

2012 ANNUAL REPORTS

Town of Windham, NH



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 _____	432-3806
Transfer Station/Health Officer _____	426-5102
Highway Agent _____	216-5676
Recreation Department _____	965-1208
Nesmith Library _____	432-7154
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.WindhamNewHampshire.com**

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 - 144 Russell SOBuilding, Washington, DC 20510 _____ (202) 224-3324

Jean Shaheen - 520 Hart SOB, Washington, DC 20510 _____ (202) 224-2841

Senator District 19:

Jim Rausch - State House 107 N. Main Street, Rm 124, Concord, NH 03301 _____ 271-3091

State Representatives District 7:

Mary E Griffin - 4 Wynridge Road, Windham, NH 03087-1628 _____ 432-0959

Walter Kolodziej - 8 Kent Street, Windham, NH 03087-1645 _____ 437-7936

Charles E McMahon - 11 Floral Street, Windham, NH 03087-1024 _____ 432-8877

Kevin K Waterhouse - 175 Haverhill Road, Windham, NH 03087-1754 _____ 965-3458

ANNUAL REPORTS

OF THE

OFFICERS, TRUSTEES, AGENTS, COMMITTEES

AND ORGANIZATIONS

OF THE

TOWN OF WINDHAM

NEW HAMPSHIRE



FOR THE YEAR

2012

On the Covers: Our sincere thanks to Nesmith Library Trustee Norm Boutillette for sending in and allowing us to share these stunning pictures of Shadow Lake.

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DEDICATION

“The best way to find yourself is to lose yourself in the service of others.”

~ Mahatma Gandhi

As was the case for 2011, we have once again experienced a year of loss; prompting us to move away from dedicating these reports to a single individual or organization. Rather we take this moment to reflect on the following who passed in 2012; each of whom unquestionably lost themselves in service to their fellow residents. We remember each for their commitment, their enthusiasm, their humor, and their tremendous sense of community; and it is with pride that we dedicate the 2012 Annual Reports to their memories.

ALICE HUNT

February 4, 2012 at age 68

Alice was a fixture in the Tax Collector’s office for nearly twenty years. Beyond her dedication to her position as Deputy, Alice’s warmth, intelligence, wit, and colorful sense of humor remain unmatched. The void left by her passing will not easily be filled.

CAROL YENNACO

April 23, 2012 at age 76

A life-long resident of Windham, Carol served as inspiration to many in how to succeed. A wife, mother, entrepreneur, politician; it seemed there was little that Carol could not do. She served Windham’s constituents as State Representative for two (2) terms.

FREDERIC NOYLES

June 1, 2012 at age 79

A long-time resident and business owner, Fred also took time out of his busy schedule to serve as a member of the Board of Selectmen. It is impossible to think of Fred without remembering his patriotism as a veteran of the US Air Force and his willingness to always help others in need.

LESLEY BELL

September 22, 2012 at age 69

Les retired from the Town of Windham in 2007, after 20 years of service in various capacities; the last being an operator at the Transfer Station. Les was “the salt of the earth” personified; an asset to the Town, Les also embraced time spent with his family and simply enjoying life in Windham.

TOWN OFFICIALS

BOARD OF SELECTMEN

Bruce Breton, Chair – 2013

Kathleen DiFruscia – 2014
Roger Hohenberger – 2015

Phil LoChiatto – 2014
Ross McLeod – 2015

TOWN ADMINISTRATOR

David Sullivan

ASSISTANT TOWN ADMINISTRATOR – FINANCE

Dana Call

TOWN CLERK

Nicole Merrill – 2015

TAX COLLECTOR

Ruth Robertson

MODERATOR

Peter Griffin – 2014

TREASURER

Robert Skinner – 2015

TOWN ASSESSOR

Rex A. Norman, CNHA

CHIEF OF POLICE

Gerald Lewis

FIRE CHIEF/WARDEN

Thomas L. McPherson, Jr.

COMMUNITY DEVELOPMENT DIR.

Laura Scott

HIGHWAY AGENT

Jack McCartney

HEALTH OFFICER

David Poulson

IT DIRECTOR/GIS

Eric DeLong

HUMAN SERVICES

Kathleen Davis

TRANSFER STATION MANAGER

David Poulson

RECREATION COORDINATOR

Cheryl Haas

LIBRARY DIRECTOR

Carl Heidenblad

MAINTENANCE MANAGER

Allan Barlow, Retired

ANIMAL CONTROL OFFICER

Alfred Seifert

CABLE STUDIO COORDNATOR

Kelly McLaughlin

TRUSTEES OF TRUST FUNDS

Alphonse Marcil, Jr., Chair – 2014

Donna Mauro – 2013

Karen Marcil – 2015

TRUSTEES OF THE CEMETERY

Wendi Devlin, Chair – 2013

Barbara Coish – 2014

Bruce Moeckel – 2015

TRUSTEES OF MUSEUM

Jean Manthorne, Chair – 2013

Dennis Root – 2014

Kim Monterio – 2015

SUPERVISORS OF THE CHECKLIST

Robert Skinner, Chair – 2014

Charles Russo – 2016

Eileen Mashimo – 2018

TRUSTEES OF THE LIBRARY

Mark Branoff, Chair – 2014

Patricia Barstow – 2013

Mary Lee Underhill – 2013

Norman Boutillette – 2013

Peter Tousignant – 2014

Karen Marcil – 2015

Tara Picciano – 2015

TOWN OFFICIALS

PLANNING BOARD

Margaret Crisler, Chair – 2014
Ruth-Ellen Post – 2013
Kristie St. Laurent – 2013
Jonathan Sycamore – 2014
Pam Skinner – 2015
Carolyn Webber – 2015
Kathleen DiFruscia, Selectman – 2013
Ross McLeod, Selectman Alternate – 2013
Sy Wrenn, Alternate – 2014
Lee Maloney, Alternate – 2014
Vanessa Nysten, Alternate – 2014

ZONING BOARD OF ADJUSTMENT

Mark Samsel, Chair – 2014
Heath Partington – 2013
Elizabeth Dunn – 2013
Jay Yennaco – 2015
Jime Tierney – 2015
Anthony Pellegrini, Alternate – 2013
Mike Mazalewski, Alternate – 2014
Michael Scholz, Alternate – 2015

CONSERVATION COMMISSION

Jim Finn, Chair – 2013
Wayne Morris – 2014
Pam Skinner – 2014
Lisa Ferrisi – 2014
Bernie Rouillard – 2015

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

HISTORIC DISTRICT/HERITAGE CMSN.

