05	43,901.06	135,150.11
Dzierlatka, Jason	Police Officer	57,474.82	1,207.47	29,654.54	4,420.58	25,709.58	2,891.02	2,430.03	146.80 (ac)	123,934.84	59,661.09	183,595.93
Eddy, Nicholas	Police Officer	59,204.68	514.10	21,654.00	4,095.12	9,828.92	2,977.76	1,517.32	769.20 (ac)	100,561.10	36,443.44	137,004.54
Fedele, Edward	Police Captain	79,904.78	-	-	-	5,917.50	-	-	13,778.40 (abcd)	99,600.68	26,251.02	125,851.70
Flynn, Jessica	Police Sergeant	62,982.25	671.22	12,999.02	4,604.80	6,535.79	3,222.91	1,089.14	2,083.40 (ace)	94,188.53	34,780.55	128,969.08
Iworsky, Gregory	Police Officer	57,471.74	258.74	16,750.69	3,975.83	3,656.67	1,445.51	613.90	769.44 (ac)	84,942.52	33,071.74	118,014.26
Jenoski, Anna	Community Service Officer	38,355.88	-	-	-	-	-	-	8,379.00 (bc)	46,734.88	7,799.66	54,534.54
Jimenez, Amanda *	Police Records Clerk	12,917.60	-	-	-	-	-	-	-	12,917.60	988.22	13,905.82
Jones, Joshua	Police Officer	18,618.16	12.69	111.08	1,184.80	-	-	0.37	1,041.44 (ab)	20,968.54	6,041.06	27,009.60
Lewis, Gerald	Police Chief	96,017.46	-	-	-	-	-	-	1,008.00 (ac)	97,025.46	44,276.05	141,301.51
Mirisola, Shane	Police Officer	57,471.73	724.24	15,831.68	4,642.97	9,136.33	1,445.51	792.79	2,629.06 (abc)	92,674.31	31,773.61	124,447.92
Moore, Theresa	Police Officer	57,474.89	653.21	5,308.14	3,753.44	244.08	2,891.02	571.61	8,942.43 (abc)	79,838.82	21,987.40	101,826.22
Newell, Heather	Police Prosecutor	75,626.69	-	-	-	-	-	-	91.04 (ag)	75,717.73	23,527.10	99,244.83
O'Loughlin, Philip	Police Officer	57,471.71	957.60	22,327.01	4,192.79	24,789.69	2,891.02	1,799.20	509.93 (ac)	114,938.95	57,133.89	172,072.84
Smith, Bryan	Police Sergeant	65,939.68	820.50	19,936.65	4,848.31	16,428.25	3,384.99	1,578.07	8,425.92 (abcg)	121,362.37	32,892.25	154,254.62
Surette, Stephen	Police Officer	44,240.57	967.84	5,103.85	2,731.72	13,543.16	-	170.33	2,499.60 (a, b)	69,257.07	15,950.64	85,207.71
Van Hirtum, Christopher	Police Officer	59,204.90	211.21	9,688.58	4,324.18	9,179.98	-	49.93	771.60 (ac)	83,430.38	48,364.13	131,794.51
<u>DISPATCHING</u>												
Bergeron, Samantha	Police Dispatcher	8,344.44	90.39	651.91	1,251.67	-	-	4.76	-	10,343.17	324.89	10,668.06
Bodenrader, Brian	Part-Time Dispatcher	22,039.09	1,034.50	-	-	-	2,343.36	-	200.00 (c)	25,616.95	1,959.66	27,576.61
Gallant, Jason	Police Dispatcher	46,618.27	717.76	19,530.69	3,407.34	-	2,343.36	1,529.04	405.40 (ac)	74,551.86	31,914.31	106,466.17
Gauthier, Jesse	Police Dispatcher	43,910.34	698.52	18,471.64	2,898.77	-	1,154.36	883.99	403.84 (ac)	68,421.46	18,240.28	86,661.74
Lelievre, Kathleen	Police Dispatcher	45,363.27	1,324.57	2,252.97	3,525.91	-	-	163.27	495.64 (acg)	53,125.63	32,546.07	85,671.70
McGuire, Patricia *	Police Dispatcher	14,383.81	619.49	1,940.00	941.31	-	-	-	1,253.10 (ce)	19,137.71	6,367.90	25,505.61
<u>FIRE DEPARTMENT/EM</u>												
Brown, James *	Fire Lieutenant	46,234.63	-	10,548.17	1,688.01	-	-	-	34,636.57 (ce)	93,107.38	46,782.80	139,890.18
Brown, William	Call Firefighter	2,795.56	-	39.34	-	39.34	-	-	-	2,874.24	219.91	3,094.15
Campbell, Gordon	Firefighter	54,475.71	-	16,175.36	3,093.29	4,538.30	3,503.43	1,586.69	8,983.24 (abce)	92,356.02	36,359.94	128,715.96
Curran, Joseph	Call Firefighter	1,571.38	-	31.51	-	-	-	-	-	1,602.89	122.66	1,725.55
Decker, Lisa	Call Firefighter	486.48	-	-	-	-	-	-	-	486.48	37.23	523.71

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<u>FIRE DEPARTMENT/EM</u>												
Delaney, Scott	Fire Lieutenant	61,747.65	-	11,917.78	3,108.61	-	4,591.83	1,179.14	3,608.72 (acef)	86,153.73	48,883.91	135,037.64
Demarco, Ralph	Fire Lieutenant	56,604.90	-	26,761.17	2,998.34	-	6,121.27	3,310.74	3,272.50 (ace)	99,068.92	53,742.83	152,811.75
Doherty, Daniel	Firefighter	51,652.68	-	14,423.79	2,806.71	-	5,397.49	1,797.62	8,665.52 (abc)	84,743.81	25,354.68	110,098.49
Dubowik, Danielle	Firefighter	47,592.17	-	3,054.76	2,993.03	-	2,518.09	278.88	8,329.73 (acd)	64,766.66	26,349.11	91,115.77
Dunn, Timothy	Fire Lieutenant	61,747.56	-	15,517.96	3,335.91	-	3,226.69	986.55	8,680.40 (abc)	93,495.07	28,096.57	121,591.64
Fisher, Paul	Firefighter	54,472.66	-	26,660.84	2,842.63	1,158.89	6,131.00	3,464.48	8,692.64 (abc)	103,423.14	29,364.76	132,787.90
Hildebrandt, Eric	Firefighter	54,472.65	-	7,429.83	2,742.38	918.99	5,912.04	1,214.42	665.12 (ac)	73,355.43	46,000.52	119,355.95
Horaj, Mary	Emergency Management	151.46	-	-	-	-	-	-	-	151.46	11.59	163.05
Kurgan, Gary	Firefighter	54,506.16	-	22,123.03	2,892.76	178.59	3,503.43	1,639.31	8,955.55 (abcg)	93,798.83	27,968.47	121,767.30
Lundergan, Charles	Firefighter	54,472.66	-	17,859.30	2,866.23	-	2,846.54	1,086.19	663.44 (ac)	79,794.36	33,075.21	112,869.57
Martineau, William	Deputy Fire Chief	77,302.92	-	-	-	-	-	-	8,336.64 (a, b)	85,639.56	26,004.28	111,643.84
McPherson, Thomas	Fire Chief	96,017.46	-	-	-	-	-	-	3,830.98 (ae)	99,848.44	55,110.00	154,958.44
Merrill, William	Firefighter	54,472.63	-	18,790.55	2,958.37	921.49	3,503.43	1,463.78	2,763.64 (abcg)	84,873.89	40,391.16	125,265.05
Misuraca, Charlotte	Fire Secretary	43,187.18	-	-	-	-	-	-	6,005.16 (a, b)	49,192.34	9,494.06	58,686.40
Moltenbrey, Jay	Fire Lieutenant	60,724.76	-	17,943.44	3,506.38	-	6,701.60	2,417.86	3,667.15 (ace)	94,961.19	52,656.85	147,618.04
Morgan, Edward	Assistant Fire Chief	87,075.60	-	-	-	-	-	-	8,766.00 (a, b)	95,841.60	29,109.82	124,951.42
Nault, Diana	Firefighter	45,527.97	-	11,420.10	3,494.31	-	4,050.84	1,104.75	10,025.78 (acd)	75,623.75	37,661.69	113,285.44
Robertson, Patrick	Firefighter	54,472.67	-	20,705.17	2,742.38	751.94	3,174.98	1,412.13	675.20 (ac)	83,934.47	45,995.44	129,929.91
Savard, Scott	Firefighter	54,472.65	-	7,862.97	3,093.29	-	5,036.18	1,013.17	675.20 (ac)	72,153.46	45,654.33	117,807.79
Sliver, Jason	Firefighter	49,657.98	-	9,514.06	2,758.25	-	6,561.66	1,549.53	8,987.53 (abcd)	79,029.01	22,794.27	101,823.28
Specian, Michael	Firefighter	54,472.73	-	20,820.51	2,892.76	2,809.83	3,941.36	1,943.16	3,094.84 (ace)	89,975.19	51,006.26	140,981.45
Taylor, Robert	Firefighter	54,472.66	-	5,610.07	2,742.38	-	1,970.68	302.28	675.20 (ac)	65,773.27	43,743.95	109,517.22
Zins, Scott	Firefighter/Mechanic	55,472.56	-	32,671.53	2,996.88	-	5,797.06	3,448.64	6,987.25 (abce)	107,373.92	43,077.36	150,451.28
<u>COMMUNITY DEV</u>												
Brodeur, Anitra	Minute Taker	1,720.00	-	-	-	-	-	-	-	1,720.00	131.58	1,851.58
Gregory, Richard	Zba/Code Enf Admin	41,295.89	-	-	-	-	-	-	-	41,295.89	5,224.00	46,519.89
King, Colleen *	Community Dev. Clerk PT	16,611.08	-	-	-	-	-	-	-	16,611.08	1,270.70	17,881.78
Kovolyan, Patricia	Community Dev. Secretary	18,857.00	-	-	-	-	-	-	75.00 (g)	18,932.00	2,394.94	21,326.94
LaPierre, Beth *	Minute Taker	180.00	-	-	-	-	-	-	-	180.00	13.77	193.77
McGuire, Michael	Building Inspector	71,828.72	-	517.85	-	-	-	-	2,280.68 (abg)	74,627.25	29,715.16	104,342.41
Scott, Laura	Community Dev Director	91,093.54	-	-	-	-	-	-	60.00 (a)	91,153.54	26,260.50	117,414.04
Suech, Julie	Community Dev. Clerk PT	16,801.20	-	-	-	-	-	-	-	16,801.20	2,125.30	18,926.50
Whiteford, Suzanne	Minute Taker	4,160.00	-	-	-	-	-	-	-	4,160.00	318.24	4,478.24
Wood, Elizabeth	Community Planner	64,647.56	-	-	-	-	-	-	28.08 (a)	64,675.64	20,564.80	85,240.44
<u>SOLID WASTE</u>												
Dobson, Robert	Solid Waste Operator 2	51,729.99	-	1,654.97	2,191.33	-	-	-	637.12 (acg)	56,213.41	19,046.29	75,259.70
Holm, Wayne	Solid Waste Laborer PT	27,591.58	-	-	-	-	-	-	400.00 (c)	27,991.58	3,540.96	31,532.54
Poulson, David	Transfer Station Manager	89,379.55	-	-	-	-	-	-	7,162.00 (abc)	96,541.55	13,466.40	110,007.95
Senibaldi, Dennis	Solid Waste Super/Driver	57,018.08	-	1,200.79	1,758.54	-	-	-	430.60 (ac)	60,408.01	36,518.14	96,926.15
<u>ROADS</u>												
Finch, Aaron	Temporary Laborer	4,832.25	-	417.06	-	-	-	-	-	5,249.31	401.60	5,650.91
Gagne, Brian	Temporary Laborer	8,319.29	-	1,387.53	-	-	-	-	-	9,706.82	742.56	10,449.38
Hindes, Steven	Highway Laborer FT	42,080.59	-	10,162.39	176.00	-	-	-	5,568.66 (acd)	57,987.64	28,228.71	86,216.35
McCartney, John	Highway Agent	90,531.56	-	-	-	-	-	-	2,466.00 (ach)	92,997.56	35,663.80	128,661.36
Spaziano, James	Highway Laborer PT	26,303.96	-	2,564.39	-	-	-	-	200.00 (c)	29,068.35	3,677.18	32,745.53
Stogryn III, William	Temporary Laborer	1,254.39	-	-	-	-	-	-	-	1,254.39	95.96	1,350.35

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RECREATION												
Boormeester, Kristina	Park Ranger	1,974.07	-	-	-	-	-	-	-	1,974.07	151.06	2,125.13
Brown, Robert	Recreation Lifeguards	2,425.19	-	-	-	-	-	-	-	2,425.19	185.52	2,610.71
Dibona, Kristyna	Recreation Lifeguards	3,035.86	-	-	-	-	-	-	-	3,035.86	232.26	3,268.12
Goldsmith, Samantha	Recreation Lifeguards	4,784.65	-	-	-	-	-	-	-	4,784.65	366.02	5,150.67
Grubbs, Samantha	Recreation Lifeguards	3,276.52	-	-	-	-	-	-	-	3,276.52	250.63	3,527.15
Haas, Cheryl	Recreation Coordinator	56,144.47	-	-	-	-	-	-	69.20 (ag)	56,213.67	20,968.46	77,182.13
Hare, Amanda	Recreation Lifeguards	1,949.71	-	-	-	-	-	-	-	1,949.71	149.16	2,098.87
Lutz, Paul	Park Ranger	2,655.07	-	-	-	-	-	-	-	2,655.07	203.12	2,858.19
Merchant, Andrew	Recreation Lifeguards	1,895.69	-	-	-	-	-	-	-	1,895.69	145.04	2,040.73
Pierson, Jacquelyn	Recreation Lifeguards	2,086.04	-	-	-	-	-	-	-	2,086.04	159.58	2,245.62
Solomon, Mark	Recreation Lifeguards	2,302.88	-	-	-	-	-	-	-	2,302.88	176.17	2,479.05
Stearns, Gena	Recreation Lifeguards	3,597.12	-	-	-	-	-	-	-	3,597.12	275.17	3,872.29
Terry, Rebekah	Recreation Lifeguards	2,884.96	-	-	-	-	-	-	-	2,884.96	220.70	3,105.66
LIBRARY												
Brikiatis, Sylvie	Youth Svcs Specialist	55,421.15	-	-	-	-	-	-	44.16 (a)	55,465.31	35,448.38	90,913.69
Bushell, Cynthia	Assistant PT	14,321.85	-	-	-	-	-	-	-	14,321.85	1,811.68	16,133.53
Day, Jena *	Administrative Asst	6,278.34	-	-	-	-	-	-	10,644.30 (de)	16,922.64	6,770.34	23,692.98
Duve, Cathy	Assistant PT	16,725.72	-	-	-	-	-	-	-	16,725.72	1,279.49	18,005.21
Freeston, Lois *	Co-Assistant Director	56,648.78	-	-	-	-	-	-	24,137.28 (e)	80,786.06	33,813.25	114,599.31
Frey, Karen	Children Librarian	34,177.69	-	-	-	-	-	-	3,338.60 (a, b)	37,516.29	5,840.05	43,356.34
Heidenblad, Carl	Director	85,935.14	-	-	-	-	-	-	396.00 (a)	86,331.14	23,767.68	110,098.82
Kingsley, Maureen	Assistant PT	9,189.11	-	-	-	-	-	-	-	9,189.11	703.00	9,892.11
Marietta, Terrie *	Circulation Coordinator	30,784.45	-	34.98	-	-	-	-	-	30,784.45	12,564.35	45,887.60
Mayr, Diane	Co-Assistant Director	54,149.64	-	-	-	-	-	-	198.12 (a)	54,347.76	18,603.22	72,950.98
McCue, Angela	Youth Svcs Specialist	56,144.51	-	-	-	-	-	-	119.16 (ag)	56,263.67	19,829.87	76,093.54
Miloro, Michael	Assistant PT	14,015.34	-	-	-	-	-	-	-	14,015.34	1,072.26	15,087.60
Montgomery, Laura	Assistant PT	18,277.42	-	-	-	-	-	-	-	18,277.42	1,398.21	19,675.63
Nagle, Barbara	Assistant PT	27,884.80	-	-	-	-	-	-	-	27,884.80	2,133.21	30,018.01
Rittenhouse, Elaine	Tech. Svcs Librarian	56,144.47	-	-	-	-	-	-	243.84 (a)	56,388.31	19,852.08	76,240.39
Rodgers, Bailey	Assistant PT	99.29	-	-	-	-	-	-	-	99.29	7.60	106.89
Shea, Carolyn	Tech. Svcs Librarian	49,810.45	-	-	-	-	-	-	6,951.23 (ad)	56,761.68	18,346.06	75,107.74
Therrien, Kari	Assistant PT	10,582.48	-	-	-	-	-	-	-	10,582.48	809.63	11,392.11
Williams, Sarah	Assistant PT	18,489.86	-	-	-	-	-	-	-	18,489.86	1,414.45	19,904.31
SEARLES SCHOOL												
Markham, Donna	Searles Facilities Coord	13,063.55	-	-	-	-	-	-	-	13,063.55	999.41	14,062.96
VAN DRIVERS												
Coish, Barbara	Van/Car Driver PT	623.26	-	-	-	-	-	-	-	623.26	42.94	666.20
Righini, Alfred	Van/Car Driver PT	3,867.52	-	-	-	-	-	-	-	3,867.52	295.87	4,163.39
Root, Dennis	Van/Car Driver PT	1,393.29	-	-	-	-	-	-	-	1,393.29	106.64	1,499.93
CABLE												
Yucupicio, Kelly	Cable Coordinator	56,160.30	-	3,304.20	-	-	-	-	13.44 (a)	59,477.94	33,410.63	92,888.57
		5,301,884.31	18,999.64	663,343.36	137,346.03	241,250.67	120,979.34	51,737.45	377,146.78	6,912,687.58	2,575,656.28	9,488,343.86

FOOTNOTES:

* - Individual who left employment with Town during 2015

** 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 disability pay from insurance company

(e) refers to payout of accumulated earned time

(f) refers to longevity pay

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

(h) refers to payment for taxable stipend

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

SCHEDULE OF TOWN PROPERTY

Property Location	GIS ID	Acres	^Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
Blueberry Road, 5	1-B-1022	0.97	9,900				
Blueberry Road, 10	1-B-1025	2.89	51,400				
Londonderry Road	1-B-1095	4.30	44,600				<i>Rec - Rockingham Trail</i>
Kendall Pond Road, 137	1-C-100	64.00	149,820				<i>Cons - Campbell Farm</i>
Londonderry Road, 141	1-C-1209	2.52	145,700		✓		
Londonderry Road	1-C-2495	12.00	60,000				<i>Rec - Rockingham Trail</i>
Nashua Road	1-C-2500	163.50	1,205,900				<i>Cons - Fosters Pond</i>
Nashua Road	1-C-2500A	25.20	247,100	2,500			<i>Rec - Nashua Rd Field</i>
Beacon Hill Road	2-A-250	2.50	43,500				<i>Rec - Rockingham Trail</i>
Frost Road	2-A-1325	1.50	203,800		✓		
Beacon Hill Road	2-B-495	4.60	44,800				<i>Rec - Rockingham Trail</i>
Depot Road, 6	3-A-955	0.34	261,100				<i>Depot</i>
Quail Run Road	3-A-1000	12.00	229,100				
Flat Rock Road	3-B-290A	8.00	15,300			✓	<i>Conservation</i>
Flat Rock Road, 35	3-B-355	8.00	152,500		✓		
Flat Rock Road	3-B-375	10.78	47,300				
Rockingham Road, 179	3-B-601	22.86	151,500			✓	<i>Rec - Spruce Pond Facility</i>
Rockingham Road	3-B-680	1.28	70,700		✓		
Depot Road	3-B-850-2	0.03	6,200		✓		
Depot Road	3-B-910	10.00	56,800				<i>Conservation</i>
Depot Road, 8	3-B-998	0.30	152,000	130,000			<i>Depot</i>
Partridge Road	3-B-1001	3.30	239,000			✓	<i>Conservation</i>
Rockingham Road	3-B-1600	3.70	8,400			✓	<i>Conservation</i>
Londonderry Road, 43	5-A-200A	9.77	48,000			✓	<i>Conservation</i>
Londonderry Road	6-A-1000	8.20	54,000			✓	<i>Conservation</i>
Kent Street	6-A-1300	5.80	15,000				
Pine Hill Road	6-C-200	13.00	62,500			✓	
Gov. Dinsmore Road, 84	7-A-500	1.60	204,500			✓	
Mockingbird Hill Road	7-A-501	0.01	12,000				<i>Cemetery - Parker Fam.</i>
Governor Dinsmore Road	7-A-625	2.71	11,300		✓		
Seavey Road	8-A-40	0.02	7,300		✓		
Seavey Road	8-A-61	0.34	7,700		✓		
Seavey Road	8-A-9010	0.60	10,100		✓		
Coburn Road, 2	8-B-530	1.88	103,300			✓	<i>Conservation</i>
Rockingham Road, 98	8-B-850	4.00	222,500		✓		
Rockingham Road, 92	8-B-900	3.30	217,300		✓		
Rockingham Road	8-B-1860	0.46	31,700		✓		
Rockingham Road	8-B-3001	362.20	1,762,200				<i>Cons - Town Forest</i>
Rockingham Road	8-B-3002	30.00	88,700				<i>Cons - Town Forest</i>
Rockingham Road	8-B-4000	4.70	8,900				<i>Cons - Town Forest</i>
Rockingham Road	8-B-4100	11.00	41,100		✓		<i>Cons - Town Forest</i>
Rockingham Road	8-B-4300	14.00	45,100		✓		<i>Cons - Town Forest</i>
Rockingham Road, 176	8-B-4401	1.00	34,000				
Rockingham Road	8-B-5000	8.00	37,200				<i>Cons - Town Forest</i>
Rockingham Road	8-B-6150	17.00	49,000				<i>Cons - Town Forest</i>
Rockingham Road	8-B-6301	0.88	47,600				
Orchard Blossom Road	8-C-300	77.82	62,320				<i>Conservation</i>
Kendall Pond Road	9-A-652	0.05	9,300		✓		
Kendall Pond Road	9-A-655	0.69	189,900				<i>Rec - Railroad Bed</i>
Kendall Pond Road	9-A-770	4.80	44,900				<i>Rec - Railroad Bed</i>
Kendall Pond Road, 69	9-A-1600	11.00	48,900			✓	

Property Location	GIS ID	Acres	^Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
Kendall Pond Road, 67	9-A-1604	1.51	8,800			✓	Conservation
Kendall Pond Road	9-A-1750	2.20	43,300				Rec - Railroad Bed
Ledge Road, 2	11-A-201	12.15	619,300	2,116,000			Transfer Strn/Highway
Haverhill Road	11-A-298	0.12	12,000			✓	
Haverhill Road	11-A-299	0.39	13,200				Transfer Station
North Lowell Road, 3	11-A-590	3.00	579,600	3,940,000			Town Hall Complex
Eastwood Road	11-A-634A	0.18	8,000		✓		
Indian Rock Road	11-C-350	4.35	29,300			✓	
North Lowell Road, 2	11-C-1200	0.57	351,900	891,000			Senior Center
North Lowell Road, 4	11-C-1300	1.56	460,000	607,000			Bartley House
Sheffield Street, 14	11-C-1700	13.57	35,300			✓	
Camelot Road	11-C-1800	4.75	15,400			✓	
Camelot Road	11-C-1801	4.83	15,400			✓	
Camelot Road	11-C-1802	1.50	12,500			✓	
North Lowell Road	11-C-3400	0.81	7,900			✓	
Pine Hill Road	11-C-3600	5.70	13,500			✓	Conservation
Cole Road	13-K-30	0.07	80,000		✓		
Doiron Road	13-K-34A	0.11	35,200		✓		
Cole Road	13-K-34B	0.16	36,000		✓		
Mammoth Road, 10	14-A-51	16.48	268,700			✓	Cons - Andrews Forest
Haverhill Road	14-A-200	31.70	180,300				Conservation
Haverhill Road	14-A-230	3.90	8,500			✓	
Haverhill Road, 200	14-A-850A	1.80	126,400		✓		
Londonbridge Road	14-B-14A	3.80	24,300			✓	
Atlantic Road	14-B-2350	10.00	40,400		✓		
Londonbridge Road	14-B-2500	1.00	11,000			✓	Cons - Gage Lands
Gaumont Road	16-C-5	0.30	41,800		✓		
Ash Street	16-F-8A	0.04	34,800		✓		
Indian Rock Road	16-L-50	1.00	127,500		✓		
Fellows Road	16-L-100	52.40	5,837,400	9,096,000			Fellows Rd. Complex
Fourth Street, 4	16-P-510	0.54	44,900		✓		
Third Street	16-P-560	0.27	16,600		✓		
Fourth Street, 10	16-P-1010	0.14	23,500		✓		
Armstrong Road	17-I-49	1.40	111,700		✓		
Bell Road	17-J-134A	0.03	17,100		✓		
Farmer Road	17-L-65A	0.11	7,700		✓		
York Road	17-M-46A	0.09	37,900		✓		
Chapel Road, 3	18-L-525	4.61	537,800	2,041,000			Searles Chapel
Hayes Hart Road	18-L-601	0.22	-				Rec - Boat Ramp
Mammoth Road	19-B-500	34.25	191,000			✓	Conservation
Glance Road	19-B-701	1.78	51,500		✓		
Glance Road	19-B-715	2.40	52,600		✓		
Haverhill Road, 21	20-D-900	0.92	329,100				Old Police Dept/Pre-School
Haverhill Road	20-D-1000	20.00	150,000				Water Supply
Haverhill Road	20-D-1300	7.00	35,900		✓		
Haverhill Road	20-D-1300A	1.00	7,000		✓		
Londonbridge Road	20-D-1550	14.50	1,380			✓	
Londonbridge Road	20-D-1600	110.74	1,125,400			✓	Cons - Gage Lands
Londonbridge Road	20-D-1800	20.00	149,200			✓	Cons - Gage Lands
Londonbridge Road	20-D-2000	10.00	62,600			✓	Cons - Gage Lands
Londonbridge Road, 16	20-D-2500	4.10	232,800		✓		
Bear Hill Road	20-E-350	10.00	160,500		✓		Cons - Gage Lands
Cobbetts Pond Road, 45	21-H-1A	0.97	543,400	7,000			Town Beach

Property Location	GIS ID	Acres	^Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
Range Road, 156	21-K-150	3.30	184,700				<i>Cemetery - Hill</i>
Cobbetts Pond Road	21-U-100	6.30	263,700	5,000			<i>Cemetery - Plains</i>
Ash Street	21-V-227A	0.07	36,700		✓		
Chipmunk Road	21-V-243J	0.25	33,000		✓		
Esty Road	21-V-255B	0.12	15,500		✓		
Cobbetts Pond Road	21-W-2	6.40	132,300			✓	<i>Conservation</i>
Cobbetts Pond Road	21-W-6	8.15	279,000	2,500			<i>Cemetery - New Plains</i>
West Shore Road	22-L-75	0.10	52,400			✓	<i>Conservation</i>
West Shore Road	22-L-77	0.10	52,400			✓	<i>Conservation</i>
Settlers Ridge Rd	22-R-100A	0.51	1,800				
Spear Hill Road	22-R-250	0.70	8,800			✓	<i>Conservation</i>
Range Road, 111	22-R-900	36.19	394,300	332,000			<i>Rec - Griffin Park</i>
Rock Pond Road	24-A-601	3.70	12,000		✓		
Rock Pond Road	24-A-650	1.50	10,400		✓		
Rock Pond Road	24-D-600	5.60	13,500		✓		
Moeckel Road	24-D-701	1.20	10,200		✓		
Rock Pond Road	24-E-100	5.00	13,000		✓		
Rock Pond Road	24-E-5000	13.00	19,000			✓	<i>Conservation</i>
Timberlane Road	24-F-500	10.00	240,800			✓	<i>Conservation</i>
Timberlane Road	24-F-501	17.60	85,400				<i>Conservation</i>
Castle Hill Road	24-F-800	20.00	75,600			✓	<i>Conservation</i>
Castle Hill Road	24-F-900	28.00	90,600			✓	<i>Conservation</i>
Field Road, 19	24-F-950	3.73	220,500			✓	<i>Conservation</i>
Heritage Hill Road	24-F-1550	0.24	16,400			✓	
Heritage Hill Road	24-F-1551	0.15	15,800			✓	
Meadow Road, 3	24-F-5205	2.94	214,600	2,500			<i>Rec - Tokanel Field</i>
Washington Road	24-F-6100	13.00	352,000			✓	<i>Conservation</i>
Range Road, 247	24-G-101	13.00	16,200		✓		
Moeckel Road	25-C-251	40.00	39,300				<i>Conservation</i>
Moeckel Road	25-C-253	0.93	9,700				<i>Conservation</i>
Moeckel Road/Pond – Island	25-C-255	1.20	10,200				<i>Conservation</i>
Rock Pond Road	25-D-2A	0.29	15,200		✓		
Woodbury Road, 1	25-E-10	54.15	424,100				<i>Cons - Deer Leap</i>
Abbott Road	25-E-481	0.06	9,200		✓		<i>Conservation</i>
Abbott Road	25-E-500	0.30	31,900			✓	<i>Conservation</i>
Emerson Road	25-G-152	0.30	22,800		✓		
Osgood Street, 20	25-R-103	79.50	10,740				
Marblehead Road, 39	25-R-300	22.00	239,400				<i>Old Landfill</i>
Marblehead Road	25-R-500	0.23	7,400			✓	
Brookdale Road	25-R-6000A	5.00	11,100		✓		
Spear Hill Road	25-R-6500	70.00	358,800				<i>Cons - SE Lands</i>
Bayberry Road	25-R-7010	17.00	384,000		✓		<i>Conservation</i>
Spear Hill Road	25-R-7025	10.00	36,900				<i>Cons - SE Lands</i>
Bayberry Road	25-R-8000	19.90	162,500				<i>Cons - SE Lands</i>

CAPITAL IMPROVEMENTS PROGRAM 2016-2023

I. Introduction

New Hampshire Revised Statutes delegate to the Planning Board the responsibility for preparing a Master Plan to guide the development of the municipality. The Windham Planning Board adopted a Master Plan in 1985 and, has since, updated the plan every five years. The update for the 2005 Master Plan was completed during the first half of calendar year 2005. In January 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. The first volume expected to be published in early 2015. The second volume is anticipated to be published later in 2015. 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 shall be appointed by the chairman of the Planning Board whose term shall be one year.
- Throughout this document, "department" will be used to encompass all town boards, commissions, committees, trustees, and departments.

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

June	Appoint new members and organize for the coming year.
July	Request written capital project proposals from town departments and School Board.
August/Sept	Meet with all departments and committees to discuss their capital needs.
September	Meet to review submitted capital projects and develop the plan.
October/Nov	Conduct a workshop with the Planning Board followed by final presentation to the Planning Board and hold a public hearing.

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

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

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

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

- Land acquisition for public purpose
- New buildings or additions
- Vehicles and other machinery with a useful life of greater than five years
- Major building or facility renovations with a useful life of greater than ten years
- Road renovations resulting in long-term improvement in road capacity or conditions
- Special studies such as assessments or a Master Plan
- Studies or architectural plans costing more than \$75,000 for the above capital improvements
- A Capital Improvements Program offers many advantages:
- Stabilizes year-to-year variations in capital outlays.
- Makes acquisitions more feasible and defensible (e.g., land for water supply, waste disposal, recreation).
- If used in conjunction with a pooled investment reserve fund, can offset total costs of capital expenditures by reducing interest payments.
- Enables the town to establish growth control measures (in conjunction with a master plan).
- Facilitates implementation of the master plan by scheduling proposed projects over a period of time. The program can eliminate duplication and a random approach to expenditures.
- Furnishes a total picture of the municipality's major needs, discourages piecemeal expenditures and serves to coordinate the activities of various departments.
- Establishes priorities for projects on the basis of needs and cost.