Carol Pynn, Chair – 2014
Bonnie Parenteau – 2013
Nancy Kopec – 2014
Peter Griffin – 2015
Kathleen DiFruscia, Selectman – 2013

ROCKINGHAM PLANNING COMMISSION

Peter Griffin – 2013
Carl Griffin – 2014
Eileen Maloney – 2015

CAPITAL IMPROVEMENTS COMMITTEE

Rob Gustafson, Citizen Member, Chair – 2013
Ruth-Ellen Post, Planning Board Member
Carolyn Webber, Planning Board Member
Neelima Gogumalla, Citizen Member
Jennifer Simmons, Citizen Member
Bruce Anderson, School Board
Stephanie Wimmer, School Board Alternate
Bruce Breton, Selectman
Phil LoChiatto, Selectman Alternate

CABLE ADVISORY BOARD

Margaret Case, Chair – 2015
Nicole Merrill – 2013
Mary Griffin – 2014
Leo Hart – 2014
Barbara Coish – 2015
Alan Shoemaker – 2015
Donna Mauro, Alternate – 2015
Bob Coole, Alternate – 2013

RECREATION COMMITTEE

Dennis Senibaldi, Chair – 2013
Chris O'Neil – 2014
Tim Kelleher – 2014
Ben Fidler, Alternate – 2014
Mike Caruso, Alternate – 2014

HISTORICAL COMMISSION

Marion Dinsmore, Chair
Patricia Skinner
Elizabeth Dunn
Fred Linnemann
Peter Griffin
Sally D'Angelo
Carol Pynn
George Dinsmore, Jr.
Carolyn Webber
John Mentuck

DEPOT ADVISORY COMMITTEE

Mark Samsel, Chair
David Sullivan, Town Administrator
Jack McCartney, Highway Agent
Wayne Morris
John Mangan
Dick Forde
Carolyn Webber
Carol Pynn

TOWN OFFICIALS

LOCAL ENERGY COMMITTEE

Jim Hebert, Chair - 2013

Rick Okerman - 2013

Josh Hebert - 2014

Tom Barstow - 2015

Dianna Fallon - 2015

HOUSING AUTHORITY

Charles McMahon, Chair - 2016

Grace Marad - 2013

John Alosso - 2014

Mary Griffin - 2015

Leo Hart - 2017

ECONOMIC DEVELOPMENT COMMITTEE

Bob Young, Chair -2014

Ralph Valentine - 2013

Dianne Connolly - 2014

Paul Gosselin - 2015

Kathleen DiFruscia, Selectman Alternate

Bev Donovan, GSCOC

Al Letizio - 2013

Jay Yennaco - 2013

Sally D'Angelo - 2015

Bruce Breton, Selectman

Sy Wrenn, Planning Board

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 Commission** meets the second Wednesday of each month at the Searles Building at 7:00 PM.

The **Historic District/Heritage Commission** meets the second Wednesday of each month at the Bartley House (Administrative Offices) at 4:00 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 no regular meeting schedule, rather they meet as is necessary or required: **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, Historic District/Heritage Commission, Historic Commission, Housing Authority, Recreation Committee, Technical Advisory Committee, and Trustees of the Museum. Citizen members of the Capital Improvements Committee are appointed by the Planning Board, and alternates to the Zoning Board of Adjustment and Planning Board are appointed by those Boards respectively. If you are interested in volunteering your time to any of these groups, a letter of interest should be submitted to the Town Administrator @ PO Box 120. Submission of your interest is not a guarantee of appointment. Your information will remain on file until a vacancy arises, at which time Board will review all submissions and appoint those candidates deemed best for the position.

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 11, 2012

The Annual Town Deliberative Session was held on February 11, 2012 at Windham High School. The Town Moderator, Peter Griffin opened the session at 9:00 am.

The introductions were made for Administrator David Sullivan, Town Clerk Nicole Merrill, Board of Selectmen, Bruce Breton, Roger Hohenberger, Kathleen DiFruscia, Phil LoChiatto, and Town Attorney Bernard Campbell. The salute to the flag was led by Dana Call, the Finance Director.

Moderator Griffin then gave instructions on how the Town Deliberative Session works. Moderator Griffin also made the motion to allow non-residents to stay for the duration and the motion was affirmed unanimously.

A moment of silence was made by Moderator Griffin to recognize Alice C. Hunt the Deputy Tax Collector; she passed on February 4th 2012 to a courageous battle with cancer. She will never be forgotten and is greatly missed by all.

Discussion to follow:

ARTICLE 5. To see if the Town will vote to raise and appropriate the sum of \$30,000 to be added to the Property Maintenance Expendable Trust Fund.

Selectwoman DiFruscia explained that there was no change in requested appropriation from 2011. In fact it was the same appropriation back in 2003. Current balance of Trust at 12/31/11 is \$24,315+/-, much of these funds having already been committed to current projects. Funding for 2012 has not yet been allocated, but the following projects will receive priority – (1) Painting the exterior of the Community Development Department and (2) energy efficiency / weatherization measures in the town buildings, especially Town Hall, Bartley, Community Development, Armstrong, and the Senior Center.

Motion made and seconded to place Article 5 on the Ballot AS STATED. Voted in the AFFIRMATIVE.

ARTICLE 6. To see if the Town will vote to raise and appropriate the sum of \$20,000, 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.

Selectman Breton explained that the intent of the Article is to authorize a combined total expenditure of \$20,000, for paying marketing cost as well as maintenance cost relative to the rentals of the Searles building.

Motion made and seconded to place Article 6 on the Ballot AS STATED. Voted in the AFFIRMATIVE.

ARTICLE 7. To see if the Town will vote to raise and appropriate the sum of \$12,112, said amount to be withdrawn from the balance in the previously established Searles Special Revenue Fund for the purposes of paying the principal and interest on the outstanding loan taken to fund renovations and repairs to the West wing of the building in 2003. Should this article pass, the debt service account in the approved operating budget from Article 20 will be reduced by a sum \$12,112. Approval of this article will have no additional impact to the tax rate.

Selectman LoChiatto explained the intent of this article is to authorize the expenditure of \$12,112 for paying the principal and interest costs associated with the bond taken out to renovate the West wing in 2003. This request is in accordance with the affirmative vote on Article 6 of the 2003 Town Meeting. As of 12/31/11, the revenue fund has approximately \$4440 in the account. Represents 9th payment of ten.

Motion made and seconded to place Article 7 on the Ballot AS STATED. Voted in the AFFIRMATIVE.

ARTICLE 8. To see if the Town will vote to raise and appropriate the sum of \$ 3,780, representing the cost of the increased economic benefits for members of Local Union 1801 AFSCME (Municipal Union) to which they are entitled for the fiscal years 2011 - 2014 under the terms of the latest collective bargaining agreement entered into by the Selectmen and AFSCME. Said contract to expire on March 31, 2014 with the additional cost for 2013 to be \$ 23,570 and \$ 8,000 for the year 2014, with \$0 to be paid retroactively for 2011. The contract also includes an increase from 20% to 25% in the employee's share of health insurance premiums. Should this article pass, the Highway Department's and Town Clerk's line accounts in the approved operating budget from Article 20 will be reduced by \$1,800 and \$1,530 respectfully, representing costs of step increases employees remain eligible for if the new contract is not ratified.

Selectman Hohenberger explained how the COLA raises were 0% April 1, 2011; going to be 0% April 1, 2012, and 3% April 1, 2013. The steps are in accordance with Union Contract; eligible employees will still receive their step increases based on the current scale in place. The impact of two such step raises for 2012 amounts to \$3,330. Health Insurance has been made into more of a "cafeteria plan". Employee Co-Payment amounts will increase as of March 1, 2012 to 25% of the premiums. Currently the employees pay 20%. In addition employees will be given three alternative plan options. If an employee chooses one of these alternatives they no longer would be under the town's partially self-funded plan but rather would assume responsibility for co-insurance payments and deductibles as applicable. Based on the plans chosen by employees for 2012 as well as higher co-pays the Town has realized \$50,000 in health insurance savings for the next twelve months. In the future there will be amendments to the operating budget to reduce amount, because of this transpiring. The Earned Time Contract calls for a "hard cap" of accrued earned time of 960 hours. Any hours above that at each year end will be forfeited by employee. New employees will have a lower earn time earning benefit and be allowed to accumulate no more than 400 hours. Cross Training of Employees Contract allows for use of administrative employees from one department to another as needed as well as use of employees within the Highway, Transfer, and Maintenance departments in any of these three areas/departments. The Duration of this contract is three years April 1, 2011 – March 31, 2014.