The CIP Annual Process:

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

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

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

II. Background: CIP 2014 Plan

A. Method of Classification and Prioritization of Capital Projects

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

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

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

B. Year 2015 Available Capital Improvement Funds

The CIP Sub-Committee used the official tax valuation less utilities figure for 2015, based on a town wide re-evaluation, to determine the proposed CIP funding for the subsequent years in its plan. This official tax valuation is determined by the Windham Tax Assessor and approved by the New Hampshire Department of Revenue Administration. For year 2015 the town valuation figure was set at \$2,234,031,750.

To compute the available CIP funds for year 2016, the sub-committee used the actual 2015 valuation and applied a 1.0% increase to reach \$2,256,372,068 as an estimated tax valuation figure. For FY 2016-2023 planning, the sub-committee estimated available CIP funds using a range of increases each year to determine the valuation figures for the subsequent 2017 – 2023 years.

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

To adjust for the increase in the valuation of the town, the CIP Sub-Committee has adopted a CIP rate of \$0.70 per thousand to fund the non-high school capital projects. The adjustment was made (from \$0.75 to \$0.70) to keep the funding level similar to the projection from the previous year. It is desired that the first year of the CIP plan be balanced to zero (2016 in this plan).

III. CIP FY 2016 Plan

FUNDING AMOUNTS

2015 Actual Town Tax Valuation Less Utilities	\$2,234,031,750
2016 Estimated Town Tax Valuation less Utilities with 1.0% estimated growth	\$2,256,372,068
CIP funding at \$0.70 per thousand of 2016 Estimate	\$ 1,579,460
Other CIP Contributions:	
Current Use Penalties for Land Fund	\$ 85,779
DOT Salt Reduction Grant – 5 Ton Truck	\$ 144,000
TOTAL AVAILABLE CIP FUNDING FOR 2016	\$ 1,809,239
FIXED CIP OBLIGATIONS FOR 2016	
Ambulance Lease	\$ 75,100
Campbell Farm Conservation Land Bond	\$ 85,779
Engine 2 Replacement, Bond	\$ 87,000
REMAINING CIP FUNDS AVAILABLE FOR REQUESTED PROJECTS	\$ 1,561,360

CIP FY 2016 - 2023 Appropriation Chart (Summary)

CIP Projected Availability	Notes CRF Balances										
	2016	2017	2018	2019	2020	2021	2022	2023			
Fixed CIP Obligations											
1	75,100	85,779	85,779	85,779	85,779	85,779	85,779	85,779	85,779	85,779	85,779
2	85,779	87,000	87,000	87,000	105,010	105,010	105,010	105,010	105,010	105,010	105,010
3	87,000	87,000	87,000	105,010	105,010	105,010	105,010	105,010	105,010	105,010	105,010
4	87,000	87,000	87,000	105,010	105,010	105,010	105,010	105,010	105,010	105,010	105,010
Total Fixed Obligations	\$347,879	\$372,779	\$377,789	\$377,789	\$190,789	\$190,789	\$190,789	\$190,789	\$190,789	\$190,789	\$190,789
Effective Availability Other	\$1,331,881	\$1,422,476	\$1,341,395	\$1,365,683	\$1,477,335	\$1,510,697	\$1,544,727	\$1,579,437			
Other CIP Annual Contributions	229,779	970,779	85,779	85,779	85,779	85,779	85,779	85,779			
Net to Annual Appropriations	\$	\$ 1,561,360	\$ 2,393,255	\$ 1,427,174	\$ 1,451,462	\$ 1,563,114	\$ 1,596,476	\$ 1,630,506	\$ 1,665,216		
Annual Appropriations											
POLICE DEPARTMENT											
FIRE DEPARTMENT	0	190,000	0	0	0	0	0	0	0	0	0
HIGHWAY AGENT	122	885,000	265,000	0	0	100,000	297,000	2,000,000			
COMMUNITY DEVELOPMENT	0	470,000	450,000	580,000	720,000	560,000	810,000	855,000			
TOWN CLERK	0	0	0	0	0	0	0	0			
SOLID WASTE MANAGEMENT	0	55,000	100,000	210,000	0	215,000	167,500	67,500			
RECREATION	0	90,000	90,000	0	0	0	0	0			
SCHOOL DEPARTMENT	89,618	800,000	800,000	800,000	800,000	800,000	800,000	800,000			
Total Annual Appropriations	\$ 1,561,360	\$ 2,490,000	\$ 1,615,000	\$ 1,590,000	\$ 1,520,000	\$ 1,475,000	\$ 2,074,500	\$ 3,722,500			
Variance	\$1,360	(\$96,745)	\$187,850	\$138,530	\$43,114	(\$76,524)	(\$44,994)	(\$207,289)			

CIP FY 2016 - 2023 Appropriation Chart (Details)

Effective Availability Other	Notes CRF Balances										
	2016	2017	2018	2019	2020	2021	2022	2023			
OTHER CIP ANNUAL CONTRIBUTIONS											
Current Use Penalties for Land Fund	5	85,779	85,779	85,779	85,779	85,779	85,779	85,779	85,779	85,779	85,779
1980 Ladder 1 (Quant) Bond	6	144,000	885,000								
DOT Grant - 5 Ton Dump Truck	7										
Total Other Contributions		229,779	970,779	85,779	85,779	85,779	85,779	85,779	85,779	85,779	85,779
Net to Annual CIP Appropriations		\$ 1,561,360	\$ 2,393,255	\$ 1,427,174	\$ 1,451,462	\$ 1,563,114	\$ 1,596,476	\$ 1,630,506	\$ 1,665,216		

ANNUAL APPROPRIATIONS

POLICE DEPARTMENT	Sub-Total	2016	2017	2018	2019	2020	2021	2022	2023
Communications Center Upgrade	190,000								
COMMUNITY DEVELOPMENT	50,000	\$	\$190,000	\$0	\$0	\$0	\$0	\$0	\$0
5 Ton Dump Truck Replacement	0	50,000	0	0	0	0	0	0	0
2006 Ambulance Replacement	122	0	885,000	100,000	210,000	0	215,000	167,500	67,500
2010 Ambulance Replacement	89,618	90,000	265,000	800,000	0	800,000	800,000	800,000	800,000
Public Safety Substation		1,560,000	2,490,000	1,615,000	1,590,000	1,520,000	1,475,000	2,074,500	2,000,000
Highway Agent	50,000	\$1,360	(\$96,745)	(\$138,530)	(\$76,524)	(\$44,994)	(\$207,289)	(\$207,289)	(\$207,289)
Road Improvements	390,000	420,000	450,000	480,000	520,000	560,000	600,000	640,000	640,000
5 Ton Dump Truck									
Small Rubber Truck Excavator									
CIP FY 2016 - 2023 Appropriation Chart (Details)									

Effective Availability Other	Notes CRF Balances										
	2016	2017	2018	2019	2020	2021	2022	2023			
5 Ton Dump Truck Replacement	\$	\$1,331,881	\$1,422,476	\$1,341,395	\$1,365,683	\$1,477,335	\$1,510,697	\$1,544,727	\$1,579,437		
Current Use Penalties for Land Fund	\$0	\$570,000	\$470,000	\$450,000	\$580,000	\$720,000	\$560,000	\$810,000	\$855,000		
COMMUNITY DEVELOPMENT	\$	\$85,779	\$85,779	\$85,779	\$85,779	\$85,779	\$85,779	\$85,779	\$85,779		
Dump Truck - 5 Ton	\$0	\$180,000	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0		
Total Other Contributions	\$0	\$229,779	\$970,779	\$85,779	\$85,779	\$85,779	\$85,779	\$85,779	\$85,779	\$0	\$0
Net to Annual CIP Appropriations	\$	\$ 1,561,360	\$ 2,393,255	\$ 1,427,174	\$ 1,451,462	\$ 1,563,114	\$ 1,596,476	\$ 1,630,506	\$ 1,665,216		
ANNUAL APPROPRIATIONS											
POLICE DEPARTMENT											
Communications Center Upgrade			190,000								
FIRE DEPARTMENT											
1980 Ladder 1 Replacement (Quant)	8	122	885,000	265,000	810,000	0	810,000	810,000	810,000	810,000	810,000
2006 Ambulance Replacement											
2010 Ambulance Replacement											
Public Safety Substation											
Highway Agent											
Road Improvements		390,000	420,000	450,000	480,000	520,000	560,000	600,000	640,000	640,000	640,000
5 Ton Dump Truck		180,000									
Small Rubber Truck Excavator											
5 Ton Dump Truck Replacement											
5 Ton Dump Truck Replacement											
COMMUNITY DEVELOPMENT											
Master Plan - Planning Board		50,000									
Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CIP FY 2016-2023 Footnotes

- 1 Represents last year of three year lease to purchase of Ambulance.
- 2 Represents ten year bond for Campbell Farm Conservation Land Purchase.
- 3 Represents last four years of five year bond for Engine 2 replacement.
- 4 Represents proposed ten year bond at 3% for Ladder 1 replacement (Quint).
- 5 Revenue from Current Use Penalties for Land Fund.
- 6 Required 80% funding from State of NH to purchase Snow Removal Equipment.
- 7 Anticipated Bond for Ladder 1 Replacement (Quint).
- 8 Unexpended CIP funds from prior years.
- 9 Unexpended CIP funds from prior years.
- 10 Unexpended CIP funds from prior years.
- 11 Unexpended CIP funds from prior years.
- 12 Unexpended CIP funds from prior years.

Fixed CIP Obligations:

Other CIP Annual Contributions:

Capital Reserve Fund:

TAX VALUATION PROJECTION

PROPERTY VALUATION	% Increase	YEAR	PROJECTED CIP TAX RATE	\$ AVAILABLE	
				2015	2016
\$2,234,031,750		2015	\$0.70	\$1,563,822	
\$2,256,372,068	1.0	2016	\$0.70	\$1,579,460	
\$2,278,935,788	1.0	2017	\$0.70	\$1,595,255	
\$2,313,119,825	1.5	2018	\$0.70	\$1,619,184	
\$2,347,816,622	1.5	2019	\$0.70	\$1,643,472	
\$2,383,033,872	1.5	2020	\$0.70	\$1,668,124	
\$2,430,694,549	2.0	2021	\$0.70	\$1,701,486	
\$2,479,308,440	2.0	2022	\$0.70	\$1,735,516	
\$2,528,894,609	2.0	2023	\$0.70	\$1,770,226	

V: Requested Capital Projects and Action Taken

A. Police Department

Project Title: Communications Center Upgrade
Proposed By: Chief of Police Gerry Lewis
Estimated Cost: \$190,000 Requested for 2017

Proposal: This project is intended to upgrade and replace an outdated and aged Communications Center in the Police Department Dispatch Center. The existing center, in operation and staffed 24 hours a day, 365 days a year, was constructed and equipped in 1998. The facilities and equipment have exceeded their useful life and are in dire need of replacement. Primary communications equipment (radio infrastructure) has now reached obsolescence with parts no longer available from the manufacturer for repairs. The Comparator (Voter) is no longer supported by the manufacturer. The Department's main radio, the Quantar, will be unsupported in the 2018 timeframe; the current audio recorder is presently 8 years old with a normal life of 7 years. The Astro Spectra used for school communications is no longer supported and with the initiative to stream live video from the schools, additional video connections will require reconfiguration of the bay. The current workstations are not conducive to multi-tasking. To provide for more efficiency and customer service, a restructuring of the Dispatch Bay is proposed.

CIP Recommendation: Initially, the CIP committee ranked this plan a Classification II (Necessary, needed within 1 - 3 years). After further discussions with the Police Chief, the committee ranked this a Classification I (Urgent), however during the funding meeting it was determined the \$190,000 be left in FY2017.

CIP FY 2016 - 2023 Appropriation Chart (Details)

ANNUAL APPROPRIATIONS (continued)	Notes - CIP Balances									
	2016	2017	2018	2019	2020	2021	2022	2023		
TOWN CLERK										
Vault and Record Project	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SOLID WASTE MANAGEMENT										
2015 Trailer Replacement		55,000								
Winede Loader Replacement			100,000							
2007 Trailer Replacement				150,000						
Truck Replacement						65,000				
2008 Trailer Replacement							150,000			
Truck Replacement								65,500		
2008 Trailer Replacement									100,000	
Winede Loader Replacement										67,500
2010 Trailer Replacement										67,500
RECREATION										
Griffin Park Passive Recreation Area	\$0	\$55,000	\$100,000	\$210,000	\$0	\$215,000	\$167,500	\$0	\$0	\$0
SCHOOL DEPARTMENT										
Capital Reserve for Future Building and/or Renovation	900,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000
Capital Needs Assessment Funding										
Repair/Replace Stair	9	1,646								
Painting/Patching Repair	10	27,182								
School Building and Ground Maintenance	11	18,591								
Big Box Repair/Repaint	12	42,199								
Sub-Total		\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000
TOTAL ANNUAL APPROPRIATIONS		\$1,560,000	\$2,490,000	\$1,615,000	\$1,590,000	\$1,520,000	\$1,675,000	\$2,074,500	\$3,722,500	\$3,722,500
VARIANCE		\$1,360	(\$96,745)	(\$187,836)	(\$138,538)	\$43,114	(\$78,524)	(\$48,934)	(\$207,284)	(\$207,284)
OTHER ANNUAL APPROPRIATIONS										
Primary High School Bond		3,108,725	2,206,175	1,923,338	2,142,000	2,091,000	2,040,000	1,989,000	1,942,250	1,942,250
Secondary High School Bond		443,381	423,684	399,138	379,713	-	-	-	-	-
Site Building Aid Received (Other)		(\$30,340)	(616,596)	(596,023)	(576,590)	(477,071)	(440,956)	(446,841)	(431,726)	(431,726)
Total Payments		\$ 2,721,795	\$ 2,013,273	\$ 1,727,452	\$ 1,945,123	\$ 1,613,929	\$ 1,579,044	\$ 1,542,159	\$ 1,510,524	\$ 1,510,524
Total cost per thousand town valuation		1.21	0.88	0.75	0.83	0.68	0.65	0.62	0.60	0.60

CIP FY 2016-2023 Footnotes

- Fixed CIP Obligations:**
- 1 Represents last year of three year lease to purchase of Ambulance.
 - 2 Represents ten year bond for Campbell Farm Conservation Land Purchase.
 - 3 Represents last four years of five year bond for Engine 2 replacement.
 - 4 Represents proposed ten year bond at 3% for Ladder 1 replacement (Quint).

- Other CIP Annual Contributions:**
- 5 Revenue from Current Use Penalties for Land Fund.
 - 6 Required 80% funding from State of NH to purchase Snow Removal Equipment.
 - 7 Anticipated Bond for Ladder 1 Replacement (Quint).

- Capital Reserve Fund:**
- 8 Unexpended CIP funds from prior years.
 - 9 Unexpended CIP funds from prior years.
 - 10 Unexpended CIP funds from prior years.
 - 11 Unexpended CIP funds from prior years.
 - 12 Unexpended CIP funds from prior years.

B. Fire Department**Project Title: Ladder-1 (1980 Spartan) 100' Replacement****Proposed By: Chief Thomas L. McPherson****Estimated Cost: \$885,000 Requested for 2016**

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

CIP Recommendation: The CIP Sub-Committee assigned the request a Classification II (Necessary) with funding of \$885,000 in FY2017.

Project Title: Ambulance Replacement**Proposed By: Chief Thomas L. McPherson****Estimated Cost: \$265,000 Requested for 2018**

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

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification of II (Necessary) based on the timing of this request with funding in FY 2018.

Project Title: Forestry -1 Replacement**Proposed By: Chief Thomas L. McPherson****Estimated Cost: \$100,000 Requested for 2021**

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

CIP Recommendation: The CIP Sub-committee assigned the request a Classification III (Desirable) with funding of \$100,000 in FY 2021.

Project Title: Ambulance Replacement**Proposed By: Chief Thomas L. McPherson****Estimated Cost: \$297,000 Requested for 2022**

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

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification of III (Desirable) based on the timing of this request with funding in FY 2022.

Project Title: Public Safety Sub- Station**Proposed by: Chief Thomas L. McPherson****Estimated Cost: \$2,000,000.00 Requested Year 2023**

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

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification V (Premature) with funding of \$2,000,000 shown in FY 2023.

C. Highway Department**Project Title: Roads****Proposed by: Jack McCartney, Highway Agent****Estimated Cost: \$390,000 Request for 2016, Total of \$4,060,000 for Years 2016-2023**

Proposal: This is an annual request to provide funding to rebuild roads throughout Windham. Funding would help to improve drainage, infrastructure, (both to improve conditions for daily travel and a reduction in plowing problems), and paving reclamation. If the Highway Department completes all projects proposed, they will repave/reconstruct approximately 2.5 miles of roads per year. However, this is only half of what we should be addressing each year. Windham has just over 100 miles of town maintained roads. A new road lasts 20-25 years before it needs to be repaved. Hence, we should be repaving 4-5 miles of roads per year. By not keeping up with the repaving cycle, we are then forced to reconstruct additional miles of roads each year. It should be noted that the cost to reconstruct a road is 10 times the cost to repave one.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$390,000 in FY2016, \$420,000 in FY2017, \$450,000 in FY2018, \$480,000 in FY2019, \$520,000 in FY2020, \$560,000 in FY2021, \$600,000 in FY2022, and \$640,000 in FY2023.

Project Title: Five Ton Truck Replacement**Proposed by: Jack McCartney, Highway Agent****Estimated Cost: \$180,000 in Year 2016**

Proposal: Although the Town has \$180,000 set aside for a fourth round truck (which is due to lapse on December 31, 2015), Round #4 funding has not been committed to the Town of Windham, as limited funds remain under the Salt Reduction Program. With only 3 months remaining to have a finalized commitment/municipal agreement and a complete bid process, it is unlikely we will accomplish the Round #4 purchase this year. Thus, a new request, for CIP, for funding has been submitted, as a replacement for the 2014 approved appropriation. This is an 80% grant with 20% paid by the town.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$180,000 in FY2016.

Project Title: Wood Chipper**Proposed by: Jack McCartney, Highway Agent****Estimated Cost: \$50,000 in Year 2017**

Proposal: To purchase a wood chipper to aid in brush work and damage to trees due to storms. The town currently does not own a wood chipper and subcontracts the work.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding of \$50,000 in FY2017.

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

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

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

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

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

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

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

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

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

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

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

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

D. Community Development**Project Title: 2015 Master Plan****Proposed by: Ruth-Ellen Post for the Planning Board****Estimated Cost: \$50,000 in Year 2016**

Proposal: The planning board has requested \$50,000 to be used to hire a consultant to assist with document editing, formatting, and research of information for use in the master plan. The prior master plans have had consultant involvement and thus far it has only been the planning board working on the 2015 document. This will result in significant delays in document completion. As the master plan is used to help guide the town, establish impact fees, and resolve any potential disputes related to guidance of town committees it is a critical document to have completed in a timely fashion.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding of \$50,000 in FY2016.

E. Town Clerk**Project Title: Vault / Records Project****Proposed By: Nicole Bottai****Estimated Cost: \$50,000 Requested for 2016**

Proposal: The records vault in Town Hall is in need of a complete reorganization, technology updates, and an ongoing maintenance plan to preserve permanent records. The proposal presents a three phase project; Phase I is to have professionals complete a full inventory, analyze and digitize the records within the vault, providing a software application for remote access to the files, Phase II, if required by the analysis, would provide a shelving system, and Phase III would be the recurring maintenance of the

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

CIP Recommendation: Initially, the CIP committee ranked this three phase plan a Classification III (Desirable, needed within 4 – 6 years). After further discussions with the Town Clerk, the CIP Sub-committee assigned the request a Classification I (Urgent) with full funding of \$50,000 in FY2016 for Phase I of the project. Future funding of the additional phases is contingent on the recommendations of specific plan generated by the consultant and determination of the needs after implementation of phase I.

F. Solid Waste Management

Project Title: 2005 Trailer Replacement

Proposed by: David Poulson

Estimated Cost: \$55,000 FY2017

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

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding of \$55,000 in FY 2017.

Project Title: Wheel Loader

Proposed by: David Poulson

Estimated Cost: \$100,000 FY2018

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

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

Project Title: 2007 Trailer Replacement

Proposed by: David Poulson

Estimated Cost: \$60,000 FY2019

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

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

Project Title: Truck Replacement

Proposed by: David Poulson

Estimated Cost: \$150,000 FY2019

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

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

Project Title: 2008 Trailer Replacement

Proposed by: David Poulson

Estimated Cost: \$65,000 FY2021

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

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

Project Title: Truck Replacement

Proposed by: David Poulson

Estimated Cost: \$150,000 FY2021

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

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

Project Title: 2008 Trailer Replacement

Proposed by: David Poulson

Estimated Cost: \$67,500 FY2022

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

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

Project Title: Wheel Loader

Proposed by: David Poulson

Estimated Cost: \$100,000 FY2022

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

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

Project Title: 2010 Trailer Replacement**Proposed by: David Poulson****Estimated Cost: \$67,500 FY2023**

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

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

G. Recreation Committee**Project Title: Passive Recreation at Griffin Park****Proposed by: Cheryl Haas, Recreation Coordinator****Estimated Cost: \$200,000 FY2016**

Proposal: The Recreation Department with input from Town residents at public meetings, Board of Selectman and Planning Board Master Plan survey developed a passive recreation at Griffin Park targeting seniors and parents with little children. One side of the space will have a gazebo, ADA compliant chess/checker tables and picnic tables for seniors and chalk art space and tricycle and big wheels riding areas on the other side. The former skate park will also be landscaped and "beautified" with high end pavers, cemented benches and sitting wall and decorative plantings. The project is estimated to cost \$200,000. The CIP voted to allocate \$90,000 in 2016 to the project with the balance moved off to 2017 minus any private donations and fundraising from the community.

CIP Recommendation: The CIP Subcommittee assigned this request a Classification II (Necessary) with partial funding of \$90,000 in FY2016 and the balance to be allocated in future years.

H. Windham School District**Project Title: Capital needs for future building project****Proposed by Adam Steel on behalf of the Windham School Board****Estimated Cost: \$800,000 in FY 2016**

Proposal: To use \$800,000 to be put into a CRF (Capital Reserve Fund) to offset cost for future building projects. Currently the Windham School Board is working on a potential expansion project that could be placed on the ballot in March of 2016. The current project that these funds could be used for, if approved by the voters, is the expansion at Golden Brook School. At this time the exact price tag for this project is unknown although the district is working vigorously to have budget numbers in November of 2015. This request is in line with qualitative and quantitative data that clearly shows that the district schools are overcrowded. For additional information please visit www.windhamsd.org

CIP Recommendation: The sub-committee assigned a classification 1 (urgent) with funding of \$800,000 in FY2016.

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

- Tax Department
- Senior Center
- Housing Authority
- Cable
- Selectmen
- Library
- Cemetery Trustees
- Assessing Department
- Windham Economic Development Committee
- Forestry Committee
- Local Energy Committee
- IT/GIS Department
- Conservation Committee
- Historic District Heritage Committee
- Windham Historic Commission (Searles School & Chapel)
- Rail Trail Alliance

Respectfully submitted for the Committee,

Rob Gustafson

Rob Gustafson, Chair

INDEPENDENT AUDIT - 2014



PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

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

INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, major fund, and aggregate remaining fund information of the Town of Windham as of and for the year ended December 31, 2014, 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 of material misstatement.

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, major fund, and aggregate remaining fund information of the Town of Windham as of December 31, 2014, and the respective changes in financial position, and the budgetary comparison information for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information - Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis (pages 3 through 11) and the Schedule of Funding Progress for Other Postemployment Benefit Plan (page 41) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers them 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

***Town of Windham
Independent Auditor's Report***

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 financial schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund financial 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 financial schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

August 21, 2015

*Plodzik & Sanderson
Professional Association*

In the interest of ensuring a manageable file size for our web readers, pages 55 to 76 of these Annual Reports have been removed. These pages represented the attachments and schedules from the 2014 Financial Statements.

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

STATEMENT OF APPROPRIATIONS

General Government:

Town Officer's Salaries	\$ 3,080
Administration	506,950
Town Clerk's Expenses	245,860
Tax Collector's Expenses	139,680
Election and Registration Expenses	17,300
Cemeteries	41,200
General Government Buildings	461,430
Appraisal of Property	193,280
Information Technology	220,360
Town Museum	5
Searles Building	13,620
Legal Expenses	52,400
Retirement Service Charges	4,000
Insurance	286,350

Public Safety:

Contracted Police Services	5
Police Department	2,754,400
Dispatching	453,180
Fire Department	3,232,190
Emergency Management	6,670
Community Development	487,380

Highways, Streets and Bridges:

Town Maintenance	1,153,580
Street Lighting	16,390

Sanitation:

Solid Waste Disposal	817,475
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Health/Welfare:

Health and Human Services	34,360
Animal Control (line item eliminated, reallocated to PD)	0
General Assistance	57,040

Culture and Recreation:

Library	1,104,150
Recreation	210,050
Historic Commission	3,000
Conservation Commission	5,430
Senior Center	6,340
Cable TV Expenses	112,950

Debt Service:

Long Term Notes (Principal and Interest)	85,779
Interest Expense - Tax Anticipation Notes	500

Capital Outlay/Special Articles:

Road Improvements	360,000
Ambulance Replacement (Lease)	75,100
Fire Engine	500,000
Fire Exhaust System	75,000
Library HVAC Replacement	24,000
Use of Searles Revenue Fund	30,000

Operating Transfers Out:

Property Maintenance Trust	50,000
Earned Time Trust	30,000

Total Appropriations:

\$13,870,484

2015 TAX RATE COMPUTATION

Total Town Appropriations	\$13,870,484	
LESS: Revenues	6,643,510	
LESS: Shared Revenues	0	
ADD: Overlay	97,400	
ADD: War Service Credits	238,500	

Net Town Appropriations	7,562,874	
Approved Town Tax Effort	7,562,874	
Town Rate:		3.35
Approved School Tax Effort	33,826,958	
Local School Rate:		15.02
State Education Taxes	5,128,390	
State School Rate:		2.30
Approved County Tax Effort	2,370,078	
County Rate:		1.05

Total of Town, School, State and County	48,888,300	
LESS: War Service Credits	(238,500)	
PLUS: Village District Commitments	16,225	

PROPERTY TAXES TO BE RAISED:	\$48,666,025	
TOTAL TAX RATE		\$ 21.72

SUMMARY INVENTORY OF VALUATION

DESCRIPTION OF PROPERTY	2015 VALUATION
VALUE OF LAND ONLY:	
Current Use	\$ 115,020
Residential	862,471,770
Commercial/Industrial	<u>76,722,400</u>
Total of Taxable Land	\$ 939,309,190
VALUE OF BUILDINGS ONLY:	
Residential	\$1,222,919,250
Manufactured Housing	48,800
Commercial/Industrial	<u>86,264,040</u>
Total of Taxable Buildings	\$ 1,309,232,090
PUBLIC UTILITIES	<u>\$ 18,801,824</u>
VALUATION BEFORE EXEMPTIONS	\$ 2,267,343,104
IMPROVEMENTS TO ASSIST PERSONS W/DISABILITIES	<u>(425,430)</u>
MODIFIED ASSESSED VALUATION OF ALL PROPERTIES	\$ 2,266,917,674
Deaf Exemptions - 1 @ \$15K	\$ 15,000
Blind Exemptions - 4 @ \$15K	\$ 60,000
Elderly Exemptions -	
29 @ \$160K	\$ 4,629,100
16 @ \$190K	2,982,400
24 @ Full Exemption	5,871,600
Disabled Exemption - 3 @\$160K	<u>\$ 480,000</u>
TOTAL AMOUNT OF EXEMPTIONS	<u>(13,963,100)</u>
NET VALUATION ON WHICH TAX RATE IS COMPUTED	\$ 2,252,954,547
LESS: Public Utilities:	<u>(18,801,824)</u>
NET VALUATION ON WHICH STATE EDUCATION TAX RATE IS COMPUTED	\$ 2,234,152,723

COMPARATIVE STATEMENT

<i>Unaudited</i>	2015 APPROP INCLD 2014 CARRYFWDs	RECEIPTS, REIMBS & GRANTS	TOTAL AMT AVAILABLE	EXPENDED 2015	CARRYFWDs FROM '15 TO 2016	BALANCES UNEXPENDED (OVERDRAFTS)
<u>GENERAL GOVERNMENT</u>						
Town Officer's Salaries	3,080		3,080	3,122		(42)
Administration	508,958		508,958	513,128	3,338	(7,508)
Town Clerk's Expenses	248,650		248,650	266,051		(17,401)
Tax Collector's Expenses	139,680		139,680	134,578		5,102
Election and Registration	17,300		17,300	20,475		(3,175)
Cemetery	49,450		49,450	39,709	6,200	3,541
General Gov't Bldgs	468,280		468,280	487,521		(19,241)
Appraisal of Property	249,764		249,764	292,126	7,674	(50,036)
Information Technology	229,362		229,362	210,627		18,735
Town Museum	5		5	-		5
Searles Building	13,620	133	13,753	13,700		53
Legal Expenses	52,400	21,469	73,869	51,975		21,894
<u>PUBLIC SAFETY</u>						
Police Department	2,754,400	12,216	2,766,616	2,831,072		(64,456)
Contracted Details	5		5	-		5
Dispatching	453,180		453,180	455,327		(2,147)
Fire Department	3,232,190		3,232,190	3,278,148		(45,958)
Emergency Management	6,670		6,670	2,599		4,071
Community Development	489,380	1,900	491,280	460,519	400	30,361
<u>HWYS/STREETS/BRIDGES</u>						
Town Maintenance	1,187,993		1,187,993	843,341	10,000	334,652
Street Lights	16,390		16,390	16,832		(442)
<u>SANITATION</u>						
Solid Waste Disposal	817,475		817,475	801,658		15,817
<u>HEALTH</u>						
Health and Human Services	34,360		34,360	27,924		6,436
<u>WELFARE</u>						
General Assistance	57,040		57,040	38,715		18,325
<u>CULTURE & RECREATION</u>						
Library	1,104,150		1,104,150	1,064,105		40,045
Recreation	215,700		215,700	186,876	33,950	(5,126)
Historic Comm.	5,310		5,310	2,709		2,601
Conservation Comm.	5,430		5,430	4,390		1,040
Senior Center	6,340		6,340	5,212		1,128
Cable TV Expenses	112,950		112,950	110,324		2,626
<u>DEBT SERVICE</u>						
Long Term Notes - P + I	85,779		85,779	85,779		-
Interest - TANS	500		500	-		500
<u>CAPITAL OUTLAY</u>						
Road Improvements	360,000		360,000	360,000		-
Ambulance Lease	75,100		75,100	75,099		1
Fire Engine	500,000		500,000	133,196	366,804	0
Fire Exhaust System	75,000		75,000	54,101		20,899
Library HVAC Replacement	118,871		118,871	110,197	8,674	-
Highway 5 Ton Truck (2014)	180,000		180,000	-	180,000	-
Rail Trail	42,590		42,590	2,249	40,341	(0)
<u>OPERATING TRANSFERS OUT</u>						
Capital Reserve Funds	-		-	-		-

<i>Unaudited</i>	2015 APPROP INCLD 2014 CARRYFWDs	RECEIPTS, REIMBS & GRANTS	TOTAL AMT AVAILABLE	EXPENDED 2015	CARRYFWDs FROM '15 TO 2016	BALANCES UNEXPENDED (OVERDRAFTS)
<u>MISCELLANEOUS</u>						
Retirement Svc Charges	4,000		4,000	-		4,000
Insurance	286,350	1,000	287,350	251,171		36,179
Searles Bond Payment	-		-	-		-
Use of Searles Revenue Fund	30,000		30,000	30,000		-
Other Reimbursable Grants	-		-	-		-
Donations/Gifts	-	4,640	4,640	4,640		-
Property Maintenance Trust	50,000		50,000	50,000		-
Earned Time Trust	30,000		30,000	30,000		-
Refunds and Abatements	97,400		97,400	9,948		87,452
<u>OTHER GOVT'L DIVISIONS</u>						
School District	38,955,348		38,955,348	38,955,348		-
County	2,370,078		2,370,078	2,370,078		-
Village Districts	16,225		16,225	16,225		-
TOTALS	55,756,753	41,358	55,798,111	54,700,795	657,381	439,936