Stephanie Wimmer from Bedros Road wanted to know why there was only one Selectman opposing the Article. Selectman Breton answered that he was the one Selectman who opposed, he said he didn't agree with the COLA increase, but he accepted the contract as a whole.

Patrick Robertson from Kendall Pond Road wanted to note that the average person that's on a family plan has to pay \$200 a week to contribute to the health insurance. Town Administrator Sullivan noted that if a person were to kept the traditional JY plan then the person would be required to pay the \$207

Motion made and seconded to place Article 8 on the Ballot AS STATED. Voted in the AFFIRMATIVE.

ARTICLE 9. Shall the Town of Windham, if Article #8, is defeated, authorize the governing body to call one special meeting, at its option, to address Article(s) #8, cost items only?

Selectman Breton explained that if this particular article were to fail then the Selectmen have the authorization to hold a Special Town Meeting.

Motion made and seconded to place Article 9 on the Ballot AS STATED. Voted in the AFFIRMATIVE.

ARTICLE 10. To see if the Town will vote to raise and appropriate the sum of \$214,000 for the purpose of new Self Contained Breathing Apparatus (SCBA) Gear for the Fire Department and necessary equipment and materials to place this gear into service, and further to authorize the acceptance of \$203,300 of this appropriation from the US Department of Homeland Security – FEMA, as part of a Assistance to Firefighters Grants to fund 95% of the project, with the balance of \$10,700 to come from general taxation. Should this article be approved but the State grant not be awarded, 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 purchase is complete or for a period of two (2) years, whichever is less. This article is part of the Capital Improvement Program.

Selectman Hohenberger explained that this Article is part of the Capital Improvement Program. There are new requirements for SCBA, and the last time that the units were purchased was in 2002. The Fire Department had applied for a grant, however after the budgets were finalized the Town was advised that we weren't a selected recipient.

Motion made and seconded to place Article 10 on the Ballot AS STATED. Voted in the AFFIRMATIVE.

ARTICLE 11. To see if the Town will vote to raise and appropriate the sum of \$165,000 for the purpose of purchasing a Highway Truck (5 Ton) and necessary equipment and materials to place the vehicle into service, and further to authorize the acceptance of \$132,000 of this appropriation from the State of New Hampshire as part of an approved grant to fund 80% of the project, with the balance of \$33,000 to come from general taxation. Should this article be approved but the State reimbursement not occur, 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 purchase is complete or for a period of two (2) years, whichever is less. This article is part of the Capital Improvement Program.

Selectman Breton explained that this article is part of the Capital Improvement Program. Funds are to be used to replace a 1993 truck. The Town has received a grant to offset 80% or \$132,000 of the cost of the truck under the State and Federal Salt Reduction program.

Motion made and seconded to place Article 11 on the Ballot AS STATED. Voted in the AFFIRMATIVE.

POINT OF ORDER was made by Robert Leonard of Meetinghouse Road. He wanted to speak to the previous Article, however the motion was made far too quickly.

ARTICLE 12. To see if the Town will vote to raise and appropriate the sum of \$125,000 for the purpose of purchasing a Highway Loader and necessary equipment and materials to place the vehicle into service, and further to authorize the Board of Selectmen to use up to \$35,000 in funds gained from trading in the existing department loader with the balance of \$90,000 to come from general taxation. This will be a non-lapsing account per RSA 32:7, VI and will not lapse until the purchase is complete or for a period of two (2) years, whichever is less. This article is part of the Capital Improvement Program.

Selectwoman DiFruscia explained that this Article is part of the Capital Improvement Program. Funds are to be used to replace the existing department loader.

Motion made and seconded to place Article 12 on the Ballot AS STATED. Voted in the AFFIRMATIVE.

ARTICLE 13. To see if the Town will vote to raise and appropriate the sum of \$2,350 for the Conservation Commission, and authorize the Selectmen to transfer all unexpended Conservation Commission funds as of December 31, 2012 to the Conservation Fund in accordance with RSA 36-A:5.

Selectwoman DiFruscia explained that the 2012 Budget request for Conservation is \$2,350 representing an increase of \$0 or 0.00% from the 2011 appropriation of \$2,350. This is the same appropriation since 2007, the current funds in the account are \$643,155.

Motion made and seconded to place Article 13 on the Ballot AS STATED. Voted in the AFFIRMATIVE.

ARTICLE 14. To see if the Town will vote to authorize the Selectmen to complete a land transaction with the State of New Hampshire authorizing (i) the conveyance of a 1.6 +/- acre portion of Lot 11-C-350 to the State of New Hampshire (currently the subject of an eminent domain Declaration of Taking), and (ii) release of a curb cut access on Route 111 for parcel 11-A-300 (currently the Town Highway Garage) and to receive in consideration the parcel of land depicted as Lot 11-A-299, containing .39 acres situated at the intersection of Haverhill Road and Ledge Road, currently subject of a temporary use agreement, subject to such other terms and conditions as established by the Selectmen.

ANNUAL SENATE BILL 2 SESSIONS

Selectman LoChiatto explained that this particular article is intending to allow the Board to accept the piece of land in front of the existing Transfer Station and Highway Garage, owned by the State of NH as compensation for a 1.6 acre piece of unused Town land near CVS and Shaw's, that was taken by the State under the eminent domain laws as mitigation land associated with the RTE 93 project. The sale value of the piece taken would be less than \$7500 as it is wetlands. Essentially, this is cleanup work that the Town and State have been working on, and they are to swap land.

Motion made and seconded to place Article 14 on the Ballot AS STATED. Voted in the AFFIRMATIVE.

ARTICLE 15. To see if the Town will vote to discontinue absolutely and completely, pursuant to New Hampshire Revised Statutes Annotated Chapter 231, Section 43, the sections of Lamson Road which traverses between the borders of Tax Maps 13-A-150, 13-A-155, 13-A-120, 13-A-100, and 13-A-102, meaning to describe the former portion of Lamson Road which was bypassed as part of the State of New Hampshire Route 111 By-Pass Project.

Selectman Hohenberger explained that this article is intended to discontinue the old section of the former Lamson Road, which was bypassed by the Route 111 project. The land will be conveyed to the abutting property owners on each side of the former road.

Thomas Case on Mountain Village Road asked why the road west would be considered landlocked.

Selectman Hohenberger apologized for not having the maps on the overhead projection, but had handouts for viewing. Town Administrator Sullivan chose to interject.

Administrator Sullivan noted that there were two parcels off the old Lamson Road which has access out to Roulston Road. On the other parcel, it's Sullivan's understanding after talking to the property owner and State officials they have access across new Lamson Road across 13A-155.

Thomas Case specified that it was only a dirt path and that there is no legal right of way, or town road, and there could be no development. Administrator Sullivan agreed that there is no legal right of way and there could be no development or access to it unless the party was to get permission from the property owner, which is the State.

T. Case reiterated that we could get access to the property that was previously discussed if we got permission from the State. D. Sullivan expressed that the Town couldn't. T. Case didn't like the idea of being land locked as a property owner.

Michael Scholz of Balmorra Road feels that he's not sure if the Town can do this, that possibly the State prohibits it. Town Attorney Campbell noted that property 13-A-150 has access to Range Road. In a short answer if the Town were to discontinue, the private easement would remain. With the issue of access, the Town can elect to discontinue. But the owner can assert that right as property owner to contest it.

Selectman Breton wanted Town Administrator Sullivan to note that this article was a citizen's petition to the public.

Town Administrator Sullivan assured everyone that it wasn't a citizen's petition. This article was talked about from a citizen in the past. This particular article has been waiting for the last 3 years on the Selectmen's docket to be put on the ballot. Some of the property owners came forward with interest in discontinuing the road recently, so it was to be put on the year's ballot. Sullivan advised if someone was concerned with land locking someone, then perhaps an amendment privy to subject of gates and bars, that way the Town won't have to maintain it.