TRUSTEES OF THE TRUST FUNDS

NAME OF TRUST FUND	PRINCIPAL			INCOME				GR TOTAL PRINCIPAL & INCOME	
	BALANCE BEGINNING YEAR	NEW FUNDS CREATED	WITH- DRAWALS	BALANCE END YEAR	BALANCE BEGINNING YEAR	INCOME DURING YEAR	EXPENDED DURING YEAR		BALANCE END YEAR
CEMETERIES									
Cemetery-on-Hill	\$1,189.03			\$1,189.03	\$-	\$0.12	\$0.12	\$-	\$1,189.03
Perpetual Care	\$61,890.00			\$61,890.00	\$1,067.22	\$8.18	\$8.18	\$1,067.22	\$62,957.22
Neglected Lots	\$500.00			\$500.00	\$-	\$0.06	\$0.06	\$-	\$500.00
Garaphelia Park	\$1,000.00			\$1,000.00	\$-	\$0.12	\$0.12	\$-	\$1,000.00
Martha Clark Fund	\$2,000.00			\$2,000.00	\$-	\$0.24	\$0.24	\$-	\$2,000.00
Dora Haseltine Fund	\$500.00			\$500.00	\$-	\$0.06	\$0.06	\$-	\$500.00
Cemetery-on-the-Plains	\$17,574.89			\$17,574.89	\$8,633.20	\$231.41	\$-	\$8,864.61	\$26,439.50
Cemetery Trustees	\$-			\$-	\$25,723.37	\$2.57		\$25,725.94	\$25,725.94
Maintenance Fund	\$56,000.00	\$3,800.00	\$-	\$59,800.00	\$154.57	\$5.71	\$5.71	\$154.57	\$59,954.57
Louise Anderson Hall Fund	\$1,300.00			\$1,300.00	\$-	\$0.12	\$0.12	\$-	\$1,300.00
LIBRARY									
Public Library Fund	\$3,000.00			\$3,000.00	\$-	\$0.36	\$0.36	\$-	\$3,000.00
Library Books	\$1,000.00			\$1,000.00	\$-	\$0.12	\$0.12	\$-	\$1,000.00
ARMSTRONG MEM. BLD.	\$1,157.34			\$1,157.34	\$657.16	\$3.20	\$3.08	\$657.28	\$1,814.62
SCHOOLS									
Searles School Repairs	\$-		\$-	\$-	\$408.91	\$0.06		\$408.97	\$408.97
Eliz. Wilson Fund	\$1,000.00			\$1,000.00	\$-	\$0.12	\$0.12	\$-	\$1,000.00
School Dist. 2,3,4,6	\$4,022.00			\$4,022.00	\$-	\$0.36	\$0.36	\$-	\$4,022.00
MINISTERIAL FUNDS	\$1,989.63			\$1,989.63	\$-	\$0.24	\$0.24	\$-	\$1,989.63
NEEDY PERSONS	\$1,400.00		\$-	\$1,400.00	\$4,438.45	\$0.59		\$4,439.04	\$5,839.04
REPAIR TOWN BLDGS	\$1,979.65			\$1,979.65	\$-	\$0.24	\$0.24	\$-	\$1,979.65
IRENE HERBERT SCHSHIP	\$14,075.00		\$-	\$14,075.00	\$677.22	\$1.49		\$678.71	\$14,753.71
COBBETTS PD VILL. DIST.	\$12,719.56			\$12,719.56	\$1,076.32	\$1.38		\$1,077.70	\$13,797.26
CAPITAL RES. FUNDS									
Fire Apparatus	\$122.45		\$-	\$122.45	\$0.02	\$0.02		\$0.04	\$122.49
Fire Station	\$-		\$-	\$-	\$1,475.85	\$0.12		\$1,475.97	\$1,475.97
Rte 111/Town Complex	\$-		\$-	\$-	\$6,083.67	\$0.60		\$6,084.27	\$6,084.27
Fire Station Renovation	\$1,384.00		\$-	\$1,384.00	\$3,350.49	\$0.48		\$3,350.97	\$4,734.97
Nesmith Library	\$20,481.67		\$-	\$20,481.67	\$4,399.56	\$2.45		\$4,402.01	\$24,883.68
S.D. Repair/Replace Septic	\$-		\$-	\$-	\$1,645.83	\$0.12		\$1,645.95	\$1,645.95
Salt Shed	\$-		\$-	\$-	\$169.02	\$0.02		\$169.04	\$169.04
Senior Center	\$-		\$-	\$-	\$-			\$-	\$-
S.D. Building Modifications	\$-		\$-	\$-	\$-			\$-	\$-
S.D. Long Range Technol	\$-		\$-	\$-	\$-			\$-	\$-
S.D. Land Acquis Elem	\$-		\$-	\$-	\$-			\$-	\$-
S.D. Const/Land-Elm/HS	\$-		\$-	\$-	\$-			\$-	\$-
S.D. Land Acq-Elm/HS	\$-		\$-	\$-	\$-			\$-	\$-
S.D. Paving/Parking Repair	\$25,957.68		\$-	\$25,957.68	\$1,222.60	\$2.69		\$1,225.29	\$27,182.97
S.D. Roof Rprs & Repl	\$42,100.00		\$-	\$42,100.00	\$97.34	\$4.23		\$101.57	\$42,201.57
S.D. Roof Rprs & Repl		\$615,000.00		\$615,000.00	\$-	\$12.46		\$12.46	\$615,012.46
EXPENDABLE TRUST FD									
Property Maintenance	\$347.00	\$50,000.00	\$29,267.65	\$21,079.35	\$-	\$1.43		\$1.43	\$21,080.78
Earned Time	\$184,646.22	\$30,000.00	\$-	\$214,646.22	\$4,356.89	\$19.09		\$4,375.98	\$219,022.20
Town Museum	\$4,453.36		\$-	\$4,453.36	\$107.25	\$0.47		\$107.72	\$4,561.08
Fire Protection	\$-		\$-	\$-	\$-			\$-	\$-
School Bldg/Grounds Maint	\$17,673.45		\$-	\$17,673.45	\$916.63	\$1.85		\$918.48	\$18,591.93
GRAND TOTALS:	\$481,462.93	\$698,800.00	\$29,267.65	\$1,150,995.28	\$66,661.57	\$302.78	\$19.13	\$66,945.22	\$1,217,940.50

Respectfully submitted for the Trustees,

Al Marcil Jr., Chair

EXPENDABLE HEALTH TRUST FUND

Month	Income*	Premiums	Claims	Admin Fee	Interest	Balance
						\$ 146,519.50
Jan	\$ 24,116.22	\$ -	\$ 5,635.26	\$ -	\$ 19.08	\$ 165,019.54
Feb	\$ 32,154.96	\$ -	\$ 4,115.48	\$ 711.75	\$ 19.15	\$ 192,366.42
Mar	\$ 40,193.70	\$ -	\$ 5,395.23	\$ 678.75	\$ 24.76	\$ 226,510.90
Apr	\$ 34,000.34	\$ -	\$ 33,898.62	\$ -	\$ 24.46	\$ 226,637.08
May	\$ 3,532.62	\$ -	\$ 6,188.61	\$ -	\$ 28.01	\$ 224,009.10
Jun	\$ 22,865.04	\$ -	\$ 15,009.35	\$ 664.50	\$ 26.84	\$ 231,227.13
Jul	\$ 81,681.20	\$ 15,297.56	\$ 5,815.48	\$ 74.88	\$ 29.56	\$ 291,749.97
Aug	\$ 32,592.64	\$ 105,641.41	\$ 13,196.47	\$ -	\$ 27.85	\$ 205,532.58
Sep	\$ 39,445.36	\$ 103,745.99	\$ 5,000.83	\$ 664.50	\$ 15.80	\$ 135,582.42
Oct	\$ 29,476.96	\$ 94,443.49	\$ 732.68	\$ -	\$ 8.24	\$ 69,891.45
Nov	\$ 30,286.12	\$ 55.42	\$ 798.89	\$ -	\$ 8.67	\$ 99,331.93
Dec	\$ 44,991.78*	\$ 15,642.93	\$ 6,348.18	\$ -	\$ 10.21	\$122,342.81*
Totals	\$ 415,336.94	\$ 334,826.80	\$ 102,135.08	\$ 2,794.38	\$ 242.63	

Note: The \$44,991.78 payment was made in January 2016 but is included in this report to provide an accurate picture of the 2015 costs. Without it the final balance would be \$77,351.03 instead of \$122,342.81.

The Expendable Health Trust fund is used primarily to pay the “out of pocket” claims and administrative fees associated with the Town’s program of self-insuring the deductibles on behalf of its employees, as well as a portion of the monthly health premium for employees. Claims are processed by a Third Party Administrator through a Health Reimbursement Account. The income deposited into this fund consists of the employees’ co-pay amounts from weekly payroll deductions, which funds both the out of pocket claims and a portion of the monthly premiums.

The Town’s general operating budget funds 75% of the monthly premium cost of the employees’ health insurance plans. The remainder is funded from the Health Expendable Trust, with a breakdown as follows for 2015 (net of reimbursements described below):

Funded from Town operating budget	\$1,111,383
Funded from trust (employee co-pays)	<u>\$ 319,474</u>
Total	\$1,430,857

A portion of the premium costs funded by the Trust represents payments made on behalf of retirees who qualify for the Town’s post-employment benefits program based on years of service. For 2015, payments for retiree insurance premiums which were funded from the trust totaled \$15,353.

During 2015, the Town also received a Return of Surplus from its health insurance provider, representing return of past contributions for both health and dental insurance, totaling \$156,247 (\$147,435 for healthcare, \$8,812 for dental). The Town portion of the healthcare return, totaling \$97,472, was applied to general revenue. The employee portion of the healthcare return, totaling \$24,680, was credited to active employees as a reduction of their weekly co-pay based on their proportionate share of premiums paid. The retiree portion of the healthcare return, totaling \$25,102, was returned in its entirety to the retirees, as they are responsible for 100% of the cost of their health/dental insurance.

FINANCE DIRECTOR

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

In 2015, the Finance office completed the upgrade transition in our payroll software to automate the annual salary adjustment process and prepare for future upgrades required by our software provider. The Finance office also worked with multiple lending institutions to coordinate the required documentation in order to re-issue the Town’s \$2,000,000 tax anticipation note, several thousand dollars in municipal leases for public safety vehicles, and preliminary preparations to issue a \$344,000 bond associated with the purchase of a new fire engine.

The Finance office said goodbye to Assistant Town Administrator/ Finance Director Dana Call who assumed a new position with the State of New Hampshire in September after thirteen years of exceptional service to the town. In December the Town hired me as the new Finance Director, and I spent the first few months becoming acclimated and working with the Administrative staff to complete the financial reports for both year-end processing as well as the Town Report. I would like to thank the entire administrative staff for the great job they did during the transition – functioning smoothly for the three months without a Finance Director on staff was simply impressive.

As is the case every year, we provide continued oversight and departmental support and analysis, in order to ensure the overall Town finances are managed in a safe, accurate and professional manner. We also provide direct support during the Town’s annual independent audit process.

Town Tax Rate Highlights

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

Town Only Tax Rate Breakdown	2015	2014	2013
Gross Appropriations (Approved Budget)	\$13,870,484	\$14,323,311	\$12,863,284
Less: General Fund Revenues (see Chart A)	(\$6,643,510)	(\$6,577,881)	(\$5,558,407)
Plus: Overlay (abatements)	\$97,400	\$90,503	\$97,742
Plus: War Service Credits	<u>\$238,500</u>	<u>\$248,500</u>	<u>\$247,000</u>
Net to Raise via taxation	\$7,562,874	\$8,084,433	\$7,649,619
Town Tax Rate	\$3.35	\$3.87	\$3.70

Revenue Highlights

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

The net increase in General Fund revenues is \$639,320. This is primarily due to an increase of \$455,976 in prior year fund balance used to offset tax rate, and a \$97,150 increase in Licenses, Permits & Fees revenue. These increases were offset by decreases due to onetime items like Sale of Municipal Property and Highway Truck Grant which did not repeat in 2015 and a smaller amount of bonds issued by the town in 2015. As a result of the decrease in net appropriations in 2015 combined with an increase in revenues, the amount needed to be raised through taxation decreased by \$521,559. Although some portions of the revenue budget remain steady from year to year, such as motor vehicle registrations and departmental income, other portions tend to vary from year to year and have an impact on the resulting Town tax rate.

As illustrated below:

- Approximately 52% of the Town’s annual budget is raised through general taxation. The other approximately 48% is from other revenue sources as noted in Chart A.
- Of the \$6.2 million collected in 2015 through operations, 7% came from State funding (Meals & Rooms Distribution) and 6.4% was from use of fund balance, with the remaining 86.6% coming from local revenue sources.
- Chart A reflects the change in *budgeted* revenues from one year to the next, however, a full revenue report containing *actual* results for 2015 can be found on the next page.

Chart A – General Fund Revenue (for tax rate)	2015	2014	Difference
Licenses, Permits & Fees	\$3,349,350	\$3,252,200	\$97,150
State Revenues	\$977,390	\$950,639	\$26,751
Income from Depts, Other Taxes/Interest, Grants & Intergvt'l	\$663,641	\$615,823	\$47,818
Capital Reserve Funds	\$24,000	\$0	\$24,000
Sale of Municipal Property	\$0	\$41,500	(\$41,500)
Cable Franchise Fees	\$270,000	\$244,000	\$26,000
Interest on Investments	\$8,000	\$3,800	\$4,200
Transfers In from other funds (Searles, Trust Funds)	\$30,820	\$31,895	(\$1,075)
Funds from Other Sources (Highway Truck Grant)	0	\$144,000	(\$144,000)
Funds from Other Sources (Bond/Conserv, Rev funds)	\$430,309	\$860,000	(\$429,691)
Use of prior year fund balance to reduce the tax rate	<u>\$890,000</u>	<u>\$434,024</u>	<u>\$455,976</u>
<i>Total GF Revenue for tax rate (see chart above)</i>	\$6,643,510	\$6,577,881	\$65,629
Impact of Funds directly offsetting appropriations	(\$430,309)	<u>(\$1,004,000)</u>	<u>\$573,691</u>
Net GF Revenue on which the tax rate is set	\$6,213,201	\$5,573,881	\$639,320

Other Town Revenues

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

Other revenues are accepted by the Board via public hearings throughout the year. These include State, Federal and private source grants and/or donations which are accepted and expended for a specified purpose during the year, and as such, are not considered a general revenue to the Town for tax rate setting purposes. Of note for 2015 was additional funds and services received towards renovations at the Searles building, as well as reimbursement funds received from the LGC Healthtrust used towards the cost of employee health insurance in 2015, further discussed in the Health Expendable Trust report.

REVENUE REPORT - COMPARATIVE ANALYSIS AS OF DECEMBER 31, 2015

<i>Unaudited</i>	Estimated Revenue For 2015	Actual Revenue @ 12/31/15	Actual Revenue @ 12/31/14	Increase (Decrease) 15-14	2015 % of Estimate Received
SOURCES OF REVENUE:					
<u>TAXES</u>					
Yield/Excavation Tax	2,700	2,682	1,990	692	99.3%
Interest & Penalties on Taxes	250,000	298,094	215,747	82,347	119.2%
Misc. Taxes - PILOT	12,035	12,035	0	12,035	100.0%
Boat Taxes	15,800	14,690	17,001	(2,311)	93.0%
<u>INTERGOVERNMENTAL REVENUES</u>					
Highway Block Grant	299,913	302,491	278,612	23,879	100.9%
Rooms and Meals	677,477	677,477	673,023	4,454	100.0%
<u>LICENSES AND PERMITS</u>					
M V Permit Fees	3,155,000	3,429,899	3,175,860	254,039	108.7%
Building Permits	120,000	137,531	234,393	(96,862)	114.6%
Other Licenses and Permits:					
Dog Licenses	19,200	18,533	20,003		
Animal Officer Fees	250	375	2,600		
Planning Board Fees	45,000	58,650	16,572		
Board of Adjustment Fees	8,000	9,045	9,036		
Town Clerk Miscellaneous	500	11,979	6,943		
Gun Permits	1,400	2,480	1,770		
Subtotal Other Licenses/Permits	74,350	101,061	56,924	44,137	135.9%
<u>CHARGES FOR SERVICES</u>					
Cable TV Fees	270,000	272,507	250,630	21,877	100.9%
Income from Departments:					
Special Duty-Contracted Police	20,000	30,495	40,486		
Welfare Reimbursements	1,600	2,125	1,800		
Community Dev Miscellaneous	6,000	6,215	6,941		
Police Dept Miscellaneous	6,000	4,855	3,401		
Ambulance Fees	250,000	320,725	249,089		
Fire Dept Miscellaneous	24,700	21,850	27,290		
Transfer Station Fees	31,000	28,064	54,405		
Police - Accident Reports	1,800	2,288	1,835		
Recreation - Beach Income	5,306	5,307	3,483		
Subtotal Income from Dept's	346,406	421,924	388,730	33,194	121.8%
<u>MISCELLANEOUS REVENUES</u>					
Interest on Deposits	8,000	14,482	5,119	9,363	181.0%
Sale of Town Property	0	0	34,845	(34,845)	N/A
Other Miscellaneous Revenues:					
Intergovernmental Misc	-	-	9,315		
Other State/Fed Grants/FEMA	5,000	25,886	15,592		
Insurance/Other Reimb/Refunds	3,000	171,499	5,362		
Parking Fines	750	1,285	1,185		
Town Building Rent	3,000	3,275	2,975		
Selectmen Miscellaneous	24,000	41,164	10,439		
Donations	100	-	-		
Treasurer's Miscellaneous	800	1,085	1,354		
Town Clerk - Copy Fees	50	633	46		
Subtotal Other Miscellaneous	36,700	244,827	46,268	198,559	667.1%
<u>OTHER FINANCING SOURCES</u>					
Income from Trust Funds	820	820	1,895	(1,075)	100.0%
Proceeds from Bond Issuance	344,530	344,530	700,000	(355,470)	100.0%
Income from Capital Reserve Funds	24,000	24,000	0	24,000	100.0%
Income from Revenue Funds	30,000	30,000	30,000	-	100.0%
Income from Other Sources:					
Conservation Funds	85,779	85,779	160,000	(74,221)	100.0%
Highway Truck Grant Funds	-	-	-	-	N/A
Fund Balance	890,000	890,000	434,024	455,976	100.0%
Grants/Donations Accepted/Expended	0	4,290	2,859	1,431	100.0%
TOTAL REVENUES	6,643,510	7,309,119	6,707,920	601,199	110.0%

Balance Sheet

The following represents the General Fund balance sheet as of December 31, 2015 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, 2015

ASSETS:	
Cash	\$18,316,248
Taxes receivable, net	2,332,664
Accounts receivable	206,373
Restricted cash - performance bonds	260,406
Other assets	33,924
Total Assets	\$21,149,614
LIABILITIES & FUND BALANCES:	
Liabilities	
Accounts payable and accruals	\$ 26,208
Deposits	238,826
Deferred revenue	114,250
Due to other governments	18,961,381
Total Liabilities	19,340,665
Fund Balances	
Nonspendable fund balance	18,749
Committed fund balance	595,819
Assigned fund balance	61,562
Unassigned fund balance	1,132,819
Total Fund Balances	1,808,949
Total Liabilities & Fund Balances	\$21,149,614

Town Debt

The full Statement of Bonded Indebtedness for 2015 is as follows:

Original Issue: \$700,000 / July 2014 / Enterprise Bank / Interest Rate of 3.91%

Purpose: Purchase Campbell Farm Property

Repayment: It is expected that the Conservation Commission will allocate funds from the Conservation Land fund each year, to make the payment bond payment, thus Town budget funds should not be required to pay the debt service throughout the term of the bond.

	Year	Principal	Interest	Payment	Balance
					640,315.84
2016	7/1/16	60,674.45	25,104.94	85,779.39	579,641.39
2017	7/1/17	63,115.42	22,663.97	85,779.39	516,525.97
2018	7/1/18	65,583.23	20,196.16	85,779.39	450,942.74
2019	7/1/19	68,147.53	17,631.86	85,779.39	382,795.21
2020	7/1/20	70,771.10	15,008.29	85,779.39	312,024.11
2021	7/1/21	73,579.25	12,200.14	85,779.39	238,444.86
2022	7/1/22	76,456.20	9,323.19	85,779.39	161,988.66
2023	7/1/23	79,445.64	6,333.75	85,779.39	82,543.02
2024	7/1/24	82,543.02	3,236.37	85,779.39	0.00
		\$640,315.84	\$131,698.67	\$772,014.51	

In addition to the remaining debt obligation with the Campbell Farm bond, the Town will be soliciting interest quotes for the \$344,000 fire engine bond approved by the 2015 Town Meeting in the spring of 2016. While not known as of the time of this report, we estimate that the 4 year bond will have annual principal payments of \$80,000 and interest payments of \$7,000.

The Town continues to make payments on previous leases for Highway and Fire equipment, the annual principal and interest payments for which are contained in the Town’s annual operating budget. The Town also continues its 3-year lease agreement for the 2014 purchase of a new ambulance, with funding for the annual payments being proposed to voters each year through the Town’s Capital Improvement Program; 2016 representing the final year of payment.

The \$2,000,000 Tax Anticipation note that the Town entered in 2014 (structured as a line of credit available to assist the Town with its cash flow needs) was renewed for 2015. However, working cooperatively with the Windham School District, the Town was able to meet its cash flow requirements without drawing on this line of credit during 2015. The Town intends to renew the line of credit for an additional year. Interest will be paid at a rate of 2.89% (subject to adjustment), only on balances drawn.

School District Payments

Payments to the Windham School District for 2015 are summarized as follows:

Due to School District as of December 31, 2014	\$19,803,181
Total School District Funds Raised through 2015 Tax Rate	\$38,955,348
Total Transferred Out to School District during 2015	(\$39,803,181)
Balance due to School District as of December 31, 2015	\$18,955,348

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 annual audited financial statements):	2014	2013	2012	2011 (restated)
Available for tax rate setting	\$1,194,131	\$734,024	\$736,411	\$866,129
Amount used to reduce next year’s tax rate	\$890,000	\$434,024	\$436,411	\$602,311
Remainder	\$304,131	\$300,000	\$300,000	\$263,818

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.

Special Funds	1/1/15	Income	Disbursements	Interest	12/31/15
Cable TV Trust Fund	282,765.33	22,000.00		615.69	305,381.02
Searles Special Revenue	14,589.02	26,291.62	30,000.00	18.73	10,899.37
Searles Donation Fund	164.58	21,910.00	21,500.00	5.01	579.59
Expendable Health Trust	146,519.50	370,345.16	439,756.26	242.63	77,351.03
Cemetery Operation Fund	110,810.22	3,900.00	700.00	168.82	114,179.04
Conservation Land Trust	306,351.91	391,900.73	117,002.26	539.69	581,790.07
Road Bond Fund	9,253.31			13.88	9,267.19
Law Enforcement Fund	970.94			1.43	972.37
Recreation-Lacrosse	23,769.60	52,564.78	56,985.60	18.97	19,367.75
Recreation-Programs	7,736.97	61,078.51	61,313.89	9.23	7,510.82
Conservation Special	2,159.76			3.27	2,163.03
Police Public Safety Revolving	75,181.00	304,945.00	338,330.30	149.08	41,944.78
Fire Public Safety Revolving	32,351.66	18,631.08	16,538.93	55.03	34,498.84
Police Fed Asset Forfeiture	2,246.33	300.00	2,549.17	2.84	0.00
Subdivision Fees	101,179.55	60,026.08	100,661.46	109.30	60,653.47
Rte 28 Emergency Fund	11,270.13			16.94	11,287.07
Rail to Trail Fund	100.45			0.12	100.57
Fire Cistem Special Rev Fund		250.00		0.15	250.15
Forest Maintenance Fund		13,800.00		8.05	13,808.05
Police Impact Fee	66,554.15	24,651.30	2,345.05	101.23	88,961.63
Fire Impact Fee	91,426.52	49,720.31		151.46	141,298.29
School Impact Fees	236,742.24	206,417.00	130,440.00	231.84	312,951.08
Total	1,522,143.17	1,628,731.57	1,318,122.92	2,463.39	1,835,215.21

**Note: Activity previously reflected in these accounts is now accounted for as part of the general fund.*

The collective cash balances for the special funds were invested as follows as of December 31, 2015 (represents bank statement balances exclusive of deposits in transit and outstanding checks):

Citizens Bank Operating Accounts – earning 0.10%	\$1,577,981.45
Enterprise Bank Investment Account – earning 0.05%	\$250,606.17
TD Bank Merchant Account – earning 0.00%	\$6,627.59

Performance Bonds As of 12/31/15, 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	Balance
Atlantic Telecom (Cell Tower Removal Bond)	Insurance Co Bond	\$30,000.00
Brox Industries (performance bond)	Insurance Co Bond	159,000.00
Carrier Funeral Home	Cash	43,402.50
Castle Reach III	Letter of Credit	17,670.00
Comcast/Adelphia (Cable TV)	Insurance Co Bond	75,000.00
Cricket Ridge	Cash	43,705.43
Cyr Lumber	Cash	7,107.44
Granite Woods	Letter of Credit	1,135,502.00
Hudson Paving and Excavating	Insurance Co Bond	258,015.00
Hunnewell/Right of Way	Insurance Co Bond	2,500.00
Jenny's Hill Rd	Insurance Co Bond	21,000.00
Johnny Hill Estates	Cash	101,490.19
Lewis Builders/Right of Way	Insurance Co Bond	5,000.00

Project	Type	Balance
McIntosh Hollow	Letter of Credit	20,472.00
Netherwood Rd	Insurance Co Bond	14,600.00
Pawtucket Rd	Letter of Credit	22,593.80
Pennichuck Water/Right of Way	Insurance Co Bond	442,200.00
Ryan Farm Phase I (Great Mountain View)	Letter of Credit	40,356.00
Ryan Farm Phase II (Great Mountain View)	Letter of Credit	1,485,764.00
Searles Rd	Forfeited	15,126.27
Spruce Pond Phase II	Letter of Credit	92,808.00
Spruce Pond Phase II	Letter of Credit	90,660.00
Spruce Pond Phase II	Letter of Credit	70,728.00
Spruce Pond Phase II	Letter of Credit	74,376.00
Spruce Pond Phase II	Letter of Credit	56,784.00
Spruce Pond Phase II	Letter of Credit	43,188.00
Spruce Pond Phase III	Letter of Credit	10,800.00
Stoneywyke Rd	Forfeited	6,453.55
Taschereau Investment/Right of Way	Insurance Co Bond	5,000.00
Timber Tax Bond	Cash	2,532.33
Timber Tax Bond DH Hardwick	Cash	7,503.52
Walkers Woods	Letter of Credit	838,769.10
Wall St/International	Cash	33,084.88
Weston Estates	Letter of Credit	125,166.61
White Mountain Cable Construction (Cable TV)	Insurance Co Bond	20,000.00
Winslow Homes	Letter of Credit	115,941.60
Total Performance Bonds		\$5,534,300.22

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

Respectfully submitted,

Daniel Popovici-Muller

Daniel Popovici-Muller, Finance Director

IMPACT FEES ASSESSED AND COLLECTED - 2015

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

NAME	LOT #	STREET	--- ASSESSMENT DATE (PERMIT ISSUED) ---			--- COLLECTION DATE (C.O. ISSUED) ---		
			DATE	SCHOOL	PUBLIC SAFETY	DATE	SCHOOL	PUBLIC SAFETY
<u>Assessments for 2015 building permit issuances:</u>								
DiPietro Homes	7-B-41	15 Orchard Blossom Rd	1/6/2015	4,288.00	1,621.00	9/17/2015	4,288.00	1,621.00
Maplevale Bldrs LLC	6-C-113	37 Sheffield Rd	1/13/2015	3,848.00	1,621.00			
Mashop Dev, LLC	18-L-400	49 Range Rd	1/21/2015	-	5,294.80			
Beaulieu, Anthony	24-F-607	64 Ryan Farm Rd	2/10/2015	4,288.00	1,460.00	8/19/2015	4,288.00	1,460.00
Bonnanno, Vincent	17-I-111B	27 Walkey Rd (SC)	3/6/2015	4,288.00	-			
Maplevale Bldrs LLC	6-C-114	39 Sheffield Rd	3/11/2015	3,848.00	1,621.00			
Bergeron, K.	14-B-2806	31 London Bridge Rd	3/17/2015	3,484.00	1,621.00			
Maplevale Bldrs LLC	21-F-43	2 Langdon Rd	4/10/2015	4,288.00	1,621.00			
Dipietro Homes, LLC	21-F-606	15 Weston Rd	4/15/2015	4,288.00	1,621.00	9/9/2015	4,288.00	1,621.00
Johnson	22-L-51	55 West Shore Rd	4/21/2015	4,288.00	1,460.00	11/23/2015	4,288.00	1,460.00
EJR Dev, LLC/ Dipietro	24-F-179	5 Ryan Farm Rd	4/28/2015	6,357.87	1,460.00			
Nickerson(1)	25-C-100	11 Moeckel Rd	4/28/2015	3,848.00	1,621.00	11/19/2015	3,848.00	1,621.00
Linda Trust	25-C-3	8 Jordan Rd (SC)	4/28/2015	6,357.87				
EJR Dev, LLC / Dipietro	20-D-3006	9 Bennington Rd	5/18/2015	6,357.87	1,460.00	12/28/2015	6,357.87	1,460.00
Great Mountain View Estates	24-F-606	66 Ryan Farm Rd	5/21/2015	6,357.87	1,460.00			
Ripaldi Construction	12-A-500	21 Searles Rd	5/28/2015		2,204.16	7/24/2015		2,204.16
Delbar Builders	21-F-607	14 Weston Rd	6/4/2015	4,288.00	1,621.00	12/21/2015	4,288.00	1,621.00
Dipietro Homes, LLC	25-G-90	11 Emerson Rd (SC)	6/19/2015	6,357.87	-	12/28/2015	6,357.87	
McKenna / Bergeron	14-B-2802	21 London Bridge Rd	6/22/2015	3,848.00	1,621.00			
Hebert	11-A-1656	1 Greenway Rd	7/20/2015	6,357.87	1,460.00			
Anshewitz	20-D-4001	8 Burnham Rd	7/23/2015	6,357.87	1,460.00			
Dipietro Homes, LLC	21-F-609	10 Weston Rd	8/26/2015	4,288.00	1,621.00			
Century Builders Inc	22-B-16	16 Johnson St	8/26/2015	6,357.87	1,460.00			
Donigan Properties LLC	20-E-201	3 Pawtucket Rd	8/26/2015	6,357.87	1,460.00			
Donigan Properties LLC	20-E-203	4 Pawtucket Rd	8/26/2015	6,357.87	1,460.00			
Currier Homes LLC	20-D-1900	1 Winslow	8/27/2015	4,288.00	1,621.00			
KCL Homes LLC	03-A-580	46 Partridge Rd	9/17/2015	6,357.87	1,460.00			
Delbar Builders LLC	21-F-608	12 Weston	9/29/2015	4,288.00	1,621.00			
Dipietro Homes, LLC	20-D-3026	12 Bennington Rd	9/30/2015	6,357.87	1,460.00			
MacThompson	17-C-26	23 Sawtelle Rd(SC)	5/27/2015	6,357.87				
Northstar Financial	17-L-15	112 Range Rd	10/23/2015		979.66			
Bergeron Development LLC	14-B-2801	19 Londonbridge Rd	10/23/2015	6,357.87	1,460.00			
Currier Homes LLC	20-D-1903	2 Winslow Lane	10/30/2015	4,288.00	1,621.00			
Blaise Coco	18-I-475	43 A Woodvue Rd	11/2/2015	4,288.00	1,460.00			
Pellegrini	11-A-1657	2 Floral St	11/5/2015	4,288.00	1,460.00			
Viren Patel	24-F-180	7 Ryan Farm Rd	11/25/2015	6,357.87	1,460.00			
Moynihan /Steinfeld	21-K-101	148 Range Rd	12/7/2015	4,288.00	1,621.00			
Dipietro Homes, LLC	20-D-3025	14 Bennington Rd	12/24/2015	6,357.87	1,460.00			
D&M Demers RE Invest LLC	16-P-188	41 Second St (SC)	12/22/2015	6,357.87		12/31/2015	6,357.87	
<i>(1) fees corrected from original assessed - Should still be vested until 3/2/2016 and pay \$1621 PS and \$3848 School - assessment needs to be corrected at time of collection</i>								
<u>Assessed in prior years (collected in 2015 at issuance of Certificate of Occupancy):</u>								
El-Hefni (commdl)	13-C-400	39 Roulston Rd	7/24/2013	*	1,009.45	5/13/2015	-	1,009.45
MacThompson Realty	11-A-317	22 Haverhill Rd	12/6/2013	*	458.00	1/21/2015	***	458.00
Grt Mnt View Estates	24-F-610	58 Ryan Farm Rd	7/30/2014		4,288.00	1/7/2015	4,288.00	1,621.00
Bergeron	14-B-2302	57 London Bridge Rd	6/12/2014		3,848.00	1/14/2015	3,848.00	1,621.00
Dipietro Homes	20-D-3016	34 Burnham Rd	5/14/2014		4,288.00	1/29/2015	4,288.00	1,621.00
Maplevale Bldrs LLC	21-F-604	9 Weston Rd	9/9/2014		4,288.00	1/29/2015	4,288.00	1,621.00
Dipietro	20-D-3027	10 Bennington Rd	7/1/2014		4,288.00	3/20/2015	4,288.00	1,621.00
H&B Homes	3-B-811	74 Northland Rd	8/20/2014		3,400.00	4/2/2015	3,400.00	
Currier Homes of Windham	20-D-1901	3 Winslow Rd	9/19/2014		4,288.00	4/2/2015	4,288.00	1,621.00
H&B Homes	3-B-818	60 Northland Rd	7/3/2014		3,400.00	5/11/2015	3,400.00	
H&B Homes	3-B-885	16 Nathan Rd	8/20/2014		3,400.00	5/22/2015	3,400.00	
Nassar	22-B-12	15 Johnson St	9/23/2014		4,288.00	5/29/2015	4,288.00	1,621.00
Dane Development	3-B-814	68 Northland Rd	7/2/2014		3,400.00	6/12/2015	3,400.00	
H&B Homes	3-B-886	14 Nathan Rd	8/20/2014		3,400.00	6/16/2015	3,400.00	
Currier Homes of Windham	20-D-1904	4 Winslow Lane	6/2/2014		4,288.00	6/27/2015	4,288.00	1,621.00
H&B Homes	3-B-833	25 Jacob	3/26/2014		3,400.00	7/1/2015	3,400.00	
Barbar, G.	1-C-625	102 Kendall Pond Rd	12/30/2014		4,288.00	7/8/2015	4,288.00	1,621.00
H&B Homes	3-B-812	70 Northland Rd	8/7/2014		3,400.00	7/10/2015	3,400.00	
H&B Homes	3-B-884	18 Nathan Rd	8/20/2014		3,400.00	7/10/2015	3,400.00	
Tokie / Tedesco	17-C-100	43 Sawtelle Rd - (SC)	4/29/2014		4,288.00	7/24/2015	4,288.00	
Currier Homes	20-D-1902	5 Winslow Lane	12/17/2014		4,288.00	7/24/2015	4,288.00	1,621.00
McGadden	17-I-115	28 Walkey	2/7/2014		4,288.00	7/28/2015	4,288.00	1,621.00
Dipietro Homes	20-D-3021	22 Bennington Rd	8/14/2014		4,288.00	8/4/2015	4,288.00	1,621.00
Medicus Healthcare	13-A-90	22 Roulston Rd	5/21/2014		-	8/6/2015	-	17,690.00

NAME	LOT #	STREET	--- ASSESSMENT DATE (PERMIT ISSUED) ---			--- COLLECTION DATE (C.O. ISSUED) ---		
			DATE	SCHOOL	PUBLIC SAFETY	DATE	SCHOOL	PUBLIC SAFETY
KCL Homes	20-D-4010	19 Burnham Rd	10/30/2014	4,288.00	1,621.00	8/6/2015	4,288.00	1,621.00
Golden Pond Realty	25-G-150	30 Emerson Rd - (SC)	4/17/2014	4,288.00	-	8/7/2015	4,288.00	
H&B Homes	3-B-882	22 Nathan Rd	8/20/2014	3,400.00	-	8/7/2015	3,400.00	
MHB	17-L-153	14 Horseshoe Rd	10/8/2014	3,400.00	1,621.00	8/7/2015	3,400.00	1,621.00
Orso	17-L-43	130 Range Rd	8/26/2014	4,288.00	1,621.00	8/25/2015	4,288.00	1,621.00
H&B Homes	3-B-887	10 Nathan Rd	8/20/2014	3,400.00	-	9/14/2015	3,400.00	
Maplevale Bldrs LLC	21-F-603	7 Weston Rd	10/24/2014	4,288.00	1,621.00	9/22/2015	4,288.00	1,621.00
KCL Homes	21-F-610	8 Weston Rd	9/4/2014	4,288.00	1,621.00	9/24/2015	4,288.00	1,621.00
DiPietro Homes	20-D-3017	32 Burnham	12/4/2014	4,288.00	1,621.00	9/24/2015	4,288.00	1,621.00
Bergeron	14-B-2303	59 London Bridge Rd	11/24/2014	3,848.00	1,621.00	10/1/2015	3,848.00	1,621.00
H&B Homes	3-B-883	20 Nathan Rd	8/20/2014	3,400.00	-	10/2/2015	3,400.00	
DiPietro Homes	20-D-3007	11 Bennington	12/4/2014	4,288.00	1,621.00	10/2/2015	4,288.00	1,621.00
Bergeron	14-B-2805	29 London Bridge Rd	9/9/2014	3,848.00	1,621.00	10/15/2015	3,848.00	1,621.00
Grt Mnt View Estates	24-F-608	62 Ryan Farm Rd	9/16/2014	4,288.00	1,621.00	10/26/2015	4,288.00	1,621.00
Maplevale Developers	8-B-5716	18 Longmeadow	2/12/2014	4,288.00	1,621.00	11/13/2015	4,288.00	1,621.00
H&B Homes	3-B-881	24 Nathan Rd	8/20/2014	3,400.00	-	11/13/2015	3,400.00	
Belair Homes	13-K-37A	8 Doiron Rd	9/10/2014	4,288.00	1,621.00	11/16/2015	4,288.00	1,621.00
H&B Homes	3-B-879	25 Nathan Rd	8/20/2014	3,400.00	-	12/5/2015	3,400.00	
Chris-SCO Corp	11-A-1432	7 Cricket Ridge Rd	10/30/2014	3,848.00	1,621.00	12/10/2015	3,848.00	1,621.00
GRAND TOTALS				\$ 344,319.79	\$ 115,675.07		\$ 201,689.61	\$ 72,750.61

*School fee (or portion thereof) was paid upon building permit issuance in a prior year; additional due is only noted here if original assessment was incorrect

**Final assessment depends on final intended use of the commercial property

(SC) Seasonal Conversion (C) Condo

IMPACT FEES - AMOUNT DISBURSED 2015

Disbursed To:	Date:	Purpose:	Type:	Amount:	Originally Assessed
Windham School District	5/19/2015	Annual bond payments	School	\$130,000.00	2013
Covenett Properties LLC	4/21/2015	Refund: not spent within 6 yrs	Public Safety	\$1,274.73	2009
Kenneth and Chrsitina Macleod	5/19/2015	Refund: not spent within 6 yrs	Public Safety	\$517.75	2009
Cafua Realty Trust LLC	5/19/2015	Refund: not spent within 6 yrs	Public Safety	\$552.47	2009

TOWN TREASURER

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

General Fund Cash Balance on January 1, 2015	\$18,765,384.34
Cash Receipts:	
Tax Collector – Property Taxes, Interest, Etc.	49,472,064.29
Tax Collector – Land Use Change Taxes	404,155.18
Town Clerk	3,505,059.15
Community Development	211,440.41
Transfer Station	28,064.48
Police Department	44,067.71
Fire Department	342,574.72
Cable Franchise Fees	272,506.81
State of NH – Meals & Rooms Distribution	677,477.27
State of NH – Highway Block Grant	302,491.30
Other Intergovernmental –EM, State Grants, Etc.	2,650.01
Sale of Town Property	0.00
Insurance & Other Miscellaneous Reimbursements	122,410.33
Donations/Gifts/Grants	65,150.29
Administration & Miscellaneous Revenues	95,332.54
Interest on Investments	14,482.28
Transfers In from Special Revenue, Property Trust Funds	165,779.39
Proceeds from Issuance of General Obligation Bonds	0.00
Proceeds from Issuance of Tax Anticipation Notes	0.00
<i>Subtotal Cash Receipts</i>	<i>55,725,706.16</i>
Cash Disbursements:	
Selectmen's Warrants & School District Transfers	(55,686,717.24)
Transfer Out to Conservation Land Fund (2015 collections)	(391,900.73)
Transfer Out to Conservation Land Fund (2014 collections)	0.00
Transfer Out to Property/Earned Time Trust Funds	(80,000.00)
Transfer Out to Village Districts	(16,225.00)
Payment Out for Conservation Land Purchase	0.00
Payoff of Tax Anticipation Notes	
<i>Subtotal Cash Disbursements</i>	<i>(56,174,842.97)</i>
General Fund Cash Balance on December 31, 2015	\$18,316,247.53

The general fund cash, held in custody by the Town Treasurer, was invested as follows as of December 31, 2015 (represents bank statement balances exclusive of deposits in transit and outstanding checks):

Citizens Bank Operating Account – earning 0.01%	\$4,525,566.22
Citizens Bank Investment Account – earning 0.20%	\$14,137,094.12
TD Bank Ambulance Account – earning 0.0%	\$59,896.95

TAX COLLECTOR

DEBIT REPORT

	2015	Levies of	Prior
REMITTED TO TREASURER:			
Property Taxes	0.00		1,681,331.98
Land Use Change Taxes	0.00		107,500.00
Yield Taxes	0.00		849.28
Excavation Tax	0.00		0.00
TAXES COMMITTED THIS YEAR:			
Property Taxes	48,737,085.77		0.00
Land Use Change Taxes	276,500.00		0.00
Yield Tax	4,319.02		0.00
Excavation Tax			0.00
OVERPAYMENTS			
Overpayments/Refunds	84,464.48		319.32
Miscellaneous	143.00		32.00
INTEREST COLLECTED ON DELINQUENT TAXES:	24,460.88		93,037.36
COLLECTED PENALTIES/FEES:	352.00		4,178.00
	-----		-----
TOTAL DEBITS	\$49,127,325.15		\$1,887,247.94

CREDIT REPORT

	2015	Prior
REMITTED TO TREASURER:		
Property Taxes	47,232,202.56	1,681,331.98
Land Use Change Taxes	252,500.00	107,500.00
Yield Taxes	4,279.68	849.28
Interest	24,460.88	93,037.36
Penalties/Fees	352.00	4,178.00
Overpayments/Refunds	84,464.48	319.32
Miscellaneous	143.00	32.00
Excavation Tax		0.00
ABATEMENTS MADE:		
Property Taxes	0.00	0.00
Yield Taxes	0.00	0.00
Land Use Change Taxes	0.00	0.00
UNCOLLECTED TAXES END OF YEAR:		
Property Taxes	1,504,883.21	0.00
Land Use Change Taxes	24,000.00	0.00
Yield Taxes	39.34	0.00
Excavation Tax	0.00	0.00
	-----	-----
TOTAL CREDITS	\$49,127,325.15	\$1,887,247.94

SUMMARY OF TAX SALE/LIEN ACCOUNTS

DEBIT REPORT

	2014 Levies	2013 Levies	Prior Levies
UNREDEEMED LIENS:			
Beginning of Year	0.00	579,113.01	451,031.39
LIENS EXECUTED:			
During Fiscal Year	750,448.75	0.00	0.00
INTEREST & COSTS:			
Collected After Execution	17,377.22	69,505.42	163,799.45
	-----	-----	-----
TOTAL DEBITS	\$767,825.97	\$648,618.43	\$614,830.84

CREDIT REPORT

REMITTANCE TO TREASURER:			
Redemptions	279,631.54	227,160.55	385,826.50
Interest & Costs	17,377.22	69,505.42	163,799.45
ABATEMENTS:	0.00	0.00	0.00
UNREDEEMED LIENS:			
Balance End of Year	470,817.21	351,952.46	65,204.89
	-----	-----	-----
TOTAL CREDITS	\$767,825.97	\$648,618.43	\$614,830.84

Respectfully submitted,



Ruth Robertson, Tax Collector

TOWN CLERK

ELECTION OVERVIEW:

We only had a few Elections this year; a Local Town Election and a Special Town Meeting in November. For the setup of these Elections, we had the privilege of having Scoutmaster Kevin Rochford and Troop 263 helping with both. The whole troop, scouters, and committee have dedicated themselves to the Town going forward that they will always help with the Election setup. What a fantastic way for the community to come together. Some other individuals that have been tremendous for Election related topics have been Donna Markham and Dorothy DiOrio. I started a project to replace our Election curtains, as they were getting damaged in storage and usage. The project was to get material and coordinate seamstresses to make homemade curtains for our Election booths. Donna expressed interest and went beyond my expectations. She reached out to the High School and to Mrs. Jan Robbins to set up several meetings with students, and to resident Dotty DiOrio, seamstress. Together, they were able to execute this massive project. After 3 meetings and endless hours, we now have 129 curtains. We will be able to use these curtains in the busy 2016 Election year. On behalf of the Windham Election Officials, and the Town Maintenance Department, a huge heartfelt thank you to everyone involved and their willingness to volunteer to the Town.

For the minutes and the results for all Elections that took place in 2015, please refer to the appropriate section of the report.

DOG FAIR:

In conjunction with the Windham Police Department, the Town Clerk's Office hosted the annual Rabies Clinic in May, right at the Town Office parking lot. A huge thank you to Granite State Animal Hospital that participated in administrating the rabies vaccine at an affordable price to dogs, cats, and ferrets. Another heartfelt thanks to all of the local businesses that participated, as well. It was such a huge convenience for the Windham dog owners, because the Town Clerk's office was also open so that people could register their dogs after they got the rabies shot. We received many compliments and thanks from residents that they had that ability.

OPERATING PROCEDURES:

The Town Clerks office is responsible for a number of areas. Some processes that we are in charge are:

- Motor Vehicle transactions - Certified municipal agent for the State (titling, plates, and registrations among other functions in person and online).
- Election (voter registration, 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 other statutory record requirements in a safe and secure area.
- Local Vital Registrar - Issuance and validation of all Births, Deaths, and Marriages on behalf of the State.
- Dog Registration - Maintain registrations and issuance of all dog licenses in person or online on behalf of the Town.
- Boat Registrations- Certified boat agent on behalf of the State.
- Hunting and Fishing Agent for the State
- OHRV Agent for State
- Notary Public- 4 Notaries in office, free services to all

Among other important responsibilities that are either statutory or have been adopted by the Town.

IN CLOSING:

In January, we started to accept credit/debit cards for all business transactions. Both residents and non-residents are finding this new option extremely convenient.

We are still collecting emails from residents for both dogs and vehicle registrations. We are using these emails to send out renewal reminders to reduce paper and postage. If you would like to receive an email, please contact the Town Clerk's office.

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

GENERAL FUND REVENUES COLLECTED:

	2015	2014
Motor Vehicle Permits	\$3,378,239.62	\$3,125,413.55
State Motor Vehicles	45,365.00	44,538.00
Titles	6,294.00	5,908.00
Dog Licenses	18,529.50	20,002.77
Income from Dog Officer	375.00	2,600.00
Sale of Town Information (copy fees)	633.14	77.30
Boats	14,695.19	17,001.16
UCC Filings / Other Misc	2,577.70	2,324.31
Vital Records	8,813.00	4,018.00
OHRV / Hunting & Fishing	653.00	570.00
Total	\$3,476,175.15	\$3,222,453.09
*Funds due to State of NH	\$28,884.00	\$14,261.00
REMITTED TO TREASURER:	\$3,505,059.15	\$3,236,714.09
Motor Vehicle Permits Issued:	18,127	18,106
Dog Licenses Issued	2,466	2,501

Respectfully submitted,



Nicole Bottai, Town Clerk

POLICE DEPARTMENT



Once again, it is my pleasure and honor to provide you with the Annual Report for the Windham Police Department. Current day policing has certainly changed from what it was not too long ago. Today, police agencies are not only focused on typical law enforcement services, but are also attentive to mental health and wellness; the potential for terrorism in our communities; and the proliferation of heroin which plagues our region (to name a few).

With that in mind, Windham police officers are being asked to be prepared for, and respond to, a more diverse spectrum of calls, which in turn requires officers to utilize a vast array of skills and abilities. But it is not just officers responding to those calls for service that make up the image and reputation of the Windham Police Department. In support of those officers are:

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

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

PERSONNEL / ORGANIZATION

Over the course of 2015 the department welcomed two (2) new police officers to the ranks.

Officer Joshua Jones (*right*) was hired in July to fill an existing vacancy. In December he graduated from the NH Police Standards and Training Academy and is currently undergoing field training. Once completed he will assume the duties and responsibilities of a patrol officer.



Officer Matthew Courtois (*left*) was hired in December to fill a patrol vacancy created by the assignment of the new Middle School Resource Officer. Like Officer Jones, Officer Courtois will be attending the NH Police Standards and Training Academy followed by field training. Once completed he will be assigned to a patrol position.

With the hiring of both new officers I am pleased to report that for the first time in my tenure as Chief (10-½ years) that the department is fully staffed with sworn officers!

As referenced above, the 2015 Town Budget added the position of School Resource Officer (SRO) for Windham Middle School. Doing so now provides a SRO for both Windham High and Windham Middle Schools. In addition to their primary duties, each SRO will also serve as a resource for one of the elementary schools. Officer Greg Iworsky, the current SRO for Windham High will also oversee Windham Center School while Officer Shane Mirisola, the new SRO for Windham Middle School, will also work with Golden Brook School.

In September, our Records Clerk position became vacant. The hiring process lasted through the fall with a candidate identified by the end of the year. This position will likely be filled at the start of 2016.

VEHICLES AND EQUIPMENT

While 2014 brought with it a rotation of our patrol fleet from two-wheel drive sedans to all-wheel drive Ford Interceptor utility vehicles, 2015 saw the rotation of our 2 unmarked vehicles for Detectives and an additional utility vehicle for the new SRO position. As both a department and a town, we try to maintain a 6-year rotation of our emergency vehicle fleet so as to ensure their continued use and availability to respond to calls and incidents and to minimize mechanical repair costs.



In addition, we also replaced a 2009 Chevrolet Impala, used exclusively for details, with a new 2016 Ford F250 pick-up truck. This provides the department with two (2) pick-ups (the other being a 2012 Dodge Ram 1500) for traffic details and other special functions. We have found that the pick-ups are far more versatile and visible (over a sedan) because of their height and ability to transport traffic cones, barrels and barricades. Also, the acquisition of the Ford F250 allows us to tow the Emergency Services Support Trailer, obtained with a grant in 2014. It should be noted that the cost to purchase, equip and maintain detail vehicles is done without taxpayer dollars. The town collects an administrative fee for every hour that officers work a detail and it is those funds that support the vehicles used for such purpose.

COMMUNITY PARTNERSHIPS

Again, the department continued its participation in the annual NH Police Cadet Training Academy. The Academy, managed and coordinated by the NH Chiefs of Police Association, has been in place since 1973 and provides a learning environment to educate young adults, between the age of 14 and 20, about law enforcement and the criminal justice system. Sergeant Bryan Bliss, a previous graduate of the Cadet Academy, serves as a member of the staff during the residential 1-week program held at NHTI in Concord.

In November the department held its 4th annual *Shred Day*. Partnering with CINTAS Corporation, residents were allowed to dispose of medical, financial and other sensitive personal documents which were shredded on site without cost.

As in previous years the department continues to participate in the National Prescription Drug Take Back events sponsored by the DEA. This year we collected a total of 60 pounds of unused medications. In addition, we have a federally approved prescription drug drop box for public use, conveniently located in the lobby of the Police Department, which amassed a total of 208 pounds of unused prescriptions.

TRAINING

As stated in previous reports, one of the most important yet most overlooked functions within the department is training. It's critical that every officer and dispatcher not only maintain their current proficiencies but acquire new and relevant skills covering a variety of tasks and emerging trends. With the aforementioned challenges (domestic terrorism, mental health and wellness, and heroin use) now facing law enforcement it is imperative that we prepare the organization to both recognize and respond as necessary. Not to do so would be irresponsible and a liability to the community.

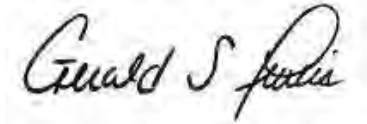
This year department personnel acquired nearly 1,500-hours of training to include:

Officer Involved Shootings	Interview & Interrogation	Fraud Invest
Tactical Dispatch	Mental Health First Aid	CPR/AED
Supervisory Leadership	Active Shooter	Photography
Patrol Taser – Master Instructor	Executive Leadership	HazMat

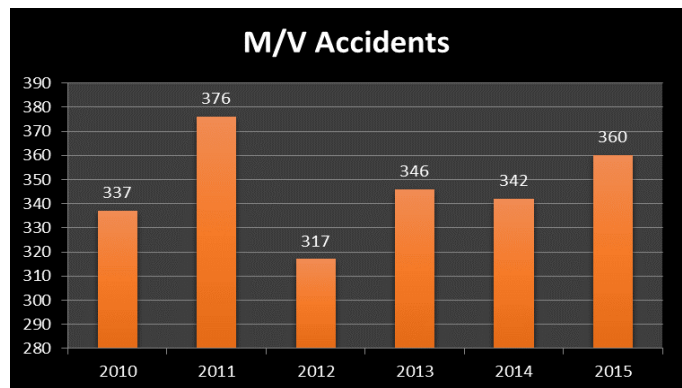
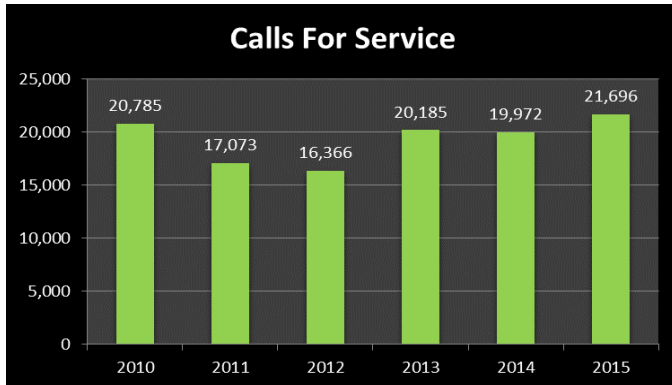
CLOSING

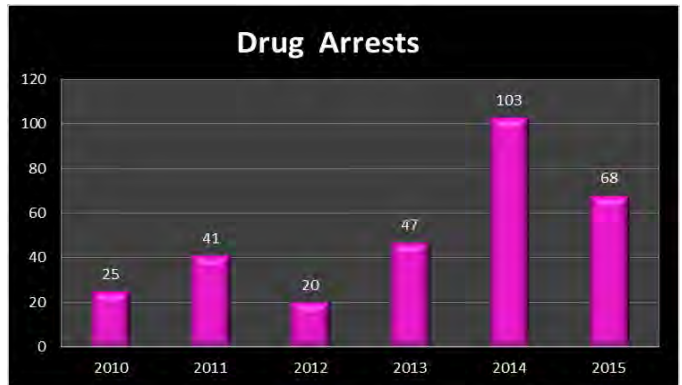
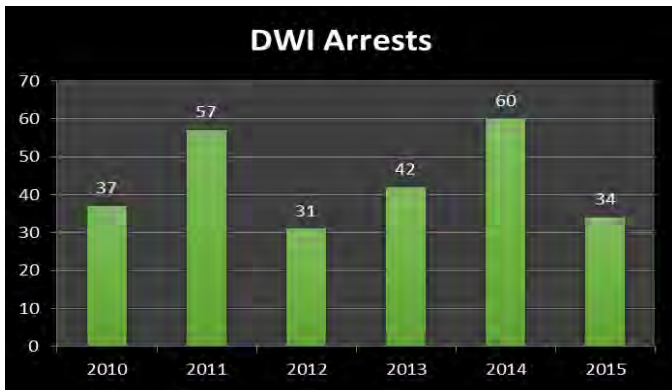
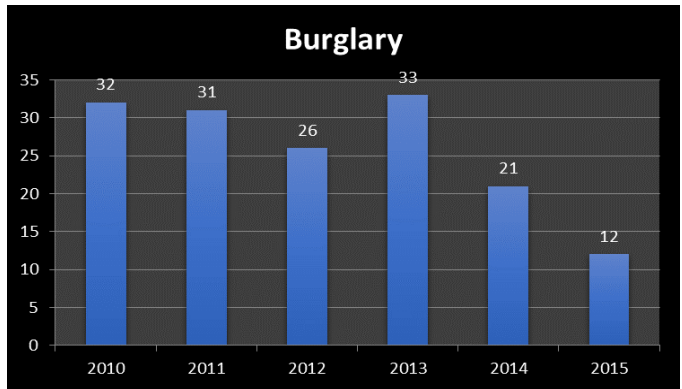
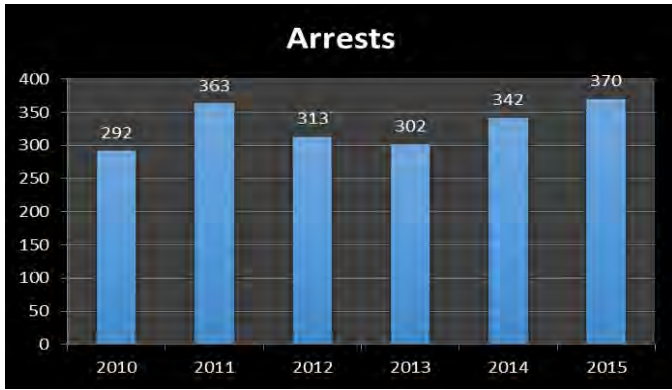
As stated in previous years, in today’s challenging economic and social environment police agencies must continually seek ways to creatively utilize limited resources while demonstrating accountability and professionalism to their communities for public funds. It is our commitment to the Windham community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

Making a Difference – it’s what we do.



Gerald S. Lewis, Police Department





FIRE DEPARTMENT

As we close out 2015 with a relatively quiet, storm free year, the Department recorded one of the highest call volumes to date - with a record high of 1,705 calls for services. This is an increase of over 7% from the previous year. This, coupled with a roughly 31% percent simultaneous call volume, kept firefighters very busy during the course of the year. Residents are again reminded that the Fire Department and Emergency Management Office utilize Twitter as another way to reach out to residents during emergency events. Follow us at [@WindhamFD](https://twitter.com/WindhamFD). In addition, the Department operates a Facebook page, [Windham Fire and Emergency Management](https://www.facebook.com/WindhamFireandEmergencyManagement), where residents can see on-going Department incident and training events, storm related information, bulletins and fire prevention information.

The Department's highly successful "Adopt-A-Cistern/Hydrant" program continues. This program, begun in 2011, calls 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 just 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 snow, however, emergency personnel may be busy handling other emergency calls during the weather event itself, which could ultimately delay their opening. Since the inception of this program, several residents and businesses have stepped up and begun assisting us in keeping cisterns and hydrants clear and we appreciate their efforts to do so. This has been a very positive program and, if you are interested in participating, you are asked to call Deputy Chief Martineau at 434-4907. Again, your assistance is greatly appreciated.

PERSONNEL

On October 1, 2015 Fire Lieutenant James M. Brown retired after having served 48 years with the Department. Lt. Brown joined the Department on April 10, 1968 as a Call Firefighter. On November 7, 1973, he was appointed as a Fulltime Firefighter, and on January 1, 1981 he was promoted to the rank of Lieutenant. On November 19, 1971, Lieutenant Brown was one of the first of a small group of firefighters in the area to become the first Certified Emergency Medical Technicians in the State of New Hampshire; having completed a 72-hour course. During his time as Lieutenant, Jim also oversaw the Department's water supply systems; managing cisterns, hydrants and our fire hose inventory. Lt. Brown has always been an asset to the Windham Fire Department and worked tirelessly for his community; whether it be during his shift, or coordinating annual fundraising activities such as MDA's "Fill-The-Boot" Drive, the MDA Common Man Breakfast, or the annual Fire Prevention "Chili Cook-off" event. The Town, as well as the Department, will greatly miss his contributions to the safety of our community and we wish him nothing but the best in his retirement.

As a result of Lieutenant Brown's retirement, the Department promoted Firefighter/Paramedic Ralph DeMarco to the position of Fire Lieutenant. Lieutenant DeMarco assumed his new duties on October 3, 2015 and we wish him well. The Department then began the arduous task of recruiting for a fulltime Firefighter/Paramedic. The Department hopes to have the new position filled just after the New Year.

CALL VOLUME

As indicated earlier in this report, demand for services and simultaneous call volume continued to keep our members busy this year. In 2015, the Department responded to 1,705 Emergency Incidents. Statistically, nearly 80% were for Emergency Medical Services (EMS), while the remainder were fire-related incidents. Of the 1,705 incidents, 31% percent were simultaneous calls for service. The average duration for an EMS call is approximately 2 hours, or less, from the initial dispatch of Emergency Personnel, until the ambulance is back in service and ready to respond to another emergency. This time frame is only for a single EMS response. The duration may be longer if a simultaneous call is received.

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

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

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

No different than in previous year, 2015 saw management and staff collectively working together to meet both the operational demands of the Department and the Town's budgetary constraints relating to increased overtime; while simultaneously attempting to not reduce the number of on-duty personnel. Traditionally, when an emergency medical call was received on-duty firefighters responded and, if the ambulance (with 2 attendants) was committed to transport the sick or injured, then off-duty personnel were called back to augment that reduction in staffing. Today, when on-duty staffing consists of one (1) Lieutenant and four (4) Firefighters, we have changed the way we do business in that they respond to various emergency and non-emergency related calls without an immediate "callback" of off-duty personnel. However, due to continued level funding of overtime by direction of the Board of Selectmen, administration had to make very difficult decisions regarding daily staffing to deal with increased overtime budget shortfalls. These decisions forced us to make numerous adjustments, thus reducing our daily staffing to a number that the Department feels is neither safe nor adequate.

It is the Department's firm belief that any reduction in staffing poses great risk to the health and safety of our firefighters. Reduction in staffing also reduces services and response levels; levels that we as a Department have adjusted so that we can better serve the residents. Whenever you reduce the daily number of staffing positions, you increase risk to firefighters and increase the risk to the community due to the lack of, or the reduction in, services. These reductions can cause significant time delays. The changes made are carried throughout the year to a time where staffing levels return to a safe and adequate number. In September, Firefighters met with Selectmen to discuss these reductions and the importance of adequate staffing. After much discussion, the Selectmen voted to support additional funding to allow for staffing shifts to five (5).

Moving to 2016, Management and Staff will continue to work collectively to monitor this issue closely and make appropriate operational changes throughout the year to achieve our fiscal obligation, all the while keeping the safety of the community and our Firefighters a top priority. We would like to thank the Windham Board of Selectmen who through their attentiveness and support, remained committed to the health and safety of firefighters and for the safety of our community by supporting the funding necessary to staff all shifts with five (5) personnel.