M. Scholz said that his main concern was that it wasn't ready to be brought forth, and that Attorney Campbell doesn't have the data, and can't vouch for the map. He wonders if it should be amended if it's null and void if it were to pass.

ANNUAL SENATE BILL 2 SESSIONS

Attorney Campbell has the same map that everyone has, and was asked to prepare sufficient data. The lot will and has access to Range Rd. The body has the sufficient data. The owner will relinquish any right for use of the land. The Town bears no responsibility to maintain it. If someone proposes the alternative amendment that Administrator Sullivan suggested, then the road would be classified as a Class VI road, or be subject to gates and bars. It's still a Municipal way, and can still be traveled by the general public, at their expense.

Diane Carpenter of Glenwood Rd can't speak for 13A-150 however, owns 13A-110 which is 10 Roulston Road. She understands that they will still have the right to plow or maintain their driveway off of Lamson Road. She just wanted to make her intentions public and that as a property owner, she is not opposed for it to be closed.

D. Sullivan stated that if this were to go through, that they would still have access off of Roulston Road. Also, understands that there is a garage on the back of the lot that doesn't have access to Roulston Road. Then they would receive half of the center line of the existing road, and the other half would go to the other abutter.

Galen Stearns of Bridge Bride Road didn't think D. Carpenter really understood that they only receive half of the road, not the right of the entire road. With all of the confusion, Stearns offered a MOTION TO AMEND and SECONDED by Selectman Hohenberger to read as follows:

To see if the Town will vote to *discontinue subject to gates and bars* pursuant to New Hampshire Revised Statutes Annotated Chapter 231, Section 43, the sections of Lamson Road which traverses between the borders of Tax Maps 13-A-150, 13-A-155, 13-A-120, 13-A-100, and 13-A-102, meaning to describe the former portion of Lamson Road which was bypassed as part of the State of New Hampshire Route 111 By-Pass Project.

G. Stearns states the reasoning for the amendment is to clear up that the road remains a Class VI road and can be utilized by people. This way it doesn't get into a "tug of war" between property owners and it will remain as is, meaning Town would not maintain it.

Selectman Hohenberger made a POINT OF CLARIFICATION that when it becomes subject to gates and bars the Town would not be responsible to maintain the road.

M. Scholtz wanted to get a Public Safety comment if there were a Class VI road and people happened to occupy that property would they still help the residents if an emergency were to happen. Fire Chief Thomas McPherson assured everyone that if anyone were to move there or if anybody were to be there, there would be no question that Public Safety would make it to them and provide them the services that they need.

Administrator Sullivan wanted to make sure the audience understood what the term "gates and bars" means. He explained that it was a legal term dated back in the historical days, and that the Town will not be physically putting gates and bars across the roadway. Simply that it means that the Town doesn't maintain it anymore.

D. Carpenter answered to the statement about not understanding, but in fact she does understand what her rights are as a property owner and what this article entails. But, she doesn't understand if the amendment is even necessary to be put in with the Article.

Town Attorney Campbell wanted to make some points, the first reiterating about the term "gates and bars". He explained why it was worded that particular way and concurred with D. Sullivan's explanation. He also wanted D. Carpenter to keep in mind that a Class VI road is still a town road, and he would advise her to get the permission of the Selectboard before she hires a private party to plow her property or do anything with maintaining that property, whether to plow it, or put a culvert in it etc. Also that since it's a Class V road currently that the Town is to maintain it. His last point was that if the Article were to be voted on as amended then his suggestion were to change the section reference from 43 to 45 (RSA Chapter 231, Section 45).

G. Stearns and R. Hohenberger WITHDRAW the AMENDMENT and second. Discussion is back to the original Article 15.

T. Case questioned to what taxes will be lost if this Article were to pass. Rex Norman, Town Assessor stated that the current assessed value is at \$103,000, it is a limited utility parcel, because of the wetlands. Not having the exact information in front of him, he doesn't want to quote the wrong information. But he would believe that the taxes would go down.

Selectman Breton noted that after looking at the whole warrant article, that parcel would go down, but we are also adding land to the parcel so that would mean the taxes would go up. With dividing the road in half and separating between abutters they would gain more land.

Motion made and seconded to place Article 15 on the Ballot AS STATED. Voted in the AFFIRMATIVE.

ARTICLE 16. Shall the Town vote to accept the donation of H and B Homes, Corp. of a parcel of land of 22.86 acres identified as Lot 3-B-601 situated at the intersection of Rockingham Road and Northland Road, said parcel being designated as land for Town recreational use by the applicant as part of the approval process for the Spruce Pond II Subdivision approved by the Windham Planning Board on October 3, 2007.

Selectman LoChiatto explained that this article is intended to ratify the acceptance of 3-B-601 which is being given to the Town as part of the Spruce Pond II development in accordance with the conditions of approval as voted on by the Windham Planning Board on October of 2007. By statute only Town Meeting can formerly accept gifts or donations of real estate property (unless given to the Conservation Commission-which is not being done in this case). The land donated has been prepared for development of two town recreation sports fields.

T. Case has a problem with the land itself. It's part of the Spruce Pond Subdivision, and when people in that area look at their deeds they own 1/95th of the land, so they would own the portion of that property. He questions the fact if it would be legal to give that donation if other people own a part of it. There's also a conservation easement, that states passive recreation only such as bird watching and he doesn't consider soccer as a passive recreation.

Selectman Breton deferred to Town Attorney Campbell.

Attorney Campbell stated that in any conveyance there would be some sort of certification of title coming from the owner conveying to the Town. Attorney Campbell recollects looking at Spruce Pond for numerous occasions over the years, and this particular lot isn't a part of the open space that's been deeded to owners. He checked on this specifically, and when you look at the owners for the open space in Phase I, it doesn't include 3-B-601. As far as what it can be used for, he recalls a past variance from the developers to allow more active recreational use for this parcel.

T. Case could be mistaken but when he looked at the plan, and in the plan it noted that that was for Phase II, and that there was two sets of open space (Phase I and Phase II). On that particular parcel it states open space, and by reading 3-B-601 open space, he assumed that it meant the open space for Phase II and the fact that conservation easement included all the open spaces Phase II and included this lot, he thought it was part of the open space.

Ruth-Ellen Post of Stonehedge Road and Chairman of Planning Board agreed with Selectman LoChiatto that this was a donation passed by the Planning Board in 2007, but if Article 16 were to fail, what would become of the parcel.

Attorney Campbell stated that under NH Law this type of donation of a parcel particularly what it will be used for it requires the vote of the Windham community at Town Meeting. If this Article were to fail, the developer would continue to own the lot. There are covenants apart of the original subdivision plan approval, but the applicant can acquire another variance and make it into more lots and build houses if they choose.

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M. Scholz asked if T. Case was correct and there was some ownership from other property owners and if this Article were to pass would it become null and void.

Attorney Campbell answered that if in fact that was owned by a fraction of property owners, then all of the property owners could get together and donate it to the Town. Or if they don't decide to do that, then they there would be no clear title for the property and the donation would not occur.

D. Carpenter asked if Selectman LoChiato recalled this particular topic, given that he was a Planning Board member at that time, if there were any covenants to Spruce Pond and when that was accepted, that recreational use would say on that covenant. Would the property owner even need the permission, if their full intention was to have it as recreation field use in the first place.

Selectman LoChiato believes that D. Carpenter is correct, but recalled that it was 4 years ago. The Town Council reviewed the covenants and any covenants would have to be approved by the State as well, due to subdivision process.

Administrator Sullivan noted that all of these questions were brought to everyone's attention during Public Hearing. For full disclosure, Sullivan wanted to share an email from the H&B's lawyer Peter Bronstein. The email provided attachments for 3-B-601 declaration of open space that was recorded with the Rockingham Registrar of Deeds. It noted that every conveyance has been subject to all terms and conditions provided within said documents. It specifically noted that the parcel be for recreational purposes, also that the open space to remain in that natural state except with the approval by the Windham Zoning Board. No dwellings, structures, or service roads other than the roads shown on the Phase II plan. The email went on to say that that the section should not constrict the Town of Windham from building ball fields or anything similar to recreational facilities as allowed by the Town of Windham Zoning Ordinance.

Laura Scott Community Development Director echoed what Administrator Sullivan stated. Also that legal counsel has reviewed the title and deed to the parcel. It is not owned by the Association or the home owners that, in fact that the only property owner is H&B, this has already been cleared through the Planning Board process. In all of the recorded plans this has always intended to be for the Town for recreational use.

Motion made and seconded to place Article 16 on the Ballot AS STATED. Voted in the AFFIRMATIVE.

ARTICLE 17. By petition of Dennis Senibaldi and others to see if the Town will vote to raise and appropriate the sum of \$250,000 dollars representing the cost of engineering, design plans and construction costs associated with the construction of Phase I of the Spruce Pond Recreation Field, (Tax Map 3-B-601). Phase I to include the construction of a recreational sports field usable for, but limited to, Soccer, Lacrosse, and Football as well as the initial preparation work association with the final Phase II, namely the construction of a baseball field. Further to authorize the Board of Selectmen to apply any federal, state or private funds made available therefore toward the cost of the project. This will be a non-lapsing account per RSA 32:7, VI and will not lapse for a period of two (2) years. A total of \$260,000 worth of material and construction donations where previously given to the town to complete the preliminary site preparations for this project.

Petitioner Dennis Senibaldi spoke on behalf of the Article. He brought this Article forward from the background of being the Chairman of the Recreation Committee for 10 years. These past years, he noted that he has seen the Town grow and how many more programs that have been added to render the growth. Right now, he feels that there is no more space in these programs and now is the time to do something about it. He shared that there was a safety issue with the upper field of Golden Brook School was eliminated. This year, the School has an Article on their ballot that asks for portables for Middle School, which if passed will eliminate fields there as well. He feels that every year the field usage is going down; however population and use is going up. H&B Homes started to work on this project back in 2007, and asked Recreation what they could do to help the Town. Recreation Committee felt that they were doing fine in 2007 with fields, but now they are struggling. The only field that has been added to the Town in his past 10 years of serving is Griffin Park. He is hoping that both Town and School can use this particular field. Some of the numbers were determined by site men, landscapers, electric company, and fencing company. The total number could come

in cheaper, but the numbers were presented to the Board of Selectman. People have asked him about building a turf field instead, and if there were different areas that it could be put and there was no way the costs would cover it. With the donation alone, the Town is ahead of the game. Maintenance costs would be roughly \$4000-\$7000 a year for this field. He empathizes that it's a tough economy and he stated that there never is a good time and that it's not a want, it's a need.

Selectman Breton stated that the Board looked at all of the numbers, and he has his doubts but feels that this is a good item. D. Senibaldi informed him that he spoke with all of the groups that would be involved with this Article and he feels that Mr. Senibaldi presents a good case, and that this is a needed item. He feels that perhaps they can reduce a little more money in the budget that this Article can be fit in.

Selectman Hohenberger noted that about 3 years ago he sat on the Capital Improvement Program and that D. Senibaldi presented this particular Article at that time. At that time, it was well received and that it was put in high ranking. However, this year the vote wasn't that high, as far as ranking goes. R. Hohenberger agrees that this is a good plan, but this year is not the right year. Any monies that the Board wants to allocate to other items on the CIP seem to be more important this time around. This year, one of the items that was looked at by the Committee was that the Town needed new schools. If this Article were to pass, then the whole CIP structure would fall off track and bring it above the allocated amount and increase the tax rate. Hohenberger continued that everybody understands the need of having the field, but other items are needed more this year. Overall, Selectman Hohenberger opposes the Article, but offered a several amendments so that the Article was correct.

Motion to AMEND several areas to the article and SECONDED by many to read as follows:

By petition of Dennis Senibaldi and others To see if the Town will vote to raise and appropriate the sum of \$250,000 dollars representing the cost of engineering, design plans and construction costs associated with the construction of Phase I of the Spruce Pond Recreation Field, (Tax Map 3-B-601). Phase I to include the construction of a recreational sports field usable for, but *not* limited to, Soccer, Lacrosse, and Football, *a parking area*, as well as the initial preparation work associated with the final Phase II, namely the construction of a baseball field. Further to authorize the Board of Selectmen to apply any federal, state or private funds made available therefore toward the cost of the project. This will be a non-lapsing account per RSA 32:7, VI and will not lapse for a period of two (2) years. A total of \$260,000 worth of material and construction donations where previously given to the town to complete the preliminary site preparations for this project.

Petitioner Senibaldi has no issue with the amendments but wanted to note that a parking area is already included in the plans. Selectman Hohenberger stated that anything that will be done to the field needs to be included in the Article.

AMENDMENT #1 VOTED ON AND PASSED IN THE AFFIRMATIVE. Article 17 AMENDED

AMENDMENT #2 VOTED ON AND PASSED IN THE AFFIRMATIVE. Article 17 AMENDED

AMENDMENT #3 VOTED ON AND PASSED IN THE AFFIRMATIVE. Article 17 AMENDED

S. Wimmer has several questions for Petitioner Senibaldi. Wimmer wanted to clarify that the amount was \$250,000 dollars. Because of the amount of the number, she's hoping that people have done their due diligence in determining that number and that in fact this went out to bid. After receiving agreeing nods, she proceeded asking that the maintenance costs as a whole. She noted that construction costs are one thing, but the long term maintenance costs are something that really needs to be looked at. She heard the petitioner state that approximately \$7000 dollars goes into the budget every year for maintenance costs.

Petitioner Senibaldi elaborated that the landscaper that the Recreation Committee has on contract stated that on their end it would be roughly \$4000-\$4500 dollars and then on top of that, there is already money allotted to that particular budget under Recreation.

S. Wimmer wanted to know if this was presented to the CIP and if it were favored and she heard from Selectman Hohenberger that it was not. She wanted to clarify one of the points that the Petitioner made when he presented. He mentioned about the field that would be eliminated at Middle School, and she agrees with the statement, however the field will be added plus a field. She wanted to know where this particular field lies in the Recreation Master Plan. Cheryl Haas, Recreation Director stated that the Master Plan is in draft form and included in it are two additional fields in 2012, but does not identify this particular field and space.

S. Wimmer understands that there is a growth issue that the Town is facing and sees it on the School side as well. She concluded that this is a lot of money and let the voters decide. Lastly, if the Board would take a position on this Article. Administrator Sullivan assured the audience that they would the following Monday, which is the next Board meeting.

Selectman DiFruscia supported this Article's concept. She is the Selectman liaison to Recreation, so she had firsthand knowledge of the needs. She also shares the same concerns with Selectman Hohenberger and S. Wimmer. The School's Deliberative Session showed a substantial increase for the proposed budget therefore, potential added tax rate. She cannot justify at the time for supporting the Article, because of the possible climb in the tax rate.