TRAINING

The Department continued with its yearly training schedule; with EMT and paramedic refresher training continuing to be one of the largest training areas. In addition, refresher training was conducted in areas such as ice/water rescue, blood borne pathogens, self-contained breathing apparatus and Rapid Intervention Team (RIT). One of the greatest challenges in training is keeping up with the ever-changing regulations. Federal, State and local regulations cover areas such as infectious substances, respiratory protection, hazardous materials, emergency vehicle operations, and structural firefighting. Among the major training disciplines that personnel train in are in areas such as Suppression, EMS, and Hazardous Materials Responses. The Department's annual Fire Prevention Open House, held in October, was again a huge success. The Department wishes to extend its thanks to the many vendors, businesses and local Departments who took part. The Department also thanks its members for their participation.

GRANT FUNDING

Voters supported warrant articles to purchase a new 3,000 gallon Tanker / Pumper and a Vehicle Exhaust Capture System. The new Tanker will nearly double the size of the amount of water currently carried by the Department and provide a full response capacity of 8,000 gallons, which is nearly the size of one (1) fire cistern. It is our intent, once this vehicle is delivered, to work with International Standardization for organizations to potentially reduce fire protection insurance costs to homes and businesses. The Department would like to extend its appreciation to those who spent many hours serving on the Truck Committee: Assistant Chief Edward Morgan, Lieutenant Scott Delaney, Firefighter Paul Fisher, and Firefighter/Mechanic Scott Zins.

The second article approved by the voters was for the purchase of a Vehicle Exhaust Capture System. Installed in the vehicle apparatus bays, this system is designed to capture diesel exhaust fumes from the vehicles; nearly eliminating their associated health hazards. Diesel exhaust has been shown to contain 20 to 100 times more fine particles of cancer causing agents than found from gasoline engines. This new system helps improve the health and safety of your firefighters. Again, we would like to thank those who spent many hours on the Committee for this project: Lt. Timothy Dunn and Firefighter Paul Fisher.

In 2016, the Department will prepare for the proposed replacement of Ladder 1 with a "Quint" in 2017. A Quint, which is a combination Engine/Ladder, is a fire service piece of apparatus that serves dual purposes of an engine and aerial device. "Quint", Latin for five, refers to the number of functions which it provides including a pump, water tank, fire hose, aerial device and ground ladders. The benefits of this type of vehicle, with respect to an aggressive fire suppression and rescue operations response, will be increased Department capabilities.

In closing, I want to thank Assistant Chief Edward Morgan, Deputy Chief William Martineau and Administrative Secretary Charlotte Misuraca for their commitment, support, hard work and dedication throughout the year. Their assistance has been greatly appreciated. Many thanks to the firefighters of Windham for your dedication, sacrifice, and commitment throughout the year. Lastly, I want to thank the Town's management team, the 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 a competent and compassionate service.

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

2015 INCOME STATEMENT

Receipts	2014	2015
Ambulance	\$246,997.43	\$320,724.71
Permit Fees	23,170.00	19,680.00
Copy Fees	120.00	133.00
Haz-Mat District Reimb.	24,296.89	17,742.83
Contracted Services*	2,985.76	1,863.11
Sub-Total	\$297,570.08	\$360,143.65

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

2015 FIRE PERMITS AND INSPECTIONS

Type	Permits	Inspections
Brush, Camp Cooking	675	0
Day Care	4	4
Heating Systems	518	518
Fuel Tank Installed	91	91
Fuel Tank Removal	9	9
In-Service	0	133
Place of Assembly	56	56
Water Supply	8	8
Wood Stoves	37	37
Smoke Detector Inspection	75	75
Fire Prevention Programs	0	28
Fire Alarm System	11	11
Sprinkler System	6	6
Fire Drills	0	31
Construction Inspections/CO	0	86
Plan Reviews	0	7
Underground Piping	87	87
Blasting Permits	7	7
Blasting Complaints	0	8
Totals	1,584	1,202

2015 INCIDENT RESPONSE SUMMARY

100 Fire

111 Building fire	20	160 Special Outside Fires	3
112 Fires in Structures other than building	1	162 Outside equipment fire	5
113 Cooking fire, confined to container	1		Totals 76
114 Chimney Fires	6	200 Overpressure Rupture, Explosion, Overheat (no fire)	
116 Fuel Burner/boiler fires	1	251 Excessive heat, scorch burns with no ignition	1
130 Mobile property (Vehicle Fire)	2		Totals 1
131 Passenger vehicle fire	4	300 Rescue & Emergency Medical Service Incident	
138 Off-road vehicle or heavy equipment fire	1	300 Rescue, EMS Incident, other	1
140 Natural vegetation fires, other	9	311 Medical Assist, assist crews	6
141 Forest, woods or wildland fire	9	320 Emergency medical service incident, other	7
142 Brush or brush-and-grass mixture fire	7	321 EMS call, excluding vehicle accident with injury	797
143 Grass fire	6	322 Motor vehicle accident with injuries	75
153 Construction or Demolition landfill fire	1	323 Motor Vehicle / Pedestrian Accident (MV PED)	1

300 Rescue & Emergency Medical Service Incident, cont.

324 Motor vehicle accident with no injuries.	67
353 Removal of Victims from Elevator	1
381 Rescue/EMS Stand-by	1
Totals	956

400 Hazardous Conditions (No Fire)

400 Hazardous conditions, other	7
410 Combustible/Flammable gas/liquid Conditions	1
411 Gasoline or other Flammable liquid spill(s)	2
412 Gas leak (natural gas or LPG)	9
413 Oil or other combustible liquid spill	4
421 Chemical Hazard (No Spill)	1
422 Chemical Spill / Leak	1
424 Carbon monoxide incident	12
441 Heat from Short Circuit	2
442 Overheated Motor	1
444 Power line down	10
445 Arcing, shorted electrical equipment	6
451 Biological Hazard, confirmed or suspected	1
460 Accident, potential accident, other	1
461 Building or Structure weakened or collapsed	1
Totals	59

500 Service Call

500 Service Call, other	119
510 Person in distress, other	6
511 Lock-out	11
512 Ring / Jewelry removal	2
520 Water problem, other	6
522 Water or steam leak	1
531 Smoke or odor removal	4
542 Animal Problem / Rescue	26
550 Public service assistance, other	5
551 Assist police or other governmental agency	3
552 Police matter	1
553 Public service	5
554 Assist invalid	63
561 Unauthorized burning	14
571 Cover assignment, standby, move-up	48
Totals	316

600 Good Intent Call

600 Good intent call, other	21
611 Dispatched & canceled enroute	55
621 Wrong location	1
622 No incident found on arrival at dispatch address	15
631 Authorized controlled burning	1
650 Steam, other gas mistaken for smoke, other	4
651 Smoke scare, odor of smoke	16
652 Steam, vapor, fog or dust thought to be smoke	3
661 EMS Call, party transported by non-fire agency	1
671 Haz-Mat release investigation w/no Haz-Mat	13
Totals	130

700 False Alarm & False Call

700 False alarm or false call, other	2
730 System malfunction, other	5
731 Sprinkler Activation due to malfunction	2
733 Smoke detector activation due to malfunction	6
734 Heat detector activation due to malfunction	1
735 Alarm system sounded due to malfunction	11
736 CO detector activation due to malfunction	18
740 Unintentional transmission of alarm, other	15
741 Sprinkler Activation – No Fire	1
743 Smoke detector activation, no fire - unintentional	26
744 Detector activation, no fire - unintentional	11
745 Alarm system activation, no fire - unintentional	30
746 Carbon monoxide detector activation, no CO	6
Totals	164

800 Severe Weather & Natural Disaster

813 Wind storm, tornado/hurricane assessment	1
Totals	1

900 Special Incident Type

900 Special Incident	1
911 Citizens Complaint	1
Totals	2

Total Yearly Calls	1,705
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Respectfully submitted,



Thomas L. McPherson Jr., Fire Chief

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department continued to promote customer service and efficiency in 2015 to better serve the residents, landowners, developers, and businesses of Windham. The Department also responded to feedback supporting the continued emphasis on community economic development outreach and activities. Although it is impossible to capture a year's worth of activities in a few pages, some of the efforts undertaken are listed below.

Community & Economic Development

The Department has an emphasis on working with residents and landowners to plan how the community will develop in the long-term. The opportunities to create and foster partnerships with local businesses and non-profit organizations to better serve the economic interests of the Town are plentiful.

Some of these partnerships and initiatives are listed below for your information. Additional details on these partnerships, initiatives, and events can also be found on the Community Development website at www.windham-nh.com or by contacting the Department.

Business Partnerships:

- Welcomed the following businesses into Windham:

SFC Engineering Partnership, Inc.	Neighborhood Auto Sales & Service LLC
Pampered Chef	Green Leads
Wee Care Learning Center	SophistiKids
Nannie Poppins	ZuZu's Petals
Graphics Empire	Red's Tavern
Southern NH Landscaping	Allstate Insurance Company
Spindel Eye Associates	Derry Neurological Associates
Body and Mind Physical Therapy	Superior Rate Mortgage of NE
Peak Performances	The HANDYMAN
Southern NH Chiropractic Center LLC	Fairy Godmother Travel
Namaste Nails and Spa	Berkshire Hathaway HomeServices Verani Realty

- Facilitated a Business Education Seminar and three Networking Events, which were co-sponsored with SBA, SCORE and Toastmasters;
- Advertised the voting for and the Windham award winners of the NH Magazine's Best of NH, NH Business Review Best of Business, Union Leader's Reader's Choice Award, and Best of Hippo Magazine;
- Promoted NH Open Doors Event, Celebrate Independent's Week, National Cookie Day, National Ice Cream Day, National Chocolate Day, National Dog Day, National Relaxation Day, and Small Business Saturday; and
- Represented the Town of Windham on The Greater Salem Chamber of Commerce Economic Development Committee, The Greater Derry-Londonderry Government Affairs Committee.

Long-Term Community Development Initiatives:

- Assisting existing Windham businesses on expansion or relocation plans to have them remain in the community, as well as working with potential new Windham businesses on relocating to Town, totaling over 48 interactions;
- Developed Marketing Material highlighting the benefits of locating a business in Windham, which were distributed to local Chambers of Commerce, commercial financial lenders, and commercial realtors;
- Continually enhancing the community-development focused website www.windham-nh.com to meet the needs of the residents and businesses; working with the monthly business sponsors listed below to help fund the website in 2015:

Golden Crane Traditional Martial Arts	Edward Jones Financial
Greater Salem Chamber of Commerce	Nashua Fuel
Iron Gate Firearms	The Valentine Group
Better Homes & Gardens Massiello Group	Artistic Creations
Red's Tavern	

- Worked with the NH Department of Resources and Economic Development to designate 17 parcels in town as Economic Revitalization Zones (ERZ) to help stimulate economic development, expand the commercial and industrial base, create new jobs, reduce sprawl, and increase tax revenues. Businesses proposing to locate in these areas are able to apply to the state for a tax credit to be applied towards their state tax liabilities; and
- Continued the Business/Non-Profit Visitation Program with the corporate sponsorship of Enterprise Bank, which entailed 28 one-on-one meetings with local businesses/non-profits to gather information and feedback to help the Town be more responsive to the business/non-profit community's needs. The businesses/non-profits that participated in the Business Visitation Program include:

Troupe Media	The Village Bean
Granite United Church	Center for Life Management
Shepard's Pantry	ServiceLink
Iron Gate Firearms	Elliot Medical
Bank of New England	Picnic Table Factory
Green Sprouts	AdminInternet
Leaps and Bounds Travel	Windham Terrace
Windham Independent News	Interior Advisory Group
Greater Salem Boys & Girls Club	A Safe Place/SASS
Zuzu Petals	CART
Community Crossroads	NE Pastoral Counseling
Friends of Windham Jaguars Baseball	Salemhaven
Granite United Way	Team BellaDonna
Red Cross	Family Promise of Greater Rockingham County

- Provided "Welcome to Windham" packets to 60 new residents, which contains material from approximately 67 businesses, not-for-profits and governmental entities promoting what Windham has to offer our newest residents

Community Partnerships:

- Continued the 2nd year of the Community Garden Program, in partnership with Crossing Life Church, which was open to residents and businesses to participate in. Those who participated in the Program included:

The Welch Family	Luanne Mulligan
The McManus Family	Pam Matzek
Kathleen Clairmont	Beverly Wilson
Jayshree Iyer	The Lyons Baker Family
Ralph & Belinda Sinclair	Rich Parow
Stephanie Foster	Bob Murphy
Julie Sheahan	Nancy Sui

Those who donated to the Program included:

Crossing Life Church	Boyden's Landscaping
Senibaldi Contracting	JR Gauthier, Inc.
Fisette Small Engine Repair	Kinder Morgan
Windham Outdoor Material Sales	David Kling
Top Dog Banners	A Simply Wholesome Life
Cyr Lumber	Elliot Family Medicine
Heav'nly Donuts	Klemm's Mobil on the Run
Shaw's	

A special thanks goes out to local resident Julie Sheahan who took on the task of designing, building and installing a kiosk sign, tending a garden plot to benefit those that are food insecure and developing a community garden cookbook as part of her Girl Scout Gold Star Project;

- Expanded our Adopt-A-Spot Program for community members and businesses to adopt a roadway, Town property or conservation area to garden and/or maintain from June-September. Those who participated in the Program included:

David Morasse	The Fricchione Family
The Lyons-Baker Family	Mimi Kolodziej
36Creative	Anakalia SUP
Woof It Down	Granite United Church
Windham Planning Board	DreamBridge Financial
Green Sprouts Child Care	

Those who donated to the Program included:

MacMulkin Leasing and Rental	Delahunty Nurseries & Florist
Merrymeeting Daylilies	Edward N. Herbert Associates, Inc.
Cyr Lumber	Elliot Family Medicine
Heav'nly Donuts	Klemm's Mobil on the Run
Shaw's	

- Represented the Town on the Southern NH Regional Planning Commission's following committees – Broadband Infrastructure Committee, Transportation Advisory Committee, Brownfields Committee, and Complete Streets Committee;
- Received support from the Board of Selectmen, NH Department of Transportation (NH DOT), and a local business owner to install three (3) additional "Welcome to Windham" signs along Route 111 (NH DOT property) and Route 28 (Spruce Pond Fields and DJ Rogers Collision & Automotive Service Center); and
- Collaborated with Recreation Committee for enhanced business and nonprofit involvement in the annual Harvest Fest and Tree Lighting events.

Customer Service

You are our customer and the Department is making every effort to enhance our customer-oriented outlook to better serve your needs. In 2015, the ways that we have worked to meet your needs include the following:

- Ensuring that all postings of meeting agendas, hearing notices and meeting minutes of the ZBA, Planning Board, Conservation Commission and Economic Development Committee, as well as their Subcommittees, are done at the Town Hall, Community Development Department, and on the Town web site;
- Revised, when appropriate, Department applications to make them more user-friendly and posted them on the Town website and made them available in the Department;
- Held public forums on general interest topics, including an update from NHDOT on the I-93 expansion work and Dartmouth College Arsenic Drinking Water Project;
- Providing information on the Town website on Town and Board/Committee projects, such as the 2015 Master Plan and Town Meeting Warrant Articles, to help keep the public informed;
- Created an inventory of all Conservation Subdivisions, Residential Condominium developments, Planning Board approved Home Occupations, Elderly Housing Developments, multi-tenant commercial buildings, and all Town-owned/managed conservation/recreation/forestry land;
- Writing articles for the local papers on topics of interest to the community, which included informational articles on Temporary Signs, Sheds, Political Signs, Home Occupations, Seasonal Conversions, Fences, Pools, Roof Snow Load, Accessory Apartments, Canobie Lake and Cobbetts Pond Watershed Protection Ordinance, Scheduling Inspections, Local Businesses, How to Find Out if Construction is Approved, When Permits are Required; Welcome to Windham Program, Proposed Development; Roadside Signs for Produce, Open Lands in Windham, Wetland and Watershed Protection District Restrictions, and Planning Board decisions; and
- Reorganizing and better managing Department files, library resource materials, Planning Board approved plans, and maps to ensure they are complete, accurate, and user-friendly, as well as posting an up-to-date index of such material on the Department website for public review.

We will continue to revamp the internal Department processes to better serve the community, as well as adding more information on the Town website in 2016. We welcome your feedback as we move through this process.

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

Code Enforcement

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

In 2015, Department staff worked with landowners and business owners, as well as legal counsel on occasion, to resolve the following code enforcement items:

- 43 cases of unpermitted temporary signs
- 11 case of unregistered motor vehicle storage
- 9 cases of unpermitted permanent signs
- 5 case of unpermitted sheds / fences / decks
- 7 cases of non-compliance with Planning Board approval
- 6 case of illegal tree cutting/land clearing activities
- 3 cases of violations of the Wetlands and Watershed Protection District
- 15 cases of unauthorized junkyards/health/safety violations
- 2 cases of drainage onto abutting properties/town road

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

Building/Construction Activities

Although the 2015 economy was not as prosperous as we anticipated in might be, the Department did see an uptick in our building and construction permitting and inspection activity. The Department issued the following permits in 2015:

- 79 Certificates of Occupancy (Commercial and Residential)
- New Residential Development
 - 55 Single-Family dwellings
 - 2 Triplex dwellings
 - 11 Additions/Alterations to existing dwellings
- Commercial Development
 - 1 New Commercial Building
 - 9 Redeveloped commercial buildings
 - 1 Cell Tower Antenna Additions
- 266 Building permits
- 344 Electrical permits
- 170 Plumbing permits
- 83 Septic system permits
- 50 Well permits
- 2 Chimney permits
- 20 Fence permits
- 12 Residential sheds
- 32 Residential pools
- 87 Temporary sign permits
- 19 Permanent sign permits
- 5 Minor Cobbetts Pond and Canobie Lake Watershed Permits

Health Officer/Deputy Health Officer

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

- Inspections of foster homes;
- Investigation of public health complaints;
- Education and outreach on relevant topics;
- Reviews and provides suggested updates on local regulations and ordinances;
- Collects and sends drinking water samples out for analysis on all Town buildings; and
- Inspections of licensed day care and child care facilities, as well as local school buildings for State licensing;

There were three applications that went before the Board of Health in 2015, one application was for a waiver from the Water Supply Regulations and the other two were requesting waivers from the Regulations Governing Sewage and Waste Disposal Systems.

Board/Committee Reports

The Town of Windham is fortunate to have such wonderful, dedicated volunteers serving on the Boards/Committees. Please refer to the individual reports for the Planning Board, Zoning Board of Adjustment, Conservation Commission, and Windham Economic Development Committee for detailed information on who served and what was accomplished in 2015.

Department Staff

In 2015, the Department had some staffing changes. Suzanne Whiteford, Windham resident, was hired as the ZBA and Planning Board Minute-Taker and Colleen King, ZBA/Conservation Commission Administrative Assistant, moved on to new opportunities. We also had the opportunity provide Megan Rogers, Windham High School student, a community development internship, and David Morasse, a local student, has been volunteering with the Department throughout the year.

Those familiar, smiling faces in the Department in 2015 included Elizabeth Wood, Community Planner, Mike McGuire, Building Inspector/Deputy Health Officer, Pat Kovolyan, Department Secretary, Dick Gregory, ZBA/Code Enforcement Administrator, and Julie Suech, Planning Assistant.

I welcome you to stop by the Community Development Department in 2016 to let us know how we are doing and introduce yourself. We are here to assist you in whatever way we can.

Respectfully submitted,

Laura Scott

Laura Scott, Community Development Director

SOLID WASTE MANAGEMENT DEPARTMENT

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

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

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

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

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

As always, I would like to thank the staff for their hard work and public service. Also, I would like to thank Highway/Maintenance personnel for their operational assistance.

2015 WASTE STREAM STATISTICS

Municipal Solid Waste	4918 tons
Construction & Demolition Waste	1119 tons
Single Stream Recycling	1035 tons
Metal Recycling	252 tons

Respectfully submitted,



David Poulson, Manager

HIGHWAY DEPARTMENT

Hello, and happy 2016 to all. As of the writing of this report, we are enjoying a mild winter with above average temperatures and minimal snowfall as compared to last season. This is a welcome change and one that we wouldn't mind continuing through to spring.

As for what went on last year, we had the usual tasks of brush and tree work, cold patching, sign repairs or replacements, detention pond mowing and culvert cleanings, equipment maintenance and several other tasks with various Departments on other Town projects.

Roadwork completed included Gaumont Road and a piece of Ministerial Road being reconstructed, as well as Robin Hood, Wildwood, Birchwood, and Rolling Ridge roads and Johnson Street all being repaved upon the completion of a waterline project undertaken by Pennichuck Water. We would like to thank Pennichuck for all they contributed to help us with this task and, although there are a few more minor items to complete, things went well overall. Part of this work also included the installation of fire hydrants, which should be a great asset to the neighborhood in the future should the need arise. Again, thank you to Pennichuck Water, American Excavating, and Continental Paving for all their effort and work on this project. Between this and the other roadwork done in 2015, over 13,000 feet of paving was completed.


Our annual programs such as road sweeping, cleaning of over 1,000 basins, biannual roadside mowing, basin repairs in several areas, brush and compost collection at the former landfill site, and tree removal as needed were also completed. We also did additional work at the Highway Garage to expand use of the property there and garner more room for travel around the garage areas. As mentioned above, many other smaller items were done while some we wished to do could not be undertaken due to time or budgetary constraints. Yet we were able, still, to complete all of our large scale and annual required projects.

An additional project, now underway, involves pole replacements along Londonderry Road being done by Eversource. This entails extensive tree removal and new pole placements and will be going on for several months between the three utility providers. This should provide better service and hopefully less damage and outages during storm events.

On a sad note, longtime snowplow driver Pat Boylan has retired from this work and will be sadly missed during snowplow operations.

As always we would like to thank all of our subcontractors and vendors, our staff and the other Town department personnel, the Board of Selectmen, and the Town residents without whose time and support we could not do this work. We wish you all a happy and prosperous 2016.

Respectfully submitted,


Jack McCartney, Highway Agent

NESMITH LIBRARY DIRECTOR

In 2015, Nesmith Library customers borrowed more than 157,000 items and we had 7,907 registered borrowers. The Library added 3,440 new books to the collection, and 5,568 eBooks and 3,653 audio books were borrowed by residents through the Library's participation in the NH Downloadable books consortium. We also experienced one of the best Strawberry Festival's yet – thanks to the Friends of the Library of Windham!

Nesmith Library completed its fourth year as a member of the Greater Manchester Integrated Library Cooperative System. GMILCS is a nonprofit consortium of 11 public and 2 academic libraries in New Hampshire, sharing state of the art integrated library automation system software (POLARIS); resources, expertise and experience. Over the course of the year, 13,580 materials were borrowed from GMILCS consortium members for Nesmith customers, and Nesmith cardholders went to other GMILCS libraries and borrowed 4,095 items directly from those libraries. GMILCS member libraries now have access to 4,871 eBook titles through the 3M cloud library!

For the first time in many years, the makeup of our Library staff changed significantly. In May, we mourned the passing of our colleague Jena Day. Jena served as the Library's Administrative Assistant for 17 years. She is, and will continue to be, missed.

On a happier note, May also brought a new face to our children's room as Kari Therrien joined our staff. Kari had most recently worked for the Goodwin Library in Farmington, NH. Then in June, we welcomed Cindy Bushell to our library family. Cindy will be serving as our Financial Administrator and also helping at our Circulation desk.

In August, we celebrated one of our first retirements in many years. Terrie Marietta, our Circulation Supervisor, retired and returned to her family in California. Terrie's absence left a hole in our staffing that we urgently needed to fill, and we were fortunate that one of our current staff, Karen Frey, was ready to step up and take this position on as our new Circulation Supervisor.

And finally, our Reference Librarian Lois Freeston (who also served as one of our two Assistant Directors) retired after 28 years. We will miss her constant efficiency, grace, kindness and good cheer and thank her for answering the countless Reference questions that left the rest of us "stumped"!

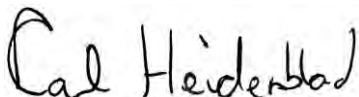
As always, I wish to thank the entire team that makes it possible for us to provide excellent service to the residents of Windham, day in and day out, 7 days a week, for 63 hours each week. The Library's Board, staff, Friends of the Library and our outstanding group of volunteers work hard to make the Nesmith Library a great place for you and your family to visit.

It has been our pleasure to serve you, your friends, families and neighbors in 2015. Please visit in 2016!

YEAR-END STATISTICS

Registered Patrons	9,330	Program Attendance	7,642
Books Added	1,700	Multi-Purpose Room Bookings	479
Total Number of Titles in Collection	88,156	Internet Uses	6,893
Items Circulated	156,534	Volunteer Hours	769
Library Visits	80,854		

Respectfully submitted,



Carl Heidenblad, Library Director

MAINTENANCE DEPARTMENT

The Maintenance Department is responsible for the cleaning and maintenance of eleven (11) Town Buildings and a variety of recreational areas. Beyond cleaning, our internal staff assist in the set-up of a variety of civic events, conduct small maintenance projects, assist in snow/ice removal, and respond to emergency call-outs. From HVAC systems to mowing, a variety of vendors are used to assist in the maintenance of the Town's buildings and grounds.

As of March, 2015, the Maintenance Department staff structure was modified to two (2) Directors, a Foreman, and three (3) full-time custodians. To supplement the custodial staff and increase performance, an outside cleaning firm was hired and used 50 hours/week to clean four (4) buildings. The ultimate goal is to merge Solid Waste, Highway, and Maintenance into one universal department with a universal staff. Today, we are sharing employees between the three independent Departments. Town Management will continue to assess the operations of the three Departments and make the appropriate changes to become more efficient and effective in a fiscally responsible way.

2015 Major Maintenance Projects:

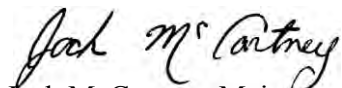
- Installed an automated access handicap door at the rear entrance of Town Hall.
- New carpet was installed in the conference room and main office at Community Development.
- Repaired walkway access ramp and conducted a major bat/squirrel expulsion project at the Armstrong Building.
- Installed a new HVAC system at Transfer Station.
- Significant tree removal around the Town Hall Complex.
- Seal-coated three parking lots.
- Heat tubes installed at Fire Department.
- Remodeled the kitchen/mail room at Town Hall.
- Installed a security camera system at Town Hall.

We would like to thank the Maintenance Staff and our supplemental vendors for their continued service to the Town.

Respectfully submitted,



David Poulson, Maintenance Administrative Director



Jack McCartney, Maintenance Project Director

RECREATION

Programs

It was another successful year with the Recreation Department. The goal is to keep residents active and busy by offering a variety of indoor and outdoor programs. New for 2015 included soccer classes for ages 1-5 with Super Soccer Stars, as well as summer lacrosse, flag football, and multi-sports camps with the Granite YMCA of Londonderry. We look forward to continuing partnerships with both organizations in 2016.

The major community events of the year included: Easter Egg Hunt, Daddy Daughter Dances, Town Day, Fireworks, Senior Picnic, Harvest Fest, Tree Lighting, and Senior Christmas Party. Due to the snowy winter we experienced, the egg hunt was moved indoors to the gym at Windham High School. Thank you to the Boy Scouts for managing this event and the venue change.

Passive Recreation Area at Griffin Park

The Board of Selectmen supported funding in the CIP for the passive recreation area proposed at Griffin Park where the former skate park was located. We hope that the residents support the project in March 2016, as this will be a wonderful addition to Griffin Park for residents of all ages. If it passes, please watch for opportunities to purchase benches, tables, and other items in the new facility.

Tokanel Tennis Court Repair

The tennis court at Tokanel Field on Meadow Road will receive a make-over this spring. Funds from the 2015 budget will be used to repair portions of the fence, remove trees and shrubs, improve the entrance, and to seal the cracks on the court. We look forward to getting this court back in good condition for playing.

It Takes Teamwork

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

Thanks also to: Bruce Breton, Al Letizio, Margaret and Tom Case, Kathleen DiFruscia, Barbara Coish, Kristi St. Laurent, Joel Desilets, Roger Hohenberger, Ross McLeod, Daniel Popovici-Muller, Belinda and Ralph Sinclair, Erin Brink, Granite United Church, Scott Fitzpatrick, Chad Hamilton, Russ Perkins, Mark Murphy, Jay Yennaco/Delahunty's, Tom Kendzulak, Allison Fitzpatrick, Earl Bartlett, Stateline Waste Management.

Thank you to Town staff: Dave Sullivan, Jack McCartney, Dave Poulson, Police Chief Gerry Lewis and Captains Mike Caron and Ed Fedele, Fire Chief Tom McPherson, Assistant Chief Ed Morgan, Deputy Chief Bill Martineau, Dana Call, Kathy Davis, Eric Delong, Wendi Devlin, Adel Cerri, Jeff Galle, Steve Hindes, Wendy Lorentzen, Kelly Yucupicio, Laura Scott, Bruce Montgomery, Joanne Garabedian, Paul Lutz, Tina Boormeester, WCTV, and the Windham Fire, Maintenance and Police departments.

Lastly, we would like to thank the members of the Windham Recreation Committee who volunteered in 2015: Alberto Chang, Fred Connarn, Dave Curto, and Jason Gill. A special thank you, as well, to Dennis Senibaldi who served several years on the Committee and has now moved on to other opportunities. We appreciate his dedication, enthusiasm, hard work, and knowledge.

Respectfully submitted,



Cheryl Haas, Recreation Coordinator

Mark Lucas

Mark Lucas, Recreation Committee Chair

INFORMATION TECHNOLOGY

“Is it Reliable? Secure? Is it Safe?”

2015 was the year we began to seriously consider replacing our aging phone system, along with growing concerns about the safety and integrity of our internet usage. In the past several years we have more than doubled our use of the internet, with WiFi now available to employees and visiting residents in every building.

2015 was also the year that I really began to be concerned about the threats we face from the internet. Nearly every employee uses the internet for their job, as well as personal life, and the mounting number of cybercrimes and evolving methods has put me on high alert for a long period of time. During the budget discussion, the Board approved the purchase of enhanced security hardware. This hardware is due to be installed very early in 2016.

The replacement of our software/server based proxy with a hardware security proxy is a very important first step. The digital traffic on the device is monitored in real time with a comprehensive firewall and other security methods that can evolve to respond to a threat on a minute by minute basis. I look forward to having that hardware in place in early 2016.

Another long term project, with implications in every department, is the proposal I will be bringing forward in 2016 to replace our current telephone system (a ComDial FXII that is 30+ years old) with a new system. The new system will, in all likelihood, be a VOIP based system with new phone features and tools that our team can use to help them do the job at hand.

Thanks to the Technical Advisory Committee, which consists of several residents and employees including: Carl Heidenblad, Jacques Borcoche, Greg Capiello, Neelima Gogumalla, and Selectboard member Al Letizio, Jr.

Respectfully submitted,



Eric DeLong, IT/GIS Director

TOWN ASSESSOR

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

MRI personnel are available to meet with taxpayers and, if an appointment is desired, Jennifer Zins in the Assessing Office can schedule one for you. She has been in the office for the past fifteen years and has been of great assistance during this transition.

Currently there are roughly 375 properties to be reviewed due to new building permits being issued and incomplete construction at the time of the last property visit. In addition, MRI staff will be reviewing additional properties as part of a cyclical review process to verify the assessing information contained on the current property record cards.

Windham's overall taxable assessments increased \$160,858,414 in 2015, or roughly 7.7%, as a result of continuing construction and the revaluation that was completed. The overall total assessed value of the Town is roughly \$2,400,000,000.

A draft analysis of the Department of Revenue Administration review of sales information has been completed, and it is expected that the Town's assessment ratio for the 2015 tax year will be approximately 96%.