Patrick Robertson of Kendall Pond Road stated that he was initially the person who brought up the turf fields. He argued that putting football, lacrosse, and soccer on one field that there is no way \$4000 dollars will be the cost. He calculates about \$70,000 or more to maintain the field. For example, the field right outside in the back of the High School; the field was re turfed and nobody was allowed on it for the summer. He felt that if this were to pass, it would take at least a year until anybody used it. If people were to wait, there could be a possible opportunity for the School and Town to have a discount for a combined turf field. Also, there could be a probable revenue source with sports jamborees from neighboring towns.

M. Scholz wanted to know if Article 16 were to fail but Article 17 did not, can the Town build a field on the property owner's property.

M. Scholz made a MOTION to AMEND and seconded Article 17 to read as follows:

By petition of Dennis Senibaldi and others To see if the Town will vote to raise and appropriate the sum of \$250,000 dollars representing the cost of engineering, design plans and construction costs associated with the construction of Phase I of the Spruce Pond Recreation Field, (Tax Map 3-B-601). Phase I to include the construction of a recreational sports field usable for, but not limited to, Soccer, Lacrosse, and Football, a parking area, as well as the initial preparation work associated with the final Phase II, namely the construction of a baseball field. Further to authorize the Board of Selectmen to apply any federal, state or private funds made available therefore toward the cost of the project. This will be a non-lapsing account per RSA 32:7, VI and will not lapse for a period of two (2) years. A total of \$260,000 worth of material and construction donations were previously given to the town to complete the preliminary site preparations for this project. ***Further should Article 16 fail this article shall be declared null and void.***

Selectman Breton questioned that wasn't this one of the conditions that this site be converted to the Town and if the voters were to vote against the donation of the land it would revoke the approval.

Attorney Campbell reminded the community that if the Planning Board approved a road, it doesn't bind the acceptance of the road in the community. If the prior Article does fail, the applicant can review their options, perhaps obtain another variance. Campbell noted that the amendment on the floor is appropriate. If the Article wasn't amended they in theory, they can possibly enter a lease agreement with the developer.

Motion made and seconded to place Article 17 on the Ballot AS AMENDED. Voted in the AFFIRMATIVE.

There was lengthy discussion after the amendment. T. Case made a MOTION to MOVE THE QUESTION seconded by many.

ARTICLE 18. By Petition of Marc Sneider and others To see if the Town will vote to adopt the following ordinance:

The purpose of this ordinance is to insure that town officials and town employees are dedicated solely to the service of the residents of the town and are not motivated or appear to be motivated in his or her actions for anything other than service to the town. Moreover, this ordinance is to promote transparency in town administration and to prohibit town officials and town employees from improperly using their position with the town for their advantage or the advantage of their friends, relations, employers or business associates.

Prohibition Against Conflict of Interest.

Town shall be defined as the Town of Windham.

Covered Person shall be defined to include an elected Town official, a non-elected Town official, a Town employee, and any person or business (including the principals, partners, employees and owners of the business) that have performed or are performing services pursuant to a contract or arrangement with or on behalf of the Town whether or not the services were or are performed for compensation.

A Covered Person shall not participate in any action or decision if the action or decision concerns a matter that may provide a direct or indirect benefit, create a material gain or provide an advantage to relations, friends, employers, groups, businesses or associations to which the Covered Person has an affiliation or connection. A Covered Person with such an affiliation or connection must make that affiliation or connection public, must refrain from participating, voting or taking any action on the matter and must recuse himself or herself from involvement with respect to the action or decision. Further, the Covered Person shall not discuss the matter privately or otherwise communicate directly or indirectly with any other Covered Person regarding the matter.

The provisions set forth above shall not prohibit a Covered Person from applying for or appearing before a Town board for purposes of obtaining a permit, permission, license, variance, grant, consideration or approval from the Town with respect to the Covered Person's primary residence but it shall prohibit such conduct with respect to any business or entity in which the Covered Person has a legal and/or pecuniary interest that is not the Covered Person's primary residence. The provisions set forth above shall not prohibit a Covered Person from appearing before a Town board to voice their support in favor of or against a matter before said board as long as it is made clear on the record of the proceedings that the Covered Person is not acting in his or her official capacity but is acting solely in his or her capacity as a resident of the Town.

A violation of this ordinance by a Covered Person shall be deemed a violation of the Town's Code of Ethics and shall be grounds for removal from office or employment with the Town.

Any permit, permission, license, variance, grant, consideration, approval or action obtained from the Town through the direct or indirect actions of a Covered Person during the Covered Period shall be void.

The provisions contained in this ordinance shall be in addition to and shall supplement any and all other laws, ordinances, codes, rules or regulations now or hereinafter in force and effect.

The provisions contained herein cannot be waived, suspended or overridden.

Covered Persons who are now in office, employed by, or who are under contract or arrangement with or on behalf of the Town at the time of adoption of this ordinance shall be exempt from the provisions hereof for a period of 180 days following the date of adoption of this ordinance.

Petitioner Marc Sneider presented that every citizen is entitled for the confidence and integrity in their Town Government. To ensure this confidence, the petitioners put forth these two petitions. These petitions are being submitted pursuant to NH Law RSA31 section 39 which states the following: The legislative body of a town or city may adopt an ordinance defining and regulating conflicts of interest for local officers and employees, whether elected or appointed. Any such ordinance may include provisions requiring disclosure of

financial interests for specified officers and employees, establishing incompatibility of office requirements stricter than those specified by state law or establishing conditions under which prohibited conflicts of interest shall require removal from office.

M. Sneider added that these petitions that are being submitted are stricter than the State laws but are being presented pursuant to State law. These petitions are also prohibiting any favoritism, insider dealings, and to maintain the integrity in the Town government. M. Sneider proceeded by vocalizing his awareness of the Town Council's opinion of these presented petitions, and he disagrees entirely with his position. He noted that 40 out of 50 states in the United States have Conflict of Interest laws that follow this similar structure. 26 of states attached criminal penalty to their Conflict of Interest laws. In a recent case from the Supreme Court they upheld Conflict of Interest laws that follow with these parameters. Factually, they referred to a NH case in 1841 that states that NH has had a long history of common law prohibitions against conflict of interest. The power of the legislature belongs to the people, in the court's words. These laws set forth place Town officials as not individuals but representatives of the people who hold public trust as fiduciaries. M. Sneider alluded that these laws aren't unusual, and that in 2010 and that the SCC in active conflict of interest laws go far beyond in what these petitions describe. They even regulated and put specific caps on donations to politicians. He specified that even people that have any conduct with the Town, sit on a board, or even make a contribution have certain regulations. In reference to the Town Attorney's opinion M. Sneider summarized that constitutional principles are not restricted.

Attorney Campbell reviewed Articles 18 & 19 along with every other Article that gets presented to him by the Board, he then comments on such Articles and with regards to 18 & 19, State law does specially grant Towns to adopt Conflict of Interest ordinances under RSA 31:39a. Attorney Campbell stated that there are several problems with these Articles. New Hampshire is not a home ruled state. A town can only exercise certain authorities that are granted by State law. The problem with this particular Article, that it defines a covered person. Not only does it state elected Town officials and non-elected town officials, but principals, partners, employees, and owners of a business that have performed or are performing businesses through a contract or an arrangement through the Town, whether or not the services were or not performed for compensation. Attorney Campbell stated that the State law doesn't require the Town to regulate covered persons and therefore the ordinance goes well beyond that authority that the State grants a municipality. Some issues that Attorney Campbell had were from which the scope goes well beyond what the Town can regulate. Secondly, Article 18 uses the term "the covered persons shall not participate in any action or decision; if the action or decision, directs any benefit or indirect benefits of gain of relations, friends, businesses, associations, or connection." Campbell found that there was an exception which allowed the covered person to apply for licenses, variances, grants, permits, or approvals. With the respect of the person's primary residence but it shall prohibit such conduct with any respect of any business or entity which the covered person has legal interest in. Attorney Campbell feels that the problem lies in that it seeks to prohibit for example, people who own a business coming forth before the Town and having a competitive bid with other bidders. NH State law covers that people (even a Selectman, if be) have the opportunity to do so. These ordinances would prohibit any person if they are a business owner and a Town official to go before any board or even asking for tax abatement if their assessment was incorrect. Attorney Campbell's legal opinion was that these Articles went over and beyond the authority that was granted to the Town to regulate the conduct of the officers. He felt that it would deny equal protection, where it would allow an individual to advocate for their own personal interest, but if the person had a business that they ran in Town that they would be barred from applying to do business with the Town. Attorney Campbell remembers that the Town has had services from architects, landscapers, and designers which have been volunteered for no compensation. If these Articles pass, if the same people were to come before any board they cannot represent their business clients. Campbell's rendered opinion that if these should pass, then they shouldn't be enforced, because it surpasses NH Law.

Selectman DiFruscia thanked petitioner Sneider for making the proposals, and that there are certainly some questions from the public questioning the integrity in Windham's local government and employees. As a Selectman and as an attorney, she carefully reviewed RSA's that are applicable to conflict of interest and looked at Attorney Campbell's opinion. She concurs with Attorney Campbell with seeing that Articles 18 &

19 do go beyond the scope that grants the Town authority and that they don't comply with the State RSA's. She extended the invitation to work with M. Sneider and any other members of the public to look at the current ordinance that is in place.

Selectman LoChiatto echoed the comments of both Attorney Campbell and Selectman DiFruscia. He points out that in Article 19 #2 says "act as principal agent, attorney, or representative on behalf of any business entity for purposes of obtaining licenses, permissions, variances, etc.". He stated that that would preclude him from operating his business in Town as a builder. He feels that this Article is far over reaching. In any case that he would be involved in that he excuses himself from the discussion.

M. Sneider stated that he had legal training for over 32 years and that he has thoroughly researched this subject throughout all of the States. For example, in this community there is a service that compound all the decisions and laws in every State of the nation. He doesn't see anywhere that it conflicts with the RSA. The Town has the right to enforce stricter requirements. It doesn't prohibit people from doing business; it prohibits people from serving the people and doing business. He feels that you can't serve both parties equally. You either serve the Town or do business. But you don't serve the Town to further your business, and he feels that this is where the problem lies. M. Sneider would be happy to work with Selectman DiFruscia on this topic.

Margaret Case of Mountain Village Road felt she had merit after serving the Town for over 40 years between various boards and committees. After coming from New Jersey she felt New Hampshire was more positive in government handlings. She never saw any background deals, or served with a person that has violated the current Conflict of Interest ordinance. If anybody had anything to do with a certain abutter or topic they would remove themselves from the discussion. She feels that these two articles are out of place and doesn't understand why the petitioner feels compelled to write these petitions.

Justin Belair of Galway Road asked Selectman DiFruscia if there was an invitation to amend these Articles today or down the road.

Selectman DiFruscia didn't think that moment would be appropriate, but sit down and look at the current ordinance that is in place and make legal changes that would deem necessary.

J. Belair has several proposed amendments deleting some language and adding some language to the proposed Articles.

D. Senibaldi asked if these amendments have to presented in writing.

Moderator Griffin assured the public that every amendment has to be presented in writing, but the gentleman hasn't had a chance to express the amendments.

Moderator Griffin had expressed some concern with having Attorney Campbell read over the amendments in a timely manner.

A POINT OF ORDER from Selectman Hohenberger was made. He stated that Mr. Belair hasn't had the chance to propose the amendments, and would like to hear them.

J. Belair presented the Article with the AMENDMENTS to read as follows:

Prohibition Against Conflict of Interest.

Town shall be defined as the Town of Windham.

Covered Person shall be defined to include an elected Town official, a non-elected Town official, a Town employee, and any person or business (including the principals, partners, employees and owners of the business) that have performed or are performing services pursuant to a contract or arrangement with or on behalf of the Town whether or not the services were or are performed for compensation.

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A Covered Person shall not participate *in deciding or acting on* any *Town matter* if the *matter* may provide a direct or indirect benefit, create a material gain or provide an advantage to relations, friends, employers, groups, businesses or associations to which the Covered Person has an affiliation or connection. A Covered Person with such an affiliation or connection must make that affiliation or connection public, must refrain from participating, voting or taking any action on the matter and must recuse himself or herself from involvement with respect to the action or decision. Further, the Covered Person shall not discuss the matter privately or otherwise communicate directly or indirectly with any other Covered Person regarding the matter.

The provisions set forth above shall not prohibit a Covered Person from appearing before a Town board to voice their support in favor of or against a matter before said board as long as it is made clear on the record of the proceedings that the Covered Person is not acting in his or her official capacity but is acting solely in his or her capacity as a resident of the Town.

A violation of this ordinance by a Covered Person shall be deemed a violation of the Town's Code of Ethics (*with respect to Town employees*) and shall be grounds for removal from office or employment with the Town.

The provisions contained in this ordinance shall be in addition to and shall supplement any and all other laws, ordinances, codes, rules or regulations now or hereinafter in force and effect.

The provisions contained herein cannot be waived, suspended or overridden.

Covered Persons who are now in office, employed by, or who are under contract or arrangement with or on behalf of the Town at the time of adoption of this ordinance shall be exempt from the provisions hereof for a period of 180 days following the date of adoption of this ordinance.

The amendments were **SECONDED** by Selectman Breton.

Attorney Campbell noted that it was somewhat difficult to follow all the amendments proposed. But quickly going over the amendments, they seem like improvements with his main concerns. Can't give opinion until there is a final form, and it could be reached after the meeting. He noted that he would like a copy for his records. There is still an issue with a covered person can be anyone other than a Town employee or official.

Selectman Breton inquired about having the amendments being proposed and then having a 5 minute recess to go over the amendments. That way it would be fair to Attorney Campbell and the voters of the Town. M. Scholz agrees with Selectman Breton about the Town Attorney not having adequate time to go over the amendments.

Selectman Breton noted that the Selectboard has to meet on Monday to recommend the Articles they can revisit these amendments as well with a fresh slate.

Administrator Sullivan explained that getting the final wording and understanding from Attorney Campbell with time sensitivities is appropriate. Either way, if it takes 15 minutes or 5 hours everyone has to come out of this meeting with something for the final warrant.

M. Scholz wouldn't advise anyone to wait for a later date, and wondered if the petitioner could withdraw the article. Moderator Griffin asked if it would be feasible for a short recess for Attorney Campbell to look over amendments.

Attorney Campbell stated that he is at the direction of the Selectboard.

Selectman Breton questioned that the recess wouldn't be long enough to make an appropriate legal decision. This Article has to do with the rights of individuals and it's a very complex matter. Selectman Breton doesn't feel it's appropriate for the residents that the legal counsel gives their opinion in 10 minutes. He wishes to make the changes, and then discuss. He also pointed out that the current ordinance has nothing to do with the proposed Articles.

Selectman DiFruscia wanted to make it clear that her intention was not to stop residents from making amendments. What she was trying to propose an opportunity in the future to have a study committee to look at the current conflict of interest ordinance.

J. Belair welcomes Selectman DiFruscia's offer but asks if is allowable under current State law. Selectman Breton agrees with J. Belair and that the people are present to vote for the Articles and not a study committee.