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

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

ELDERLY EXEMPTION: Dollars off of assessed valuation

<i>Amount</i>	<i>Required Age</i>	<i>Income Limitations</i>	<i>Asset Limitation</i>
\$ 160,000	65 to 74	Not in excess of	Not in excess of \$160,000
\$ 190,000	75 to 79	\$45,000 if single,	excluding the value of the
\$ 500,000	80 and up	\$55,000 if married	residence and up to two acres

DISABLED EXEMPTION:

\$160,000 off of assessed valuation

DEAF EXEMPTION:

\$15,000 off of assessed valuation

Note: The Disabled and Deaf exemptions have the same income and asset limitations as the Elderly.

BLIND EXEMPTION: Dollars off of assessed valuation

\$15,000 Every inhabitant owning residential real estate and who is legally blind, as determined by the administrator of blind services of the vocational rehabilitation division of the education department.

VETERAN TAX CREDITS:

Standard

\$500

Every resident who served in the armed forces in any of the qualifying wars or armed conflicts as listed in RSA 72:28 and was honorably discharged; or the spouse/surviving spouse of such resident.

Surviving Spouse

\$2,000

The surviving un-remarried spouse of any person who was killed or died while on active duty in the armed forces, as listed in RSA 72:28.

Service Connected Disability

\$2,000

Any person who has been honorably discharged and received a form DD-214 and who has a total and permanent service connected disability, or is a double amputee or paraplegic because of the service-connected injury, or the surviving spouse of such person if such surviving spouse has not remarried.

Respectfully submitted,

Scott Marsh

Scott Marsh

NOTICE

If you own real estate lots that were involuntarily merged by municipal action, you may be able to have those lots restored to their pre-merger status.

Your property may qualify if two or more lots were merged for zoning, assessing, or taxation purposes and the merger occurred:

- During your ownership, without your consent; or
- Prior to your ownership, if no previous owner consented to the merger.

To restore your property to pre-merger status, you must:

- Make a request to the local governing body,
- No later than December 31, 2016.

Once restored:

- Your properties will once again become separate lots; however, they must still conform to applicable land use ordinances. Restoration does not cure non-conformity.

This notice must be:

- *Posted continuously in a public place from January 1, 2012 until December 31, 2016, and*
- *Published in the 2011 through 2015 Annual Report*

Read the full statute at [RSA 674:39-aa Restoration of Involuntarily Merged Lots.](#)

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

The Town of Windham assisted approximately 24 households in 2015, which is 3 less than last year. The total cost of this assistance \$27,134.85; which reflects an increase of \$1,598.79. It should be reiterated that many residents are, after meeting with us, referred to other agencies for appropriate assistance and these numbers are not reflected in our number of households assisted. Some of these referrals are to Food Stamps, Food Pantries, Financial Aid for Needy Families (FANF), shelters, Community Health Services, NH Medicaid, Fuel Assistance and other applicable programs. These agencies assist our residents who are ill, struggling on fixed incomes or those who have incurred job losses or reduction of pay. For example, Fuel Assistance aided 89 households (an increase of 16) in Windham with heating costs of \$61,080.

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

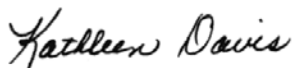
To our part-time drivers who provide transportation for our seniors for doctor visits and the weekly Wal-Mart shopping trip – thank you so much. Our residents rely on these services and enjoy the weekly shopping trip. Our drivers are compassionate, dependable and caring, and more information about the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

Although our number of families decreased in 2015, the amount expended rose; evidence that each year presents its own challenges. While we hope that this year our economy will continue to improve and that our residents will be able to meet their needs, we remain ready to assist by way of direct aid or referrals to other agencies. As always, we are here to help; compassionately and confidentially.

The following represents a breakdown of the assistance granted in 2015:

Food Vouchers	\$ 1,072.60
Shelter Vouchers	6,870.00
Mortgages	11,156.09
Electricity Vouchers	4,303.73
Oil/Propane	3,137.57
Gasoline	94.86
Shepherd's Pantry	500.00
Total	\$27,134.85
Reimbursements	\$ 2,125.27

Respectfully submitted,



Kathleen M. Davis, Coordinator

EMERGENCY MANAGEMENT

Windham's Emergency Management continues to benefit from 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. 2015 proved to be a very quiet year in terms of storm related emergencies. A small snow storm entered our area in late December, but had no impact in terms of power outages and wind damage.

EM continued its work in other areas, and some of the highlights as we reflect back on in 2015 were:

- Applied for and were awarded an Emergency Management Planning Grant (EMPG) in the amount of \$9,561 as matching funds to replace radio equipment.
- Continued to update Local Emergency Planning Materials.
- Continued to work with the American Red Cross to complete Sheltering information for Windham High School and surrounding shelters.
- The EM web page continues to be improved and updated and can be visited on the Town's website at: windhamnh.gov/departments/emergency-management. There, you will be able to find the location of all emergency shelters in town, along with other important Emergency Preparation information and links.
- Application for various grant funding will remain a high priority for Emergency Management.
- 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 also made available at various locations in town.
- Windham Fire and Emergency Management remain active on "Twitter" as an alternate way to inform residents of important information and weather alerts. You can find us at [@WindhamFD](https://twitter.com/WindhamFD).

As we enter 2016, we will continue to seek out additional Emergency Management grants whenever available, which would assist us in the purchase of equipment and in offsetting 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 as part of our shelter and communications sub-committees. If you are interested in joining, visit WindhamNH.gov and look for "Emergency Management" under Departments where you can contact Fire Chief McPherson or call us at 437-6718.

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

Respectfully submitted,



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

WINDHAM COMMUNITY TELEVISION

In 2015, Windham Community Television continued to increase and improve originally produced programming for the Town of Windham. Our local channels provide residents with video coverage of government meetings, as well as many public access programs.

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

All Public Access Programs air on Channel 21. Below is a list of the programs produced by WCTV:

- Anna Marie's Euro Kitchen
- Hypnosis for Better Living
- Time for Animals
- Derek's Wildlife Experience Encounters
- Baking with Angelina
- Spotlight on Schools
- Windham Update
- Windham Watch with Mary Griffin

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

WCTV covered numerous Town events such as the Memorial Day Parade, Town Day, Strawberry Festival, Senior Picnic, Harvest Fest, Windham Community Bands Concerts, Easter Egg Hunt, Golden Brook School Spring Concerts, WMS Graduation, Windham High School Graduation, Candidates Night, Senior Christmas Party, Santa Visits Windham and the Annual Tree Lighting Festivities.

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

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

I would like to thank the Cable Advisory Board for all their help and support throughout 2015 and I look forward to the future.

2015 has been a very productive and positive year for WCTV. I would like to thank all of our volunteers for all of their hard work and dedication to the studio. A special thanks to Tom Case, Barbara Coish and Bob Coole for their many volunteer hours.

Respectfully submitted,

Kelly Yucupicio

Kelly Yucupicio, WCTV Coordinator

FOREST FIRE WARDEN/STATE FOREST RANGER

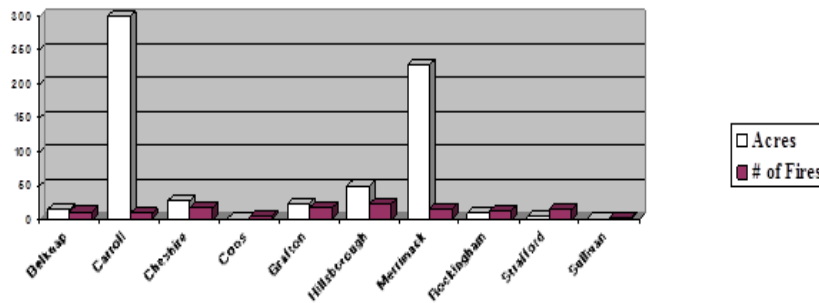
Your local Forest Fire Warden, Fire Department, and the State of New Hampshire Division of Forests & Lands, work collaboratively to reduce the risk and frequency of wildland fires in New Hampshire. To help us assist you, please contact your local Forest Fire Warden or Fire Department to determine if a 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. The ability to obtain fire permits on line was initiated in 2015. Approximately 120 towns participated in the online system with over 4,000 permits issued. To obtain a permit on line visit NHfirepermit.com. The New Hampshire Department of Environmental Services also prohibits the open burning of household waste. Citizens are encouraged to contact the local fire department or DES at 603 271-3503 or des.nh.gov for more information. Safe open burning requires diligence and responsibility. Help 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 nhdfl.org.

This past fire season burned **661 acres** which was the most recorded since 1989 when 629 acres burned. The fire season began in early April with the first reported fire occurring on April 8th. The largest fire was the 275 acre Bayle Mountain fire in Ossipee. This fire started on May 5th and burned for several days. The Bayle Mt. fire was also the largest individual fire in NH in over 25 years. There were also a number of other sizable fires in May which definitely kept NH's wildland firefighting resources stretched to the limit. These larger fires increased the average wildland fire size to 5.12 acres. As usual our higher fire danger days correlated well with the days that there were fires actually reported. The statewide system of 16 fire lookout towers continues to operate on Class III or higher fire danger days. Our fire lookouts are credited with keeping most fires small and saving several structures due to their quick and accurate spotting capabilities. The towers fire spotting capability was supplemented by the NH Civil Air Patrol when the fire danger was especially high. Many homes in New Hampshire are located in the wildland urban interface, which is the area where homes and flammable wildland fuels intermix. Several of the fires during the 2015 season threatened structures, and a few structures were burned, a constant reminder that forest fires burn more than just trees. Homeowners should take measures to prevent a wildland fire from spreading to their home. Precautions include keeping your roof and gutters clear of leaves and pine needles, and maintaining adequate green space around your home free of flammable materials. Additional information and homeowner recommendations are available at firewise.org. Please help Smokey Bear, your local fire department, and the state's Forest Rangers by being fire wise and fire safe!

2015 FIRE STATISTICS

(All fires reported as of November 2015)

(figures do not include fires under the jurisdiction of the White Mountain National Forest)



COUNTY STATISTICS		
County	Acres	# of Fires
Belknap	15.3	11
Carroll	299.5	10
Cheshire	27.6	18
Coos	1.6	6
Grafton	22.6	17
Hillsborough	50.6	23
Merrimack	228	16
Rockingham	9.2	14
Strafford	5.5	15
Sullivan	1.1	4

CAUSES OF FIRES REPORTED

Arson	7
Debris	17
Campfire	13
Children	3
Smoking	12
Railroad	0
Equipment	6
Lightning	5
Misc.*	71 (*Misc.: power lines, fireworks, electric fences, etc.)

	Total Fires	Total Acres
2015	134	661
2014	112	72
2013	182	144
2012	318	206
2011	125	42

ONLY YOU CAN PREVENT WILDLAND FIRE

STORMWATER MS4 PROGRAM

Since 2003, Windham continues to monitor its stormwater discharge systems within our urbanized area to comply with the US EPA's Phase II Stormwater Regulation and Windham's Stormwater Management Plan. As part of regulatory compliance, Windham submits an annual report to US EPA and NH DES describing its best management practices during that given year. A new US EPA Stormwater NPDES Permit is expected during 2016 with updated mandates. Once a new permit is issued, the Town will develop a new Stormwater Management Plan and engage the new Stormwater Committee.

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

Staff continues to be involved with NH DES, NH DOT, Derry, Londonderry, and Salem on road salt (chloride) reduction efforts impacting the Route 93 corridor and surrounding water resources. When necessary, staff will get involved in the I-93 construction project. Staff is involved with the CPIA to improve the water quality of Cobbetts Pond through their Pond Restoration Plan. A thank you goes out to the Community Development Department and Highway Agent for their ongoing participation in the Stormwater Program.

Respectfully submitted,



David Poulson, Stormwater Coordinator

VITAL STATISTICS RECORDED

AS OF DECEMBER 31, 2015

BIRTHS

CHILD'S NAME	PARENT(S)' NAME
Lincoln Irving	Joseph Ciampa III & Bree-Anna Ball
Hunter Owen	Stuart II & Jacqueline Wright
Emerita Suesan	Stephen Whipple & Genoveva Pareja
Kristina Florencia	Catherine Henry
Zachary Tyler	Dana & Katherine Linton
Riley James	David Ciulla & Lauryn Elmstrom-Ciulla
Kellan Michael	Joshua & Renee Cushman
Julia Susan	Christopher & Erin Gentile
Estelle Anne	Scott Watson Jr & Lindsay Solomons
Eleanor Meadow	Michael Misiewicz & Renee Mallett
William Michael	William & Amanda O'Connell
Jayce William	Thomas Otis & Lori Young
Kayla Paige	V Anthony Jr & Kristin Kemezys
Riley Jean	William & Nicole Callahan
Benjamin Richard	Richard Jr & Stephanie Russo
Hayley Kerryn	Jeffrey & Meghann Schiavoni
Yvette Emilia	Alfred & Jenifer Blais
Camden Matthew	Nathan & Kelly Brown
Justin Bureau	John Malpiedi II & Josee Bureau
Ashley Victoria	David & Allison Hunt
Wyatt David	Corey & Stephanie Morin
Bryce Corey	Corey & Stephanie Morin
Jameson Robert	John & Erin Devlin
Zofia Blake	Sean & Nova Carmichael
Mark Terentiev	John III & Sarah Pavlenkov
Joseph Edward	Joseph & Shannon Panella
Arkin James	Nachiste Seavey & Kaitlin Warneke
Killian Finbar	Ryan Powers & Meghan Sullivan-Powers
Rowan Michael	Scott & Julie Barbick
Avery Ross	Daniel & Jennifer Stewart
Emmett Brian	John & Melissa Ward
Avery Lewis	Adam & Andrea Rines
Josephine Rose	Mark Jr & Karen Marquis
Ryker James	Mark & Nicole Ramos
Madison Grace	Timothy Hoffman & Samantha Sarofian
Francesca Nicole	Avanes & Kristen Bagdasarov
Payton Elizabeth	Brian Jr & Tara Joyce
Audrey Isabelle	Maxwell Hendry & Nicole Michaud
Evelyn Louise	John & Kristina Motta
Telemachus Peter	Anastasios & Jennifer Makris
Tanah Jane	John & Jill McNally
Wyatt James	James Jr & Meghan Clark
Christian Patrick	Richard Jr & Emily Sinopoli
Aria Diamond	Zachary & Meghan Bedrick
Thomas Athanasius	Kevin & Jennifer Hynes
Rosalind Siduri	Bronson & Sarah Brown-Devost
Riyadh	Souheil & Nadjat Benzerrouk
Charles Maverick	Charles & Mishayla Miller
Ava Rose	Timothy Sr & Melissa Jones
Jackson Ross Kainoa	Jebb & Tiffany Tether
Nolan Robert	Brian Romanowski & Jennifer Quinn
Scarlett Rose	Ryan & Jennifer Lambert

DEATHS

DATE	PLACE	DECEDENT'S NAME
01/02	Derry	John Knutsen
01/02	Derry	Charles Powers
01/03	Windham	Stella Gregorowicz
01/09	Derry	Jo Ann Mentzer
01/09	Windham	Rosanna Descoteaux
01/10	Derry	William Russell
01/15	Windham	Manual Cabral Jr
01/20	Merrimack	Lena Thorndike
01/24	Windham	James Armstrong
02/10	Salem	Shirley Young
02/17	Windham	Mary Kyle
02/18	Derry	Harvard Otis
02/18	Hudson	Michael Petrycki
02/22	Windham	Charles Deninger Jr
02/23	Manchester	Lucille Gauthier
02/23	Nashua	George Keddie Jr
02/23	Nashua	Carol Sweeney
02/24	Derry	Kamla Sheth
03/08	Derry	Rita Rother
03/09	Windham	Bettye Halbert
03/13	Derry	Patricia Skinner
03/14	Windham	Marjorie Wasserman
03/15	Windham	Mary Reddington
03/17	Windham	Lorraine Lapete
03/23	Windham	Paul Minghella
03/28	Windham	John Sapienza
03/31	Windham	Laurie D'Onofrio
04/04	Nashua	Ronald Wimmer
04/13	Derry	Philip MacDonald
04/18	Windham	Claire Lawlor
04/24	Windham	Alfred Koch
04/27	Manchester	Robin Magee
04/27	Windham	Adam Jacobs
04/27	Manchester	Elisabeth MacLean
04/28	Derry	James Folan Sr
04/30	Derry	Frank Kwiatkowski
05/03	Concord	Robert Morrow
05/10	Windham	Anita Kennedy
05/11	Windham	Carmela de Spirito
05/19	Merrimack	Jena Day
05/21	Windham	Jean Khanbegian
05/21	Windham	John Coyle Jr
05/24	Manchester	Albert Girard
05/26	Derry	William Shisler
06/02	Windham	Philomena Lovallo
06/04	Windham	Arlene Snow
06/08	Manchester	Steven Casey Jr
06/09	Windham	Grace D'Amore
06/13	Windham	Richard Shanley
06/21	Windham	Albert White
06/30	Windham	Helen Walther
07/04	Windham	Robyn Dolliver
07/14	Derry	Brian Hamilton
07/16	Derry	Robert Vezina
07/26	Derry	Barbara Keenan

DATE	PLACE	DECEDENT'S NAME
07/30	Windham	George Abodeely
08/05	Derry	Leon Berry Jr
08/07	Windham	Charles Russo Sr
08/11	Windham	Ann Chervincky
08/22	Chester	John McMahon
08/23	Windham	Richard Montenero
08/29	Salem	Gail Webster
09/02	Derry	Jeanne Tullo
09/03	Merrimack	Lloyd Sweeney
09/09	Windham	Florence Wheeler
09/09	Windham	Mary Luszcz
09/17	Windham	Theresa Gaudet
09/30	Windham	Walter Hewitt
10/07	Windham	Jennie Gedraitis
10/09	Windham	Adelaide Leocha
10/11	Windham	Evelyn Guerin
10/15	Derry	Donald Dewar
10/25	Windham	Villa Lavorgna
10/31	Manchester	Sylva Rabaiotti
11/07	Salem	Lithium Lin
11/21	Windham	Marie Trickett
11/22	Windham	Roscoe Johnson
11/29	Derry	Jean Bonito
11/30	Windham	Genevieve Sansoucie
12/24	Windham	M Donovan
12/27	Windham	Philip Frezzette

MARRIAGES

DATE	PARTIES WED	PLACE
01/01	John R Tommasi & Leslie A Tommasi	Salem
01/16	Albert J Callina & Susan T Diresta	Derry
01/20	Elias G Daaboul & Rachel C Hurst	Windham
01/24	Benjamin H Wiley & Jennifer L Dickie	Meredith
02/14	George E Reasor & Patricia A Conroy	Windham
04/11	Brian G Dearden & Kimberly L Knight	Salem
04/25	Kurt Lawlor-Jones & Steven Lawlor-Jones	Windham
05/01	Alyson C Gillis & Brandon J Basso	Windham
05/15	Katelyn T Laroche & Trevor R Davis	Pelham
05/24	Valery D Thompson & Todd E Fercho	Amherst
05/30	Michael C Babineau & Renee N Zrakovi	Sandown
06/13	Daniel J Shields & Christina M Cunningham	Windham
06/13	Miguel Franco V Aquino & Jasmin N Craig	Windham
06/13	Ryan E McCormick & Della Mansfield	Windham
06/14	Malcolm S Rutherford & Laurie A Lee	Windham
06/20	Natascha A England & Adam R Bartley	Windham
06/27	Daniel M Roux & Deborah A Dufault	Windham
07/10	Chad C Newcombe & Christine N Lott	Manchester
07/12	Jay D Johnson & Marian T Westerberg	Windham
08/01	Robert J Fitzgerald & Kathryn M Clark	Bretton Woods
08/02	Zachary P Licata & Katrina D Palanski	Pelham
08/08	Matthew J McCarthy & Bethany M Ringland	Bartlett
08/15	Tony A Aird & Lisa P Stryker	Franconia
0815	Craig E Chaffee & Amy H Ramaska	Windham
08/22	Scott A Hamlin & Melissa L Seeley	Windham
08/29	Daniel J Beaulieu & Justine M Martakos	Derry

DATE	PARTIES WED	PLACE
09/04	Joshua M Bartlett & Brooke R O'Neil	Windham
09/05	Sean P Martin & Lisa G Hart	Nashua
09/13	Michael A Mercurio & Stacey L Philippon	Sandown
09/19	Gordon D Parks III & Amelia L Waites	Windham
09/26	Kevin M Nault & Kimberlee A Young	Windham
10/09	Owen Zhang & Yi Zhang	Windham
10/10	Michael E Horaj & Julia A Killey	Plaistow
10/17	Ross M Verhault & Isabelle J Parady	Pelham
11/06	Matthew R Holub & Christina T Polito	Manchester
11/26	Stephen A Bortone & Lois A Frentzel	Windham
12/15	Jessica A Yule & Joanna M Russell	Salem
12/27	Christine H Bjork & Todd M Bahan	Manchester
12/30	John S Prescott & Brittany M Souza	Windham

Respectfully submitted,



Nicole Bottai, Town Clerk

CEMETERY TRUSTEES

I'm pleased to report that several projects of note were completed in 2015. Updating of the hearse house at the Cemetery on the Plains was completed in the spring, as new siding was installed. The exterior of the structure was in a fairly sad state; with the wooden clapboards peeling and warping from the elements. We're confident that the new siding, coupled with the replacement roof and garage door done previously, will ensure that the maintenance needs of the building remain minimal for many years to come. As we enter into the spring of 2016, the Trustees will look to the inside of the building; with an eye toward clearing out years of accumulated, unneeded items.

Also in the Cemetery on the Plains, a portion of the roadway in the East section that was hindering plowing operations was repaired. The project entailed removal of a section of the pavement, which was being pushed up and distorted by a substantial tree root underneath. Once the latter was removed, the area was leveled and repaved.

Finally, in the New Plains Cemetery, additional drainage was installed in the area where flooding has been an issue in the past. The new drain ties into the existing basin at the cemetery entrance, and the Trustees will monitor the 2016 wet season to determine if this adequately resolves the water issues.

Speaking of water, we are cautiously optimistic that overflow issues in the Veteran's section may have been resolved barring severe weather events. This because fill and sod have been added to the corner area and, in addition, NH DOT Division 5 appears to be continuing their successful monitoring of the marsh and brook areas for beavers.

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

On a more personal note, I would like to take this time to acknowledge the passing of former Trustees Gail Webster and Laura Swenson. When I was first elected, in 2007, I had the pleasure of joining both these ladies as a Trustee. Gail's dedication to this position, for two decades, was unmatched. I am grateful to have had the opportunity to not only work with her professionally, but to know her personally. Laura, although her time as a Trustee was a bit shorter than Gail's, also served the residents with distinction. The Trustees extend their condolences to both families on their loss.

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

Respectfully submitted for the Trustees,



Wendi A. Devlin, Chair

CONSERVATION COMMISSION

2015 was a very busy year for the Conservation Commission. We reviewed and commented on subdivision plans before the Planning Board, totaling 93 lots. This was in addition to review of dredge and fill applications, as well as providing case review to the Zoning Board of Adjustment on cases having environmental concerns and impacts.

The Commission's Campbell Farm Subcommittee made its recommendation that the Campbell Homestead be rented on a short term basis while a curatorship model use of the home is explored. The Subcommittee will coordinate this task with the help of the NH Preservation Alliance. The Commission and Subcommittee are committed to upholding the historic integrity of the homestead. Our thanks to the Subcommittee for their time and expertise.

The Commission made a commitment to pay off the Campbell Farm bond through future monies coming into the Conservation Land Fund. As of the end of November, we have \$581,000 of the \$700,000 bond appropriation and with the passage of Article 17 on this year's warrant, your Conservation Commission will pay off the **entire** bond this year!

The Commission is also bringing forth a use management ordinance on this year's ballot for the Campbell Farm property spelling out allowed and prohibited uses for this conservation parcel.

The Commission will continue to perform monitoring walks of the Landry Family, Ingersoll and Deer Leap conservation easements.

The Commission wishes to express its gratitude to Bernie Rouillard for his many years of service to the Commission, as well as to the Town in various capacities.

We continue to thank Town staff for their assistance and cooperation in helping us perform our duties.

As always, the Commission is grateful to the residents of Windham for their continued support of conservation initiatives.

Respectfully submitted for the Commission,



Wayne Morris, Chair

DEPOT ADVISORY COMMITTEE

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

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.

2015 was a slower year with the focus being primarily on building touch up and grounds maintenance. During the year, the Windham Rail Trail Alliance provided over 50 hours of work at the site that included trash pickup, landscaping, mowing and maintenance.

Items of significance relative to the caboose; this year Lionel released a limited edition of its rendition of the N5B model caboose colored in the 40's B&M maroon, numbered C16! Additionally, train modeler Randy Schissler, of California completed 2 hand-crafted models of the C16 as well. With several pictures he requested of the caboose and collaboration, these expertly crafted models were completed this year. For B&M fans, his fine work and material list is detailed in the B&M Historical Newsletters March-April and July-August 2015.

On the list remains interior rehabilitation of the Depot buildings. Several members of the community have approached us, and we anticipate further discussion in the upcoming year. Anyone interested in Depot activities and the building project, please contact the Chair.

The Windham Depot Advisory Committee thanks the Town and community for its continued support and those who have donated their time and materials.

Respectfully submitted for the Committee,



Mark Samsel, Chairman

ECONOMIC DEVELOPMENT COMMITTEE

The Windham Economic Development Committee (WEDC) is entering its 6th year as an official Town Committee. The mission statement is the main driver of Committee activity: “to enhance the vitality of the local economy by supporting existing businesses and attracting new businesses to Windham, encouraging economic development consistent with the Windham Master Plan and promoting the spirit of the Town Motto: Old Values, New Horizons.”

The Committee is composed of 11 voting members, including a Selectman, Planning Board and Greater Salem Chamber Representative. Current members include:

- Ed Gallagher, Chair
- Al Letizio, Vice Chair and Board of Selectmen Member
- Lisa Walker, Secretary
- Robert Higgins
- Gary Garfield
- Ralph Valentine
- Michael Oldenburg
- Bruce Richardson
- Donna Morris, Greater Salem Chamber of Commerce Member
- Paul Gosselin, Planning Board Member
- Joel Desilets, Board of Selectmen Alternate Member
- We have (1) current vacancy

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

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

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

1. Improve quality of life in our community.
Engage in on-going communication with residents to establish types of desired businesses.
2. Promote Windham as a destination for businesses.
Establish and nurture supportive relationships with proposed and existing businesses.
3. Encourage community outreach and support.
Provide education opportunities and events to communicate the benefits of economic growth.
4. Promote balanced tax responsibility between businesses and residents.

Support a desirable town with successful businesses, desired municipal services, cultural capital, and excellent schools.

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

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

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

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

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

One of the top achievements in 2015 was the committee took a *proactive* approach to planning with the establishment of the new and exciting “Market Square Windham” concept. The WEDC, working with members of the Planning Board, focused efforts on a plan that would create a new overlay Zoning District in Windham, which would incorporate 155 acres of land over five (5) separate parcels. The location is near the I-93/Route 111/Wall Street intersections. Creation of this zone could provide solutions to several Master Plan needs and desires of residents for a walkable downtown area, and additional sources of recreation, dining and social activities. All this while providing a tremendous and much needed financial boost to Windham residents who currently shoulder 92% of our Town’s tax burden. The resulting work culminated in a warrant article that was supported by the Planning Board and will appear on the 2016 ballot for voter choice.

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

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

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

Respectfully submitted for the Committee,

Ed Gallagher

Ed Gallagher, Chair

FORESTRY COMMITTEE

The Windham Forestry Committee was established in 2014 by the Board of Selectmen following an affirmative Town Meeting vote to create a town forest. This new town forest is comprised of approximately 200 acres of conservation land now known as the McIlvaine Town Forest. The function of the Committee is to encourage proper management of the forest resources through timber stand improvements including thinning, harvesting, reforestation, and other multiple use programs consistent with a Forest Stewardship Management Plan.

Members have been meeting monthly with a primary focus on the steps necessary to conduct our first timber thinning harvest in the forest. This activity removes mature and low quality trees allowing the new tree and brush growth to improve the overall health and bio-diversity of the forest. Forestry projects supply raw materials to many New Hampshire businesses, and help provide jobs to the local economy. Revenue generated to the town from the sale of harvested wood products will be set aside in a special Windham Forestry Fund and used for ongoing town forest maintenance activities including property maintenance, recreational trail creation, wildlife habitat improvements, and historical site protection.

Committee activities in 2015 have included:

- Town Forest parcel consolidation and naming. Now known as the McIlvaine Town Forest in honor of the family associated with a historic cellar hole in the forest.
- Updated Forestry Committee Rules of Procedure.
- Published forestry related articles in the newspapers and on the town Forestry Committee website.
- Participated in Community Development Department Technical Review of the planned timber thinning harvest.
- Presented harvest plan to the Windham Planning Board during a public hearing.
- Held a public information session to help residents become better informed about the Forestry Committee and the upcoming forest thinning and harvest.
- Members attended sponsored field walks at Londonderry's Musquash Conservation Area and Pelham's Gumpas Pond Conservation Area for information on managing a working forest and conserving its wildlife.
- Attended Windham Historic District and Heritage Commission site walk at the Windham Depot which included a state archeologist to discuss historic site preservation and documentation.
- Obtained permission from the Board of Selectmen to use the former town landfill property on Marblehead Road as the town forest access point in place of the originally planned access at the end of the Osgood Street cul-de-sac.
- Worked with our licensed forester, Michael Powers of Baystate Forestry, to receive competitive bids on the harvesting of the identified trees.
- Selected high bidder D. H. Hardwick and Sons to conduct the first town forest bio-mass thinning harvest.

- Harvest activities began in November 2015 and are scheduled to conclude in January 2016.
- Members of the committee have visited the property several times during the ongoing work to monitor progress and ensure the quality of work.
- Committee members removed invasive species brush found improperly disposed of in the town forest.
- Marked access trails to the town forest with “No Motorized Vehicles” signs and sent letters to town forest neighbors informing them that OHRV (Off Highway Recreational Vehicle) usage is not allowed in the McIlvaine Town Forest.
- Submitted warrant article to the Board of Selectmen to fund ongoing forest management activities in 2016 if approved by town ballot.

In 2016, the Committee will be working on the creation of a recreational trail network in the McIlvaine Town Forest. We hope to involve interested community members and groups in that process. In addition we will be developing long range plans for maintenance, wildlife habitat improvements, and other forest resource stewardship projects. Our goal is to maintain a healthy forest that provides renewable resources, clean air, clean water, and outdoor recreational opportunities to the residents of Windham.

Respectfully submitted for the Committee,

Wanda Rice

Wanda Rice, Chair

HIGHWAY SAFETY COMMITTEE

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

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

Over the course of the year, we reviewed site plans and submitted applicable comments to the Planning Board on several issues, including:

- Woodvue Road Subdivision
- Enterprise Drive
- Carrier Funeral Home
- Dunraven Road
- Burnham Road Extension
- Cyr Lumber
- West Shore Road
- Woodmeadow Estates
- Highclere Development
- Londonderry Road
- Horseshoe Road
- Haverhill Road

The Committee also reviewed and took action on several other matters, such as requests for No Parking Signs/Hidden Drive, request for installation of Pedestrian Cross Walk, request for Speed Control/Enforcement.

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

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

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

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

Respectfully submitted for the Committee,



Fire Chief Tom McPherson, Chair

HISTORIC COMMISSION

Searles School and Chapel has benefited over the last few years from so many generous donations. A paved walk from the Thompson Family in memory of their father, Bernie Thompson; landscaping from Delahunty's Nurseries; surveying of the property by The Dubai Group; and a lawn sprinkler system and new lawn in the back of the building from North Point Outdoors Company. All thanks to Margaret Case!

2015 was no exception, as Margaret applied to the State of NH Moose Fund for a grant to finish repairs to the slate roof. We were awarded the grant, and the repairs have been made and snow guards added over the doors. She also - successfully - applied for a matching grant from The Methuen Festival of Trees, Inc. a private non-profit organization located in Methuen, Massachusetts, for the large window at the front of the Chapel Room. The window has been completed and is beautiful! Last, but certainly not least, she applied to the ARTS Conservation License Plate grants for a full grant for the first window facing the street in the Chapel. Once again, we received the grant and this window has also been finished. These windows are beautiful! Stop by and see them.

As we enter into 2016, Margaret remains hard at work and has applied again to The Festival of Trees, Inc. for a matching grant for the second window facing the street in the Chapel. Also, to The ARTS Conservation License Plate Grants for a full grant to complete the remaining stain glass window in the Chapel.

This year, we lost one of our long time members of the Windham Historic Commission; Patricia Skinner. So many donations were made in her memory that, with the added generosity of the Skinner Family, the Center Window of the Chapel, facing the street, was restored. A formal dedication for the Honorable Patricia Skinner Window was held in the fall.

Also this year, the Town lost long time Town Treasurer Robert Skinner, Patricia's husband. The Skinner Family dedicated the window at the back of the Chapel, over the exit door, in memory of their Father. This window is being worked on now.

We held a successful Wedding Fair last spring and we are looking forward this year to our second Wedding Fair on March 12.

We are very fortunate to have so many others that care about the Searles building; such as our coordinator Donna Markham and volunteers like Margaret Case. Also, all of the people that take care of the building; cleaning and maintaining it. Our gratitude to them, and to all of you who have been so generous throughout the years! Thank you!

Respectfully submitted for the Commission,

Marion Dinsmore

Marion Dinsmore, Chair

HISTORIC DISTRICT/HERITAGE COMMISSION

The Historic District/Heritage Commission is a Town Land Use Board appointed by the Board of Selectmen. Its purpose is to preserve Windham's historic districts and heritage landmarks, especially those that are included in the Historic Cultural Resource List. This document can be reviewed on the Town of Windham website. The Historic District/Heritage Commission have two separate, yet related duties/charges. The first is to oversee buildings and land use within the six (6) designated Historic Districts. The second is to encourage documentation and preservation of historic resources in the Town of Windham. During 2015, the Commission continued to work on both fronts with efforts to restore, renovate and, as a last resort, document historic buildings prior to demolition. A high priority for 2016 will be raising public awareness of any issues concerning the diminishing historic houses in our town.

This year we were very fortunate to add several new members to the Commission. Wendy Williams, Derek Saffie, Mark Moreau and Joanne Dickie, each bring a specific set of skills that will bode well for the upcoming year. At the same time, the loss of Bonnie Parenteau and Dr. Nancy Kopec will be sorely felt, as will that of Joan Normington as a regular member due to her relocation to Manchester from the Campbell Farm Homestead after 28 years. Joan will continue to attend the HDC/HC meetings as an associate member, and we will continue to utilize her photographic talents and historical perspective moving forward.

The following is a summary of the 2015 Activities:

Demolition Delay Ordinance: The Commission undertook a rewrite of the Demolition Delay Ordinance to afford us a more reasonable time frame to respond to a contractor's Building Demolition Request for any buildings listed on the Cultural Resource List. Having lost many of the Town's historic assets, this will be an avenue to allow the public to attend a meeting and voice their thoughts on possible alternative usage of the buildings. At the same time, it will allow us to document what exists today, and its relevance to our past. The Commission obtained Planning Board approval to place this ordinance on the 2016 ballot.

Historic Cultural Resource List: The Commission worked diligently over the summer to combine the Cultural Resource List (Historic Places) and the Historic Architectural List (houses built prior to 1940) into one Historic Cultural Resource List. This new combined list of over 300 sites will not be a static document, but rather be subject to periodic updates as new resources are found or others are lost. This will allow the Community Development Department to quickly flag a plan that would impact any historical town assets, and provide notification to the Historic District/Heritage Commission.

Historical Town Records: The Commission is undertaking the collection, indexing, archiving and storage of all Commission and Historical records into the Town Hall vault designated for this purpose.

Original Windham Historic Town Center: With the loss of the Kivikoski and Fellows Houses in the Historic Center of town, some of the most relevant houses of our past are quickly and quietly vanishing from our landscape. The future landscape of our town is on the drawing boards and we hope that the visions of Rural Oasis do not fade into a memory.

Union Hall Historic District: Working with the current land owner of the property, a Windham Historic District sign was purchased and installed at the site of the Windham Union Hall built c1881. Union Hall joins the Town Center, Simpson Cellar Hole, the Windham Depot, Stickney Cellar Hole, and the Searles School and Chapel as our sixth recognized Historic District.

Indian Rock: The re-routing of traffic on Route 111, Indian Rock Road, and creation of Enterprise Drive, opened accessibility to Indian Rock. This rock, as mentioned in L.A. Morrison's History of Windham, is a significant part of the Town's past and lends credence to the first Indian settlers in Windham. The Historic District/Heritage Commission will be working with the State and local officials to come up with a fitting memorial in this location.

Historic Workshops/Walks: During the year, Commission members participated in several workshops and historic site walks. The workshops, provided by the New Hampshire Humanities Council, covered subjects from "Secrets of Cellar Holes", "Salem Witchcraft", and "Indian Wars of New England" to "The Sheep Boom in New Hampshire".

Site walks included research prior to the walk, documentation of the site, and current photos of the sites. These site walks included the Gage Lands Sheep Pen, Gage Lands Cellar Hole, C. W. Campbell former homestead, Crucius Homestead, McIlvaine Cellar Hole, Osgood Cellar Hole, Dinsmore/Hopkins Cellar Hole with cattle crossing, various discontinued roads, and more.

Stickney Cellar Hole at the Historic Windham Depot: The Commission invited Tanya Krajik, the Archaeologist, Records and GIS Coordinator for the New Hampshire Division of Historic Resources to conduct a workshop at the Historic Windham Depot location. The workshop covered the Depot, the Seavey Mill Flume and, across the street, we explored the Caboose and the Stickney Store and Homestead Cellar Hole.

The Salem Woodbury Junior High School Cellar Hole Club, with their advisor April Maruco, visited the Windham Depot as part of a school project. The trip included a side visit to Campbell Farm, courtesy of the Windham Conservation Commission, where they were entertained with stories of the house and given a tour.

People for the Steeple: Members of the Commission assisted in the fundraising efforts to restore the Windham Presbyterian Church Steeple. This effort included research and documentation of the steeple bell, which was forged in 1846 by the Holbrook Bell Foundry of East Medway, Massachusetts. The owner of the foundry, Colonel George H. Holbrook, succeeded his father, Major George Holbrook, who was said to have been an apprentice to Paul Revere. The bell has hung in the steeple since then to call church goers to services.

The bell has been photographed, documented and a request sent to the Chepachet First Church to have it included in the National List of Holbrook Bells. The steeple restoration will be done this spring and we hope to hear the bell ring out the call to services again.

Looking forward to 2017:

- Documenting and preserving remaining Granite Finger Posts in town.
- Organizing the towns 275th Anniversary.
- Documenting and preserving:
 - The Gage Land Sheep Pen
 - Whitehead Log Cabin, Bowery Brae
 - Boundary Stone Walls and Cellar Holes

Respectfully submitted for the Commission,



Frank Farmer, Chair

LOCAL ENERGY COMMITTEE

Energy Section for Windham's 2015 Master Plan: The Windham LEC completed the Energy Chapter of the 2015 Master Plan approved by the Planning Board in early September, 2015. This Energy Plan will guide Windham's energy-related efforts over the next decade; the Plan identified the following objectives:

Support the Town Government and School District in achieving measureable and significant energy cost reductions totaling 10% each by 2025.

Implement energy audit recommended weatherization improvements and substantiate energy savings.

Support the extension of natural gas service throughout Windham by 2025.

Explore several promising on-site renewable energy options for the Town (Wind, Solar, Geothermal, Biomass).

Establish recommendations for best energy management practices to be applied to building design, future construction, renovation and maintenance of both public and private buildings and facilities.

Encourage changes in the transportation sector to contribute to energy cost reductions and to foster alternative transportation approaches such as carpooling, regional bus ridership and bicycling.

Increase outreach to the community, and involve them as a whole, to inform residents and businesses regarding energy conservation and sustainability principles.

Natural Gas Service Expansion into Windham: In 2015, the Windham LEC continued its information exchange to support Liberty Utilities in its plan to bring natural gas service to Windham. The Windham LEC first made contact with Liberty Utilities in late 2013 encouraging the utility to consider bring natural gas service to our community. On August 31, 2015, Liberty Utilities filed a petition with the New Hampshire Public Utilities Commission (PUC) for a franchise to bring natural gas service to Windham and Pelham, New Hampshire. In its filing, Liberty Utilities referenced the Windham LEC's initial contact as a motivating factor in initiating this request: *"The Company began exploring potential service to Windham in 2013 after being contacted by the Town's Local Energy Committee which had expressed interest in natural gas service."*

In October, the Windham Board of Selectman authorized a letter of support for this project. In addition, the Pelham Board of Selectman and the Greater Derry Chamber of Commerce have filed supporting letters with the PUC. Liberty Utilities anticipates that the PUC approval could be available by late spring 2016.

Liberty Utilities filing indicated their interest in bringing natural gas service initially to approximately 195 Windham households living in the southwest portion of the Town south of Route 111 and straddling Mammoth Road. This initial expansion would utilize Liberty Utilities' existing gas line in nearby Hudson.

Regional Electric Purchasing Cooperative Established with Southern New Hampshire Regional Planning Commission: The Windham LEC initiated the establishment of a regional electric purchasing cooperative with the Southern New Hampshire Regional Planning Commission (SNHRPC). The SNHRPC's Mutual Sharing Committee established this purchasing cooperative with several municipalities and school districts in the SNHPC Region. The combined savings for the first year were \$287,462, or 24.4 percent. The cooperative has already received interest from other communities wishing to participate in the 2016 regional electric purchasing cooperative.

Beginning in 2012, the LEC researched investment in clean energy and purchasing Renewable Energy Credits (REC) for electricity needs. The Board of Selectmen approved meeting the NH State Portfolio Standard of 12%. In 2013, the mix was increased to 50% Wind Energy RECs making Windham the only community in Southern NH to be more energy efficient. In 2014, the LEC researched and prepared a proposal to increase Windham's investment in clean energy to 100% Renewable Energy Credits for municipal power beginning in 2015. Selectmen approved, recognizing the opportunity to be a leader in clean energy adoption.

Windham's efforts to reduce energy consumption, and provide information and education encouraging sustainability principles, best enable us to address volatile energy costs and take advantage of falling prices for renewable energy technology.

Windham Transfer Station Lighting Upgrade Assessment: The LEC was asked to evaluate an Eversource proposal to upgrade the interior and exterior lighting for the Windham Transfer Station. Although the actual work was to be done by an independent contractor, Eversource would cover 50% of the cost for the upgrade. However, there were a number of questions that required investigation. In particular,

1. Was the lighting upgrade needed?
2. Was the upgraded lighting specified adequate to provide improved lighting conditions?
3. Would the upgraded lighting provide energy savings over the existing equipment?

After discussions with Town personnel, the LEC visited the Transfer Station and walked through and around the facility to determine what lighting equipment actually existed and its condition. The result of that visit confirmed that much of the existing lighting equipment was almost 20 years old and in need of replacement. After the visit, the proposed lighting replacement fixtures were reviewed in order to determine their light output and energy requirements. The results of that study were positive and therefore, the LEC provided its analysis and recommendation to the Town Administrator and the Board of Selectmen. The Board subsequently decided to proceed with the lighting upgrade.

HVAC Assessment for the Community Development Department (CDD): The HVAC system for the CDD is almost 20 years old and has become very unreliable and expensive to operate. The LEC was asked to assist in the search and evaluation for a new system to replace the existing system. In so doing, the LEC provided the following assistance:

1. Reviewed preliminary budgetary estimates to replace the existing system.
2. Provided analyses which demonstrated the long term value to the town of selecting the high performance budgetary system.
3. Developed evaluation criteria for a high efficiency HVAC system and developed a formula for the RFP and subsequent proposal analyses.
4. Assisted in the proposal evaluations.

The initial bids for a high performance HVAC system were too expensive and the Board of Selectmen rejected them. Subsequently, the LEC assisted in the preparation of a second RFP for a lower cost system. The second set of bids were significantly less expensive, however, the Board of Selectmen directed that the CCD Building be evaluated before proceeding. To that end, the LEC has:

1. Inspected the CCD building to determine the status of building improvements suggested by the 2012 Energy Audit.
2. Examined the CCD building structure and insulation.
3. Prepared a detailed thermal model of the building to determine the major sources of heat loss.
4. Prepared a detailed set of recommendations including:
 - a. Insulate the floor between the first floor and the basement area. This area accounted for 63% of the heat loss in the building.
 - b. Insulate the basement exterior walls.
 - c. Separate the heating and cooling functions and bring the heating equipment into the building.
 - d. Select a separate air conditioning compressor which would remain outside.

This approach would reduce heating and cooling losses and save energy while allowing the procurement of a high efficiency heating unit. This was selected by the Board of Selectmen as the most cost effective approach and an RFP has been published to that effect. The responses to this RFP are expected in mid-January 2016.

Respectfully submitted for the Committee,

Mark Kovacs

Mark Kovacs, Chair

MUSEUM TRUSTEES & HISTORICAL SOCIETY

The Windham Museum received a number of diverse donations this year including:

- Silk Handkerchief, embroidered, sent back from a New Hampshire soldier in France during World War I. Donated by Dennis Root.
- Windham Town Reports, Warrant and Budget Booklets for School Building Projects, 250th Anniversary Celebration Booklet and bicentennial glasses donated Joyce Bohenko.
- New England Telephone sign, metal, recovered from Stickney cellar hole during Eagle Scout project by the Windham Depot.
- MacKeen-Dinsmore Sampler, c1795, donated by Dorothy Rood Jacobs of Pennsylvania.
- Framed pictures and articles about Edward Searles and the Andrews family donated by Sister Josette Parisi.
- Architectural features from Pleasantfields, home at the corner of Route 111 and Hardwood Road, demolished in 2015.
- Fire Helmet of Lieutenant James Brown donated by James Brown.
- Ladies Auxiliary Fire Helmet donated by Diane Farmer.
- Wooden road signs.

We continued to provide tours for Windham Cub Scouts and are open by appointment to anyone interested in visiting.

The Board of Trustees has been expanded. The current trustees are:

- **Jean Manthorne, Chairman**
- Kim Monterio
- Dennis Root
- Eileen Mashimo
- Wendy Williams
- Carol Pynn, Alternate
- Derek Saffie, Alternate

Priorities for 2016 include finding more storage space for the expanding collection of artifacts, cataloguing the collection, developing a website for the Museum, working on listing the Armstrong Building on the National Register of Historic Places, and encouraging more town residents to visit the Museum.

The Windham Historical Society holds its regular meetings on the third Wednesday of the month at the Windham Museum in the Armstrong Building. All are welcome. The following is a summary of activities during 2015.

January 21, 2015 - General meeting - worked on the application for the Armstrong Building to be listed on the National Register of Historic Places.

February 10th - Canceled meeting because of the weather.

March 14th - Saturday, 1:00pm meeting at the Museum to do work on the National Register forms.

April 25th - A joint program with the Nesmith Library was scheduled featuring Maureen Taylor, the Photo Detective, however, it was canceled due to illness.

May 20th - General meeting

July 8th - The annual Mystery Tour. Rick Holmes, the historian from Derry, gave a tour of the Forest Hill Cemetery in East Derry. Church Parishioners gave a tour of the First Parish Church and hosted the group at a reception afterwards.

September 16th - General meeting

October 19th - The society co-sponsored the program "Jefferson's Dream" with the Nesmith Library.

November 21st - Saturday Workshop meeting for National Register forms. Started moving and cleaning in Museum for the Open House in December.

December 2nd - Christmas Party at Searles Castle.

December 5th - 2:45 – 6:00pm Open House at the Museum and Tree Lighting. A slide Show of Joan Normington's photos of Windham's historic homes was shown during the Open House.

Respectfully submitted,

Jean Manthorne

Jean Manthorne, Chair

NESMITH LIBRARY TRUSTEES

2015 at the Nesmith Library was a year marked by transitions. Sadly, we said goodbye to Jena Day and Patricia Skinner, two women who played critical roles in the library's history. Jena passed away in May, after serving for 17 years as the library's highly capable Financial and Administrative Assistant. She was known not only for her financial expertise but also for the welcoming smile with which she greeted patrons at the circulation desk. She will be missed for years to come.

The library joins the entire town in mourning the loss of Patricia and her husband Robert Skinner this past year. Pat was an ardent supporter of the library who served as a trustee for 27 years. She was chairperson during the construction of the current library building, and we remain thankful for her expert shepherding of the library through that enormously complex transition.

Many other personnel transitions occurred this year as well:

- Terrie Marietta retired in August after 12 years of excellent work as Circulation Supervisor and headed west to be with family.
- Lois Freeston retired in November after 28 years of outstanding service. She was an Assistant Director as well as Reference and Inter Library Loan Librarian, and she now plans to enjoy our library from the other side of the desk.
- Karen Frey stepped up to the challenge of becoming the new Circulation Supervisor.
- Laura Montgomery has taken on Inter Library Loan responsibilities.
- Kari Therrien joined the staff in May as part-time Children's Librarian.
- Cindy Bushell became our Financial Administrator in June.
- Bailey Rogers signed on in December as our new Weekend Associate.
- Trustees Anne-Marie O'Neil and Katy Smith left the board and we've welcomed new board member Michelle Stith.

We don't know how to adequately thank people for so many years of service, except to say that their competence and professionalism were always exemplary, yet they will be missed as much for their friendship as for the work they did.

In addition to staffing changes, there were other signs of progress at the library:

- To increase comfort and significantly lower energy costs, the HVAC system was replaced this fall with a far more efficient system.
- The software that manages the public computers was replaced, resulting in less down time and less customer inconvenience.
- The staff and trustees completed a major review of the library's policies and instituted procedures to keep them up to date and accurate.
- Programs offered for adults are growing in number and breadth and becoming as popular as our programs for younger patrons.
- The trustees have been working to expand our endowment plans and strengthen the Named Fund Program. This program, introduced in 2013, allows individuals to partner with the library to honor or memorialize a loved one while simultaneously helping the library add to its collection over the years.

As with any community organization, the Nesmith Library is successful thanks in part to the many friends it has throughout the community:

- The Friends of the Library of Windham worked throughout the year to provide additional entertaining and meaningful programming which would not otherwise be fiscally possible. Their 32nd annual Strawberry Festival, held in May, generated income for the library and F.L.O.W. programs for which we are very grateful. More importantly, the festival fostered our goal of bringing the community together on many levels. Our town is extremely fortunate to have such a strong volunteer group supporting our library and community.
- Nesmith volunteers donated almost 700 hours of service, shelving over 104,000 items, thereby saving the library more than \$11,000.
- The Windham Garden Club volunteered many hours of their time to keep our grounds looking beautiful.
- The Nesmith Quilters donated the proceeds of their sixth raffle quilt.
- Windham High School senior Justin Missert's Eagle Scout project enhanced the library's grounds with an area floored with brick pavers and surrounded with benches where customers can relax, reflect, and read.
- Windham High School senior Zoe Perkins, for her Girl Scout Gold Award project, created four comprehensive science kits that can be checked out by elementary school children curious about various topics.

Finally, what keeps our library humming are the people who are there every day. The board of trustees would like to thank Director Carl Heidenblad and his wonderful staff for another year of hard work and dedication to serving the Windham community.

The Town of Windham has a great asset in the Nesmith Library. Please continue to visit and enjoy the "brick and mortar" library and to take advantage of all that we have available for you electronically. We encourage you to use our resources, which are your resources, and to stop by the library and/or our website to learn about all we have to offer.

Respectfully submitted for the Board,

Patricia Barstow

Patricia Barstow, Chair

PLANNING BOARD

2015 was an exciting year for your Planning Board! With the real estate market beginning to show signs of recovery, the activity for the Board increased as the year progressed. Below you will see a compilation of the many activities heard and voted on in 2015:

Major Watershed Applications	7
Wetland and Watershed Special Permits	1
Minor Subdivision Applications	3
Minor Site Plans/Change of Use Applications	10
Major Subdivision Applications	3
Major Site Plan Applications	5
Elderly Housing Site Plan/Subdivision Applications	3
Conceptual Applications, Governmental Applications, Misc.	3

We also began to update our Master Plan as we look towards the future of the Town. This past year, we adopted the Current Land Use Chapter, Regional Perspectives Chapter and the new Energy Chapter. We are well underway with the Demographics Chapter and Visions and Goals Chapter, which should be approved any week now. Five additional chapters are also at various stages of updating.

In addition, the Board revised and adopted amendments to the Site Plan Regulations, Subdivision Regulations, Rules of Procedure, School Impact Fee Methodology and the Public Safety Impact Fee Methodology in 2015.

Lastly, we partnered with the Windham Economic Development Committee to finalize the Market Square Overlay District zoning ordinance. While the Board itself was divided on its merits, we all agreed that such a major decision should only be made by the Town's electorate, so we agreed to place it on the 2016 ballot.

Each year, the Board works with staff and other Boards and Committees to draft amendments to the Town's Zoning Ordinances. Although the members try to limit the number of amendments, there always seem to be more items worthy of amending than there is time to work on them. The Board continuously strives to improve and refine our Zoning Ordinances to ensure that the land use regulations are fair, clear and meet the intent and desires of the Board and our residents.

The high quantity and quality of the work produced by your Planning Board this year is very much due to the experience and commitment of our members. Comprised of four (4) former Board Chairs and a full slate of alternates, we were able to move swiftly and effectively through our tasks as we executed the Town's business. I would like to thank each of them, our staff, and the many residents who participated this year for their commitment to our community.

Respectfully submitted for the Board,

Alan Carpenter

Alan Carpenter, Chair

RECORD RETENTION COMMITTEE

The purpose of the Record Retention Committee is to oversee that the Town of Windham's records are being stored properly, retained correctly, and to manage the destruction of the official records.

The Committee meets once a month, and members include: Nicole Bottai Town Clerk, Ruth Robertson Tax Collector, Bob Coole Town Treasurer, Selectman Joel Desilets, and citizen members Margaret Case, Doreen Demone, and Kathleen DiFruscia.

The latest project that the Committee is working on, is to make sure that all sub committees, Department Heads, and Boards forward all final, approved minutes to the Town Clerk for safe keeping. Also, the Committee has been working diligently towards a massive records vault re-organization. We are hoping to get a team of professionals into the Town Hall vault to conduct a complete analysis of all records being housed there. We are confident that the professionals will complete a full index and reorganization of all records in the vault and, once completed, a software application will then pair up with the physical records and act as a digital backup in case of any disaster or unforeseen circumstance. At a later time, the application will provide staff and the public the ability to access digital records for research and accessibility.

We are hoping to start the analysis and indexing project in 2016, and then develop a plan for the Town going forward to ensure we continue to properly protect and house all the records for Windham.

Respectfully submitted for the Committee,



Nicole Bottai, Chair/Town Clerk

ROUTE 111 CORRIDOR BEAUTIFICATION COMMITTEE

The Board of Selectmen made the beautification of our town a priority for 2015. With all the construction on the I-93 project coming to an end shortly, including complete restructuring of Route 111 from the Hampstead line all the way to our Town center, Windham residents have had a lot to endure during the process, including the extended esthetic disruption of the beauty of our town.

Early in the year, the Board of Selectmen formed two committees who were charged with advancing the “beautification” of our town. One committee focused efforts on the Town Hall complex and surrounding areas, while the other focused on the stretch of Route 111 from the eastward limit of the Rockingham Road (Route 28) Intersection, westward to the Wall Street/ Enterprise Road Intersection. I have served as Chairman of that “other committee”, which is referred to herein as the “Windham Rt. 111 Corridor Beautification Committee.” As of the writing of this report, that committee is comprised of the following members:

Al Letizio, Jr. – Chairman and 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 designed for longevity and low maintenance. Below is an example of what the Committee hoped the sign would look like.



The four sign locations would be as follows:

1. On the northerly side of Route 111, just west of the Rockingham Road (Route 28) Intersection, just before the Rail Trail bridge
2. On the Southerly side of Route 111 in the vicinity of the Mammoth Road Intersection
3. At the bottom of the exit 3 off ramp from I93 southbound, within the current triangle area
4. At the bottom of the exit 3 off ramp from I93 northbound, within the current triangle area

The Board of Selectmen agreed unanimously to write \$25,000 into its 2016 operating budget for this “Phase 1” Welcome to Windham sign project of the Committee. Additionally, the Board included another \$5,000 towards the Town Center Beautification Committee’s efforts.

Meetings will be conducted with DOT officials to confirm the ability to use these locations and for other detail considerations. Final awarding of the contract for the sign construction is anticipated in the spring of 2016 along with sign installation.

Respectfully submitted on behalf of the Committee,

Al Letizio, Jr., Chair

SENHHMMAD

About the District

The Southeastern New Hampshire Hazardous Materials Mutual Aid District's membership is comprised of 14 communities, covering approximately 350 square miles with a population of over 175,000 people. The District was formed in 1993 to develop a regional approach for dealing with the increasing amounts of hazardous materials being used and transported within these communities. This District is recognized by the State of New Hampshire as the Regional Emergency Planning Committee (REPC) for the member communities. The REPC, consisting of representatives from local government, industry, and the general public, works with industry to insure their compliance with federal regulations for the reporting of chemicals used within and traveling through the District.

The District draws its funding from an annual assessment from each community as well as from grants and donations. The 2015 operating budget for the District was \$116,151.00. Additionally, in 2015 the District applied for and received federal grants for equipment, training, and operational expenses totaling \$75,662.04. The Fire Chiefs from each of the member communities' make-up the Operations Committee of the District. The Operations Committee is overseen by a Board of Directors consisting of elected representatives from each community. It is the Board of Directors who approves the budget and any changes to the bylaws of the District. The Executive Board of the Operations Committee, which consists of the Chairman, Vice- Chairman, Treasurer, Technician Team Liaison, and one Member at Large, manages the operations of the District within the approved budget. The District employs a part-time REPC Director to manage the administrative functions of the District, including grants management, financial management, and emergency planning.

District Facility

The District maintains a facility in Windham that provides space to house two response trucks, technician trailer, and operations trailer, as well as provide office and meeting space for the REPC Director. In addition, the District is able to utilize the facility for monthly training for the Emergency Response Team.

The Emergency Response Team

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

The Emergency Response Team is made up of 31 members drawn from the ranks of the fire departments within the District. The Team consists of 6 Technician Team Leaders, 17 Hazardous Materials Technicians, 3 Communication Specialists, 1 Information Technology Specialist and 2 Support Specialists. In addition to these personnel, the team also includes an industrial chemist from a local industry and a local police officer.

The Team maintains a fleet of vehicles and specialized equipment with a value of approximately \$1,000,000. The vehicles consist of a Mobile Command Support Unit, two Response Trucks, three Spill Trailers, a Technician Trailer, an Operations/Spill Trailer and a Firefighting Foam Trailer.

This mobile apparatus carries the team's equipment which includes chemical detection and identification instruments, containment supplies, plugging, patching and intervention supplies, communication equipment, computer based and other chemical reference guides as well as chemical protective equipment. The two Response Trucks along with the Technician and Operations Trailers are housed in our Windham facility, while spill trailers are located in Derry, Hooksett and Plaistow, allowing for rapid deployment. The Command Support Unit is housed at Londonderry Fire and the Foam Trailer is housed by Salem Fire. Activation of the team is made by the request of the local Incident Commander through the Derry Fire Department Dispatch Center.

Response Team Training

In 2015 the Emergency Response Team completed 1020 hours of training consisting of monthly training drills and specialized classes attended by team members. These specialized classes included Computer Aided Management of Emergency Operations (CAMEO), Chemical Protective Clothing Testing and Maintenance, Emergency Incident Rehabilitation, and Advanced Air Monitoring.

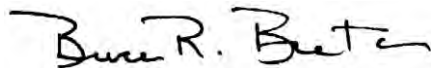
The Team also provided 33 hours of instruction to member fire departments, in various subjects, including use of the Emergency Response Guidebook, basic spill control and containment, air monitoring and response to suspicious/unknown packages or substances.

Emergency Responses

In 2015 the Team responded to 23 incidents. These included, an ammonia gas leak, assisting local fire departments with advanced air monitoring, spill trailer responses for hydrocarbon fuel spills, assisting the local police departments with identifying unknown substances, as well as requests for technical assistance for member departments where a Response Team Leader provided consultation to the fire department on the handling of an incident. In December the Team also responded mutual aid with specialized detection equipment to assist the Keene Fire Department with a large propane gas emergency.

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

Respectfully submitted for the District,



Bruce Breton, Windham Selectman
Chair, Board of Directors



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

SOUTHERN NH PLANNING COMMISSION

The Southern New Hampshire Planning Commission has a wide range of services and resources available to help dues-paying members deal with a variety of municipal issues. Technical assistance is provided by a professional staff whose expertise is, when necessary, supplemented by consultants selected for their specialized skills or services. Each year, with the approval of appointed representatives, the Commission's staff designs and carries out programs of area-wide significance mandated by New Hampshire and federal laws or regulations, as well as local projects which pertain more exclusively to a specific community.



TOWN OF WINDHAM

Technical assistance is provided in a professional and timely manner by staff at the request of the Planning Board and/or Board of Selectmen. The Commission conducts planning studies and carries out projects of common interest and benefit to all member communities; keeps officials apprised of changes in planning and land use regulation; and in conjunction with the New Hampshire Municipal Association, offers annual training workshops for Planning Board and Zoning Board members.

Services performed for the Town of Windham during the past year are as follows. Hours listed represent work for the Town only; in projects involving multiple municipalities the total hours spent by SNHPC staff is higher. For example, 36 hours were spent by SNHPC staff working on the Planner's Roundtable Brown-Bag Sessions for the 15 municipalities in the region; equally dividing the total hours results in 2.4 hours of benefits that can be attributed to the Town.

<i>No.</i>	<i>Hours</i>	<i>Project Description</i>
1.	90	Conducted traffic counts at 14 locations in the Town of Windham, including 5 requested by the Town, and forwarded traffic data to the Town;
2.	80	Assisted Planning Board and Planning Staff in updating the Town's Master Plan;
3.	40	Assisted Planning Board in updating the Town's Aquifer Protection Zoning regulations;
4.	20	Provided technical assistance and facilitation with the Mutual Sharing Committee and establish a regional electric purchasing cooperative with several other municipalities and school districts in the SNHPC Region. The combined savings for the first year will be \$287,462, or 24.4 percent. In addition to the significant savings, the majority of participants will be using at least 20 percent green energy;
5.	15	Conducted three automated bike-ped counts on the Windham Rail Trail during late/summer fall; conducted some data analysis;
6.	13	Updated ITS Architecture for the Southern NH Planning Commission Region;

<i>No.</i>	<i>Hours</i>	<i>Project Description</i>
7.	10	Provided monthly information to the Planning Board regarding upcoming meetings, project and grant updates, webinars and other training opportunities through SNHPC's quarterly Newsletters, monthly Media Blasts and periodic E-Bulletins;
8.	12	Provided staff support to the Regional Trails Coordinating Council: led correspondence efforts, organized meetings, recorded minutes, and assisted in the search for grant opportunities;
9	11	Represented the interests of the Town on the Region 9 Regional Coordination Council for the Statewide Coordination of Community Transportation Services Project;
10.	6	Attended two NHDOT traffic impact study scoping sessions for proposed developments in the Town;
11.	5	Organized and facilitated a Legislative Event for NH Legislators and local officials in the SNHPC region. This year's topic was Growing the High Tech Corridor.
12.	3	Participated on the NH BPTAC (Bike-Ped Transportation Advisory Committee) Counting Subcommittee, preparing a statewide counting plan and conducting the inaugural counts using shared automated counting equipment;
13.	2.6	Provided an opportunity for all SNHPC communities to participate in a unique project that studies various aspects of complete streets along with the opportunity to participate in a corresponding pilot policy project to be completed in 2016;
14.	2.6	Applied for and was awarded a competitive U.S. EPA funded Community Wide Brownfields Assessment Grant to be implemented in the region in 2016;
15.	2.4	Provided multiple opportunities for community staff, volunteer commissioners, and other community stakeholders to come together and discuss "hot topics", participate in webinars, and attend multiple planning and land-use related events throughout the year;
16.	2	Provided staff assistance to Statewide Coordinating Council for Community Transportation (SCC);
17.	0.5	Provided a training opportunity for planning staff and land-use board volunteer to improve plan reading and analysis skills through a Site Plan Review Workshop.

Town of Windham Representatives to the Commission

Carl Griffin
Peter Griffin
Mark Samsel
Eileen Mashimo, Alternate

Executive Committee Member: Peter Griffin

TOWN COMMON BEAUTIFICATION COMMITTEE

The Town Common Beautification Committee was established by the Windham Board of Selectmen in the fall of 2015 in preparation for the Town of Windham's 275th anniversary in 2017. Its purpose is to identify, evaluate, recommend and subsequently oversee activities to enhance and beautify the Town Common area. The area being considered may include, but is not limited to, the grounds in and around the Town Hall, the Community Development Building, the Town Pound, the Bartley House and the common area adjacent to it, the Armstrong building, and the Senior Center. Beautification activities include landscape enhancements, creating garden areas, walking pathways, etc.

Since the formation of the Committee in late October 2015 the following is a summary of completed activities:

- Appointment of Committee Members;
 - Joel Desilets, Member
 - Kathleen DiFruscia, Member
 - Frank Farmer, Secretary for the Committee
 - Peter Griffin, Member
 - Cheryl Haas, Member
 - Dave Poulson, Member
 - Maureen Spooner, Chair for the Committee
 - Dave Sullivan, Member
 - Siri Wilbur, Member
- Defined the area of work for the project.
- Developed conceptual ideas for the area of work.
- Engaged a Landscape Designer and a Landscape Architect to develop conceptual and subsequent detail design plans.
- Determined a phase sequence of events for implementation of recommended enhancements to ensure that the beautification work is complete by early 2017.

Our primary objective going forward is to develop final recommendations for enhancements of the area and to move forward with their implementation

In closing, I'd like to thank the Committee and others who have contributed their time and assistance on this project.

Respectfully submitted for the Committee,

Maureen Spooner

Maureen Spooner, Chair

ZONING BOARD OF ADJUSTMENT

For 2015, the Zoning Board of Adjustment held 17 meetings to handle a total of 39 cases. The cases heard consisted of 33 variances (31 granted, 2 denied), 2 appeals of administrative decision (both denied), 3 equitable waivers (2 granted, 1 denied) and 1 re-hearing request (denied). In addition, 5 cases were withdrawn and 5 were continued into 2016.

Elected members at the conclusion of the year were: Michael Scholz, Chairman (2016); Heath Partington, Vice Chairman (2016); Mark Samsel, Secretary (2017); Regular Members – Bruce Breton (2018) and Pamela Skinner (2018). Alternates included Kevin Hughes (2018), Mike Mazalewski (2017), Jim Tierney (2017) and Jay Yennaco (2016). In the March election, Mr. Breton and Ms. Skinner were each elected to a 3-year term. The Board also appointed alternates to staggered terms in accordance with NH RSAs.

The Board would like to thank both Jim Tierney and Jay Yennaco whose terms as Regular Members ended this year. We are grateful for your time on the Board, dedication to our community and appreciate your continued service to our Town as Alternates on the ZBA.

Members also attended a series of New Hampshire Local Government Center Municipal Law Lectures held locally in Derry that presented topics relative to New Hampshire Planning and Zoning laws and procedures.

The Zoning Board of Adjustment has quasi-judicial powers, serving in its role “as the lowest court in the land” relative to land use issues. The purpose of the ZBA is to properly apply Windham’s Zoning Ordinance in a fair manner when called upon by an applicant to provide relief, if necessary, from the strict interpretation of the Ordinance while preserving the spirit and intent of the Ordinance. Following New Hampshire State Law, the Board must decide what is lawful, not necessarily popular, in determining the balance between the constitutional rights of property owners to the reasonable use of their land and the public rights of others. In addition to the responsibility of reviewing requests for variances, the Board is also charged with approval of special exceptions, grants of equitable waivers and hearing appeals of administrative decisions.

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

The Board thanks Dick Gregory (ZBA/Code Enforcement Administrator) for handling ZBA general business, Suzanne Whiteford (ZBA minute taker) and Colleen King (ZBA/Conservation Committee Assistant) for their attendance and participation at our meetings, preparing case information, and providing information to the Board.

As always, thanks go to Tom Case for his continued dedication to handling cable coverage and taping our meetings, and to the Cable Committee for providing televised access to Windham residents.

Respectfully submitted for the Board,

Michael Scholz

Michael Scholz, Chair

FRIENDS OF THE LIBRARY OF WINDHAM

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

The Friends enhance the Library and our community by offering a wide spectrum of educational and cultural programs at the Nesmith Library. Each year, the Friends activities and programs touch hundreds of Windham children and their families. The Friends offer children's programs, sponsor museum passes, host special library events, and donate much needed library materials and equipment. In addition, the Friends award scholarships to two graduating High School seniors every spring.

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

Respectfully submitted,

Jen Fricchione

Jen Fricchione, FLOW President

FRIENDS OF MOECKEL POND

RESTORATION OF MOECKEL POND/DAM



In August of 2010, the State of New Hampshire Dam Bureau ordered Moeckel Pond drained until the 230-year-old dam driving historic Simpson Mill could be reconstructed to meet modern standards. The Town of Windham lost a significant 40-acre wetland that provided habitat for migrating waterfowl, aquatic and woodland wildlife, a warm water fishery, a fire protection resource for Deer Leap Conservation Area and an amazing water viewscape from the rock ledge at Deer Leap.

2015 started out big with a substantial donation from a local resident and ended strong with completion of hydrologic (storm water) and

hydraulic studies (needed to design the new spillway). The state Wetland permit application should be approved before you read this, and construction drawings are in the final review process prior to submitting a final reconstruction application to the state Dam Bureau.

In between, the Windham Endowment sponsored a wine tasting event at Lucia's Bodega where engineer Eric Teal from HTE Northeastern, Inc. presented design criteria for rebuilding Moeckel Dam and a concept dam design that automatically regulates water output from Moeckel Pond. At this event residents made personal donations and local business offered financial support and pledged to hold fundraisers. We are grateful to all.

Ongoing projects that support the environment were carried out by Eagle Scout Marshall Pesaturo who installed 4 wood duck boxes in the pond creating new homes for migratory waterfowl. An Endangered Species survey conducted in June determined good habitat for the threatened spotted turtle; and NH Fish and Game has ranked Moeckel Pond and supporting wetland as Highest Ranked Habitat in the Biological Region.

Friends of Moeckel Pond is a non-profit organization, working collectively with the Windham Conservation Commission, Windham Endowment, Windham Historic District/Heritage Commission, and other local groups to restore the pond and provide eco-recreation right here in Windham for canoeing, kayaking, fishing, snowshoeing, ice skating, bird watching and inspiration for local artists.

We are currently fundraising for final construction. "Give a Dam" by donating to Friends of Moeckel Pond [facebook.com/friendsofmoeckelpond](https://www.facebook.com/friendsofmoeckelpond) or the Windham Endowment windhamendowment.org.

Respectfully submitted,

Dianna Fallon

Dianna Fallon, Friends of Moeckel Pond

LIONS CLUB

The Windham Lions Club was chartered on January 24, 1970. Lions meet the needs of local communities and the world. Our 1.36 million members - who perform community service in 210 countries and geographic areas - are different in many ways, but share a core belief: community is what we make it.

The Windham Lions continue to provide support, commitment and financial assistance to its charitable endeavors within the Windham Community, the State of New Hampshire the Nation and the World through Lions Club International Fund.

Local Windham Service Projects and activities for year ending 2015

\$4500 in scholarships awarded to 4 Windham High School Seniors

Recognition of 5 Middle School Graduates for outstanding effort in Drama, Writing, and Public Speaking annually

Harvest-Fest event at Griffin Park

\$1000 donation to Shepherd's Pantry

Christmas Caroling to residents and nursing homes and senior housing in town

Assist Windham's Helping Hands

Collection of used eye glasses and hearing aids

Annual Strawberry Festival support

Eye Glasses and hearing aid assistance to residence of Windham in need

New Hampshire District level

Donation for NH Lions recreational weekend for the blind

Our major effort this year is **Operation Kids Sight**. We hope to test all children aged 6 months - 2nd grade with the Spot Vision Screener. We NH Lions raised \$56,000 in funds, which were matched by Lions Clubs International Funds, to purchase over \$120,000 of new equipment. Eventually, we will expand the program to all 180,000 children in NH aged 6 Months to 18.

Donation to Lions Clubs International: (LCIF) Funds used for both medical need and disaster relief around the world.

Respectfully submitted,

Becky Brown

Becky Brown, Windham Lions President

MOMS CLUB OF WINDHAM, NH

The MOMS Club of Windham is a local chapter of an international group and MOMS is an acronym for the slogan "MOMS Offering Moms Support." The local chapter was organized in 2004 and currently has over 100 members. Suzan Messina, the outgoing President said, "We have a wonderful group of moms who share the same purpose and principles of the MOMS Club, one of which is to engage in activities to enrich the lives of children in the community. Another is to undertake and complete at least one charitable, humanitarian or social welfare project related to children each year. This year we got together as a group and sliced strawberries for the annual Strawberry Festival to benefit the Nesmith Library."

The MOMS club is always open for new members. The group is particularly helpful to new moms and move in moms. We have a meal train which organizes several days of delivered family dinners to a new mom. A series of monthly activities include a business meeting, a morning or afternoon seasonal or holiday themed brunch or dinner potluck, and a MOMS night out which recently has included trivia night, manicures and pedicures, paddle boarding on Cobbett's Pond, and paint night party. Other than the MOMS night out, all other activities take place during daylight hours and children are welcome. Some meetings include guest speakers, most recently a child nutritionist.

There are currently 5 playgroups that meet during four different mornings and one afternoon. They meet in rooms provided by local day care centers and the Windham Middle School cafeteria during the winter and inclement weather. During milder weather the playgroups try to meet at public parks. Some of the playgroup meetings might include a holiday party and/or gently used book swap for the children.

Several subgroups are available to join within the MOMS club. There is a recipe club where members share creations and recipes once each month. A book club selects a book to read once per month and there are typically two discussion meetings for each book. There is a HOOT/HOWL subgroup when a partner is out of town or out working late, members can meet for a picnic dinner in the park or at a local eatery with their children. A morning coffee is held once per month at local coffee shops in Windham. We also try for a family outing that might include bowling or similar activity each quarter.

The MOMS Club also has a much-used babysitting coop. Each new member is automatically enrolled in the coop. Upon enrollment the member receives 20 free hours of sitting from other moms within the club. Those hours are free and never have to be paid back. There is no requirement that the hours be used but many members enjoy sitting for each other's children and having their children watched by an experienced mom when needed. No money changes hands, just hours are traded electronically on the website.

A monthly newsletter is electronically sent to all members which includes a calendar of MOMS Club events in Windham. We also have an on line calendar that lists numerous free activities, including story hours and recreation department activities in surrounding towns. Our goal is for a mom to be able to look at our calendar on any given day and be able to find something to do with her children. Activities are planned each month exclusively for the MOMS club which have recently included farm tours, apple, pumpkin, and strawberry picking and morning and afternoon playgroups. Other seasonal field trips over the past year included learning the process of making maple sugar in the spring, milking cows, and finding their way through a 12 acre corn maze in the fall. Meet up places include the local playgrounds, local and surrounding libraries for their events, or the town beach. The newsletter also features one or two members each month as a way of getting to know members who might not meet otherwise.

The Windham MOMS Club has a closed Facebook page and other group media to share information relating to schools, services, and child related matters.

For further information you can visit their website at: <http://momsclubwindham.weebly.com/> or email windhammomsclub@gmail.com.

Respectfully submitted,

Suzan Messina

Suzan Messina, Past President

WINDHAM COMMUNITY BANDS

The *Windham Community Bands* (WCB) are a volunteer non-profit organization based in Windham and consisting of three performing groups: the Windham Concert Band, the Windham Swing Band, and the Windham Flute Ensemble. Established in May of 1997 by Windham residents Frank Rydstrom and Roanne Copley, and the band's first conductor Bruce Lee, the WCB provides local musicians of all ages and walks of life the opportunity to grow musically through weekly rehearsals and frequent performances. With a year-round schedule of appearances, the WCB enriches the cultural life of the area, adding to old traditions and building new ones.



2015 was another busy year for all three WCB groups, starting in March with their 17th annual Evening of Music fundraiser at Castleton, "A Portrait of America." Under the direction of second-year Music Director Dr. Spencer Aston and Assistant Director Rob Scagnelli, the 50-member Windham Concert Band, performed numerous concerts including Windham Town Day at Griffin Park; the July 4th celebration in Wilmington, MA; a free, community concert in back of newly-landscaped Searles School and Chapel; the second annual family-oriented Fall Concert at Windham High School (WHS) in October; the fifth annual NH Community Band Festival in New London, NH; the annual Windham Tree Lighting; and, along with the other 2 groups, the 10th annual Holiday Concert at WHS.



Additional highlights for the Swing Band, directed by Rob Daisy assisted by Rob Fogg III, were the annual Warner Men's Club dance, the annual Londonderry Old Home Days concert, and an outstanding performance at Nashua's Keefe Auditorium as part of the Nashua Community Concert Association's series.

The Windham Flute Ensemble, directed by David Howard, appeared with the Interfaith Choir at their spring concert and entertained area seniors with concerts at Windham Terrace, Warde Health Center, Birch Heights in Derry, and Hunt Community in Nashua.

Also in 2015, all three groups held recording sessions for the WCB's second CD, which is scheduled for summer of 2016.

Respectfully submitted,

David Howard

David Howard, President, Board of Directors

WINDHAM ENDOWMENT

In 2016, the Windham Endowment for Community Advancement will enter its 10th year of service to the Windham community. We are proud to have earned the enthusiastic support of our friends and neighbors who have spurred the Endowment's growth from a young start-up to a mature organization that now holds 24 funds serving a wide variety of community needs.

The Endowment's funds have grown due to the generosity of members of the community and the leveraging of donations to receive matching gifts and grants, enabling the Endowment to make significant distributions back to the Windham community. Those distributions grew by 20% in 2015 compared to 2014, bringing the Endowment's total distributions over its first decade to more than \$170,000.

Growth continued this year, most notably in two areas:

- The **Don Zimmer Memorial Fund** was created late last year to help children of families-in-crisis to participate in after-school and summer recreation programs. This fund received tremendous support and, in its inaugural year, the fund was able to allocate \$1,300 to support eight children in our community, helping them experience a wide range of activities by paying for fees, equipment purchases, and gas cards to offset travel costs. The legacy of Don Zimmer lives on in our community, thanks to the generosity of many people.
- **Academic scholarships** offered through the Endowment have grown significantly since the first three scholarships were awarded in 2012. In 2015, the Endowment's scholarship distributions grew by 70% to \$8,500 and in 2016 the distribution is anticipated to more than double that amount.

In news concerning ongoing projects and partners:

- Progress continued with the **Greenhouse Project** at Windham High School. Plans for the installation neared completion while fundraising efforts continued, resulting in a very generous donation by a local resident who also created a matching gift opportunity. Among the first gifts qualifying under this matching gift program was the Windham Garden Club's \$1,000 award of the Arthur Baker Community Investment Fund Grant.
- The **Moeckel Pond Project**, a joint effort of the Endowment and the Friends of Moeckel Pond. The project has also moved forward gaining approvals and meeting State of New Hampshire DES regulations. Friends of Moeckel Pond are currently preparing applications for the 2016 grant cycles and actively seeking additional funding sources.
- Celebrating over 60 years of **Boy Scouts** in Windham, Troop 266 hosted an awards evening recognizing the work of all the scouting organizations in town and honoring all of the Scouts, over 100, who have achieved the rank of Eagle since 1959. The Endowment was proud to help sponsor this event with a \$1,000 disbursement made from the Boy Scout Troop 266 Fund to underwrite both the cost of the event and the plaques that will mark each Eagle Project in our community.

Building on the successes in 2015, the Endowment will continue to make progress on current projects, expand offerings in known areas such as scholarships, and extend its reach into new areas as opportunities arise. As always, while we will seek innovative funding opportunities to bring money in from outside the town, local philanthropy forms the core of our support.

We are thankful for the trust you place in the Windham Endowment. We hope that you will participate in our celebrations in this coming 10th anniversary year. For more information about the Windham Endowment or to make a donation, please visit our website windhamendowment.org.

Respectfully submitted for the Endowment,

Diane Carpenter

Diane Carpenter, President

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 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, the two trails offer 8 miles of paved trail; the longest stretch along an abandoned rail bed in New Hampshire!

Significant this year, is that two formal trail use counts were completed by Southern New Hampshire Planning Commission and the DOT. The first was a surface tube conducted between August 24 and September 10 that recorded an unprecedented count of 6,486 trips. This type counted wheeled users only. From October 9 to November 6 an eco-counter (visual and surface) picked up 11,511 trips, with a daily average of 397. Columbus Day weekend was an astounding 2,645. Counts are important and used for many aspects of a trail such as publicity, community/economic development, and grant/sponsor requirements.

Approximately 490 hours were spent on maintenance by the WRTA and several trail volunteers on brush cutting, trash removal, cutting downed trees, and the critical chore of clearing the trail and drainage lines of leaves. Included were over 70 hours of work at the Windham Depot that included mowing, landscaping, lawn upkeep and painting. Various maintenance and trail clean-up days were held, assisted through our volunteer network. The WRTA also thanks those who contribute in their own way, picking up and keeping the trail clean. We are always looking for volunteers and sponsors, who may contact us through our website.

We are excited to announce that the bid to complete 1/4 mile of the remaining section of trail was selected in December resulting from the Transportation Enhancement Grant previously awarded. The required 20% match comes from the Town (as approved by a Warrant Article.) As well, the WRTA will fund the final 1/4 portion from Roulston Road to the Route 111 bridge; thus bringing the completion of this work by the summer.

The 8th Annual Flat n Fast 5k, held on June 14, brought 358 runners from many communities; continuing the popularity and participation of this USATF certified race. Overall winners were Sam Fazioli of Salem at 16:36 (course record) and Christina Supino of Windham at 19:04.3.

The 3rd Annual Convenient MD 10K was held September 28 hosting 328 participants. The overall and men's winner, setting the new course record at 32:45.5, was Joseph St. Pierre of Manchester. Leading the women, with the Woman's course record at 36:34.8, was Phoebe Novello of West Windsor, Vermont. Top NH Grand Prix team results had the Upper Valley Running Club (Lebanon, NH) edge out the Greater Derry Track Club 190-185. A big thanks to our major sponsor, Convenient MD who was the major motivator in recommending and offering to sponsor the race.

As always, the Windham Rail Trail Alliance is thankful for the support from town officials and accolades from our users. The formal usage counts show, without any doubt, the popularity and usage and support the Windham Rail Trail as being the most renowned paved rail trail in the state! Windham should take pride in that the success of the Windham Rail Trail has spread to the region and, along with the Derry section, puts us on the national scene. We are happy to remain the exclamation point for rail trail recreation in Windham and New Hampshire!

Respectfully submitted for the Alliance,



Mark Samsel, President

WINDHAM SENIOR CITIZENS, INC.

Life at the Senior Center continues to be robust as we meet on Tuesdays and Thursdays for lunch and various activities such as cards, bingo, board games and conversation. We welcome all seniors to join us. We meet once a month for a business meeting with a nurse in attendance to do health checks, and we also have this year planned special “game days” on non-regular days with lunch supplied as a pot luck meal. Thanks to all who help to plan these extra activities.

About two years ago, the Seniors were approached by Boy Scout Devon Bushey with a proposed Eagle Scout project to create a flowering garden with benches in the rear of the Senior Center. We, along with the Board of Selectmen, fully endorsed the idea and Devon immediately began planning; holding a fundraiser, and acquiring donations for all of the perennial plantings from Lake Street Garden Center, as well as bark mulch from Boyden’s Landscaping. Although health issues delayed Devon’s starting his project, on a cold fall Saturday in 2015 he gathered his assistants and completed installation of the garden and benches in a single day. Great organization on Devon’s part! Devon has a small amount of money remaining from his fundraising, which he intends to donate to the Senior Center. The Senior Citizens will appreciate that donation, and all are looking forward to spring when our new garden will bloom and grow. We are very grateful to Devon, and we plan to be the ones to love and water the garden into the future.

We continue to enjoy the planning of Cheryl Haas, Recreation Director. The Town has purchased a new bus and trips for all seniors have begun. Exercise and line dancing happen mornings at the center under Cheryl’s direction. Each year at the town wide Senior Christmas party sponsored by the Recreation Department, as President of the Seniors I have named Senior Angels; a recognition for individuals who help above and beyond at our voluntarily run facility. This year, I awarded this designation to my Right Hand helper, Douglas Yennaco and my Left Hand helper, Donald Dalphond. It is far easier to accomplish tasks with two hands and these two men make life so much easier by their efforts daily.

For over a year, we have enjoyed having David and his right hand helper, Kathryn, arrive each Tuesday to help with doing dishes. They are involved in a program called Living Innovations. In recent months, we have the pleasure of welcoming Brianna with her right hand helper, Patty on Thursdays to clean up dishes and pans. We are happy to share in this program that gets these individuals out in the community doing tasks that make them feel productive. We also are hosting a collection box for Planet Aid to collect used clothes and shoes in good condition.


The meals program still struggles with issues involved with our supplier of food for lunch. It has been now been 16 months since the change to Sidekim. Rockingham Nutrition Meals on Wheels is working on these issues daily and we all hope for changes that will make our lunches have some consistency. We miss our delivery drivers from Maine, Gary and George and we keep in touch with them often.

We were saddened by the death of member Flo Wheeler. Flo was named our Senior Angel in 2011 for her dedication especially for running our Bingo activity. We miss her greatly, but continue to have very fond memories of her service to us.

We cannot express enough our appreciation for local resident Daniel Popovici Muller. Having frequent interaction with Daniel has been a blessing to all of us this year. We are happy for Daniel’s two successes this year that caused him to say, “This has been the best year of my life”.

As always, we invite all seniors to join us at the center. We have fun, food, conversation and activities. Please consider joining us.

Respectfully submitted,



Barbara Coish, President

WINDHAM'S HELPING HANDS

ORGANIZATION MISSION: Windham's Helping Hands, Inc. is a nonprofit organization that was established in 2003 by a group of volunteers dedicated to helping seniors and families in Windham. The creation of Windham's Helping Hands (WHH) represents a combined, town-wide effort to ensure that all families who may need our assistance are identified and helped in the most confidential manner.

WHH works to: (1) create and encourage a positive educational experience through self-esteem building by collecting new school clothing, coats, and supplies through our "Back to School" clothing drive; (2) arrange Thanksgiving baskets for families; (3) coordinate the various "giving trees" and toy drives town-wide to ensure that all Windham families enjoy the holiday season; (4) provide "Baskets for our Seniors"; (5) develop relationships with Windham businesses who can contribute to our goals; (6) provide ongoing support for these families through community donations; and (7) work closely with all school staff members and Human Services to identify areas of need.

PROFILE OF THE ORGANIZATION: Windham's Helping Hands is a nonprofit organization run by a Board of Directors comprised of volunteers from our Town's Police and Fire departments, school counselors, staff members, the Town's Human Resource Coordinator, and caring community members. Our work and involvement in the community affords us the opportunity to continually work with other groups in the community. This encompasses the school staff members, local clubs and church groups, the library staff, the Police and Fire departments, as well as town employees. Over the years these people have, and continue to, provide support.

2015 HIGHLIGHTS: Celebrating 13 years serving the Windham community!

- Partnering with F2FC for the Family Fun Walk/Run with proceeds going to help families affected by cancer
- The Third Annual Walkathon at Griffin Park
- Partnering with Common Man Restaurant for our fundraising
- Partnering with the Windham Schools for the Thanksgiving food drive
- Partnering with the Woman's Service Club of Windham and American Legion Post 109 to provide Thanksgiving baskets
- Working with FLOW, the Nesmith Library Staff, and the community to fill the Holiday Wish lists of children
- Teaming up with the Windham Christmas Association to provide Holiday Food Baskets
- Receiving a generous donation from "The Turkey Trot"
- Providing coats for school children
- Christmas Tree Collection
- Working with the Windham Lion's Club, Mom's Club and local preschools
- Working with our seniors

- The generosity of the Windham community
- The many volunteer hours
- Assisting a record number of families throughout the year due to economic hardship and illness
- All donations returned to the community, as our Board is comprised of volunteers.

Windham Helping Hands is available throughout the year for children, families and seniors. We are available to provide a variety of resources and can respond to many situations. We are continuing to identify and provide assistance to seniors in need.

If you wish to contact us, please call Kathy Davis at 432-7732 or Sally Hunt at 898-9586; or you can email us at windhamshelpinghands@gmail.com. All requests are confidential.

If you would like to make a difference for a local family, you may send a donation to: Windham's Helping Hands, P.O. Box 4073, Windham, NH 03087 or donate via our Paypal account which can be accessed on our website. You can also follow us on Twitter @WHH03087.

Respectfully submitted for the Executive Board,

Patti Letizio

Sally Hunt

Patti Letizio and Sally Hunt, Co-Presidents

WINDHAM/SUZDAL SISTER CITY ASSOCIATION

Windham and Suzdal, Russia have been in a Sister City relationship since 1992. Over the years, we have enjoyed personal exchanges back and forth between our citizens. Although no one from our committee has traveled to Suzdal for three years now, there is happy, interesting information to report.

We have kept up a continuing relationship with the women of the quilt club in Suzdal, called "*Suzdal Swatch*". The quilters have been happy to incorporate American fabric into many of their wall hanging quilts, which depict fairy tales, churches and landscapes. Over the years, much fabric has been hand carried over to the quilters. A substantial amount of really great fabric came into the Senior Center from a donor, and we decided to attempt to send a box of fabric by mail, which safely arrived to the quilters. As a result of the first successful delivery, we sent a second box of fabric by mail. Needless to say, the women were thrilled. We shall gather more fabric to send in 2016.



Each year the Town of Windham includes \$500.00 in the budget for Suzdal support. It has always been our plan to hand carry cash to Suzdal. Since there has not been a personal trip there in three years, some of this money has been sitting in the committee's account. As luck would have it, a local family, the Heberts, were planning a trip to Moscow in October to meet their son who had been studying there with his university. The family agreed to hand carry a \$1000.00 donation for us. The son of the family with whom I stay when in Suzdal traveled to Moscow, met the family representative and the donation was transferred easily. The instructions were to have Doctor Olga Kitaeva, Head of the Poly-clinic use the money for some improvements to the facility which serves all Suzdal residents.

We continue to have regular communication with our friends in Suzdal. Email and texting makes this interaction easy to accomplish. Many of us look forward to the time, hopefully soon, when we shall again see our friends in Suzdal face to face. We have friends there whom we think of as close family members, and miss them and think of them often.

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara A. Coish".

Barbara Coish, Chair

WOMAN'S SERVICE CLUB OF WINDHAM

The Woman's Service Club of Windham (formerly the Windham Woman's Club) is a nonprofit organization founded in 1911. We provide a place for friendship for women while doing charitable work that focuses primarily on the needs of Windham residents.

The community is generous in supporting our fundraisers, which include bake sales at elections and the Harvest Festival, a Craft Fair and a Yard Sale. Money raised supports two scholarships for Windham High School seniors, two eighth-grade awards, tuition for two students for Lost River, donations to three school libraries, the Shepherd's Pantry, Nesmith Library, and the Rail Trail Alliance, as well as appreciation baskets for Town Hall. We also contribute to other local organizations.

We thank the community for its support of our coat drives in October and November, which this year collected a grand total of 1,927 coats and sweaters that were distributed by the Shepherd's Pantry in Windham, the Nashua Adult Learning Center and organizations in Derry and Manchester. Every May, we sponsor an annual "Baby Shower" to benefit Our Place in Manchester for babies and young families in need. Again, the community has been generous in filling collection boxes at Windham High School and Nesmith Library with donations of toddler and baby supplies.

Our Veteran's Committee visits residents at the VA Medical Center in Manchester, sponsoring morning coffee once a month and running evening Bingo every other month. The committee also provides holiday gifts in December and hosts a picnic in June.

The club works with Windham's Helping Hands to provide Thanksgiving Baskets for local families and our members contribute gifts for the Holiday Families project.

We continue to host Candidates Night at Town Hall prior to local elections. The event is televised on local cable TV and gives Windham candidates an opportunity to present their points of view and residents a chance to ask questions of the candidates.

The social component of the club includes two monthly book discussion groups and a Bridge group that meets twice a month.

Our monthly meetings are held at Town Hall and consist of a luncheon, then an entertaining or informative program, followed by a business meeting. New members are always welcome. For more information, visit www.womansserviceclubofwindham.org or our Facebook page.

Respectfully submitted,

Carol Settino

Carol Settino, President

DIRECTORY OF SERVICES

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

Local Departments/Other:

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

School Department:

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

Official Town Website _____ **www.WindhamNH.gov**

State/Federal Representatives:

Governor

Maggie Hassan - State House, 107 N. Main Street, Concord, NH 03301 _____ 271-2121

US Congress District 2:

Ann Kuster - 18 N. Main Street, 4th Floor, Concord, NH 03301 _____ 226-1002

US Senators:

Kelly Ayotte – 1200 Elm St., Suite 2, Manchester, NH 03101-2503 _____ 622-7979

Jeanne Shaheen – 1589 Elm St., Suite 3, Manchester, NH 03101 _____ 647-7500

Senator District 19:

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

State Representatives District 7:

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

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

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

Charles E. McMahan - 11 Floral Street, Windham, NH 03087-1024 _____ 432-8877

MORE ABOUT WINDHAM

Area	27.2 square miles	Residential Homes	4,637
Population	13,800 +/-	Residential Condos	650
2015 Total Net Valuation	\$2,252,833,574	Multi-Family Units	29
2015 Tax Rate	\$21.72/thousand	Seasonal Homes	228
2015 State Ratio	96% (estimated)	Commercial Parcels	*184
Tax Billing	Semi-Annual	Acres in Current Use	1,160

**147 improved parcels; 37 vacant*

TOP 10 FAQs: *Here they are; the questions most consistently posed to staff throughout the year.*

Where do we vote, and what hours are the polls open? *Voting takes place at Windham High School, and the polls are open from 7:00 AM to 8:00 PM unless posted otherwise.*

Is hunting allowed on Town Conservation/Forest Land? *Yes, with the exception of Deer Leap, Foster's Pond and the McIlvaine Town Forest areas you may hunt on Town-owned Conservation land subject to all other applicable State and/or Federal regulations.*

Is municipal water/sewer available? *No. All properties are on private septic systems/wells. Some limited areas of Town are on community wells serviced by Pennichuck.*

Is there municipal trash pickup? *No. Residents may transport their trash to the Transfer/Recycling Station, or contract pickup with a private company.*

Do the Selectmen have regular office hours/how can I contact them? *The members of the Board of Selectmen do not keep office hours. Most concerns can be handled by the Administrative staff and/or the Town Administrator. If listed in the local telephone directory, the Selectmen may be reached at their homes. Alternatively, as a Board they can be reached via BOS@WindhamNH.gov.*

When will I receive my tax bill/what period of time does my tax bill cover? *Bills are mailed twice a year, generally in June and November, and are due 30 days from the date of notice. Property taxes are assessed as of April 1 each year, and the tax bills represent an entire year billed in two (2) installments.*

How do I get a pass for the Town Beach? *Passes are available to Windham residents at the beach. There is no charge, however proof of residency must be presented.*

How long is the paved walking area at Griffin Park? *Walking around the "Figure 8", the length is a 10th or two over a mile. The perimeter is just under.*

I want to have a yard sale. Do I need a permit? *No.*

I attended/graduated from Castle Junior College. Can the Town provide me my transcripts? *No, we can't. However, if you contact the Administration Office of the Sisters of Mercy at 893-6550, they can assist you.*