Attorney Campbell referenced to recently changed State law that any amendment cannot change the subject matter (in example the "To see"). The Study committee could well happen.

Moderator Griffin asked Selectman DiFruscia what her intent was about the study committee. Selectman DiFruscia just wanted to move on with the amendments.

The first segments of amendments were VOTED on in the AFFIRMATIVE.

Vanessa Nysten of Edgewood Rd thought based on Attorney Campbell said about in the second paragraph regarding the businesses was not enforceable, and that it should be removed. She wanted a clarification.

Attorney Campbell still has concern because State Law authorizes the adoption of such articles. This only speaks to the Town Employees and officials but not the third person; so overall, yes he states that he's concerned. The other amendments clear up other concern, and if you take the amended literature the third party will not have any decision making any longer. It may reduce concern, but would like to see in the final form. Attorney Campbell feels you cannot regulate the third party.

M. Scholz wanted a clarification as well. Attorney Campbell made a comment about the enforcement and advising the Town not to enforce the original proposed Article. M. Scholtz wanted to know what Attorney Campbell meant.

Attorney Campbell stated on the original Article, he advised the Town Administrator and Board of Selectmen that it would be inappropriate to enforce the provisions of the petition i.e. voiding any current ordinance, not allowing another person to go before a board he deemed inappropriate.

M. Scholz doesn't feel like Attorney Campbell's decision was advisable for example not enforcing an ordinance after the Town adopts it. After knowing that that option is available for the Town to not enforce something after the Town adopts it would be up to the petitioner to possibly put a provision in the Article.

M. Sneider followed up with M. Scholz' comment, he felt that Attorney Campbell could be wrong by telling the Town not to adopt it. If there is a legal challenge, then that is why the courts are involved. M. Sneider then proceeded to make a MOTION to add another amendment. To read as follows:

Prohibition Against Conflict of Interest.

Town shall be defined as the Town of Windham.

Covered Person shall be defined to include an elected Town official, a non-elected Town official, a Town employee, and any person or business (including the principals, partners, employees and owners of the business) that have performed or are performing services pursuant to a contract or arrangement with or on behalf of the Town whether or not the services were or are performed for compensation.

A Covered Person shall not participate in deciding or acting on any Town matter if the matter may provide a direct or indirect benefit, create a material gain or provide an advantage to relations, friends, employers, groups, businesses or associations to which the Covered Person has an affiliation or connection. A Covered Person with such an affiliation or connection must make that affiliation or connection public, must refrain from participating, voting or taking any action on the matter and must recuse himself or herself from involvement with respect to the action or decision. Further, the Covered Person shall not discuss the matter privately or otherwise communicate directly or indirectly with any other Covered Person regarding the matter.

ANNUAL SENATE BILL 2 SESSIONS

The provisions set forth above shall not prohibit a Covered Person from appearing before a Town board to voice their support in favor of or against a matter before said board as long as it is made clear on the record of the proceedings that the Covered Person is not acting in his or her official capacity but is acting solely in his or her capacity as a resident of the Town.

A violation of this ordinance by a Covered Person shall be deemed a violation of the Town's Code of Ethics (with respect to Town employees) and shall be grounds for removal from office or employment with the Town.

The provisions contained in this ordinance shall be in addition to and shall supplement any and all other laws, ordinances, codes, rules or regulations now or hereinafter in force and effect.

The provisions contained herein cannot be waived, suspended or overridden.

Covered Persons who are now in office, employed by, or who are under contract or arrangement with or on behalf of the Town at the time of adoption of this ordinance shall be exempt from the provisions hereof for a period of 180 days following the date of adoption of this ordinance.

If any provision of this ordinance is held to be invalid or unenforceable, the invalidity shall not affect other provisions or applications which can be given effect without the invalid provision.

Selectman Breton SECONDED the MOTION.

Attorney Campbell felt that the second amendment was entirely appropriate.

Amendment VOTED on in the AFFIRMATIVE.

A citizen from the audience was confused to what the floor voted on, and lost track. Moderator Griffin assured audience that the discussion is with the second amendment to the Article.

G. Stearns wanted to offer another amendment, and Moderator Griffin said that it was closed.

D. Senibaldi made a MOTION TO REOPEN the debate to allow G. Stearns to propose amendment. SECONDED by many.

G. Stearns made a MOTION to AMEND and SECONDED by D. Senibaldi to read as follows:

To see if the Town will vote to direct the Selectmen to review the current Town of Windham's Conflict of Interest Ordinance and to ratify that ordinance.

Attorney Campbell went over the statue that was passed, and that you cannot eliminate the subject matter of the proposed Article, and the subject to the Article is the ethics of a Conflict of Interest ordinance. It would be up to the body to decide if this amendment is consistent with the current State law or otherwise.

M. Sneider stated that the residents of town presented the petition sufficiently and they don't want to be pushed off the ballot completely violates their rights.

M. Scholz feels what is concerning is that a former Selectman for this Town has made a recommendation for an amendment which is incomplete. Attorney Campbell gave his opinion and read off the State law. M. Scholz respectfully asks G. Stearns to withdraw amendment.

Moderator Griffin noted that anything is fair game whether it's a petition or an amendment, and it would be up to the Selectboard to reject or accept the said amendment.

Selectman Breton wanted a POINT OF ORDER, and asked if there was a second on the amendment. After seeing that D. Senibaldi seconded, he asks for him to take back second, and asks for G. Stearns to remove amendment. He agrees with the petitioner and wants the voters to decide.

Donna Hume did sign petition and she feels that the new amendment completely changes what she originally signed. She was approached by a legal voter in the town to sign this petition. After reading the petitions over, she couldn't believe that such ordinances weren't already instituted. The petitions are common sense measures.

Heath Partington of Galway Rd feels there's no right to trample all of the petitioner's article and the people that supported this. He also noted that at any time the Board can review current ordinances and amend them. He feels it should be left as amended and also work on the current ordinance.

Robert Leonard of Meetinghouse Road sat in the same room the night before and the debate was over one word. Seeing this amendment totally change what the people have intended isn't right. He felt the petitioners should have the amended article the way they deem necessary. He made MOTION to MOVE THE QUESTION and SECONDED by Selectman Hohenberger.

VOTED on in the AFFIRMATIVE.

The next vote was for the proposed third amendment

VOTED on in the NEGATIVE. AMENDMENT FAILS.

Motion made and seconded to place Article 18 on the Ballot AS AMENDED. Voted in the AFFIRMATIVE.

Selectman LoChiatto excused himself for the remainder of the meeting.

ARTICLE 19. By Petition of Marc Sneider and others To see if the Town will vote to adopt the following ordinance:

The purpose of this ordinance is to insure that town officials and town employees are dedicated solely to the service of the residents of the town and are not motivated or appear to be motivated in his or her decision to undertake public service for personal benefit or personal advantage. Moreover, this ordinance is to promote transparency in town administration and to prohibit town officials and town employees from deriving or appearing to derive unfair advantage by improperly using friendships and associations formed or confidential information obtained while serving the Town of Windham.

Prohibition Against Conflict of Interest.

Town shall be defined as the Town of Windham.

Covered Person shall be defined to include an elected Town official, a non-elected Town official, a Town employee, and any person or business (including the principals, partners, employees and owners of the business) that have performed or are performing services pursuant to a contract or arrangement with or on behalf of the Town whether or not the services were or are performed for compensation.

Covered Period shall be defined as the time period during which the a Covered Person serves or served as an elected town official, non-elected town official, town employee and/or person or business that performed services under contract or arrangement with or on behalf of the Town and shall extend for a period of two years following the termination of any of the foregoing activities.

A Covered Person shall not during the Covered Period:

1. appear before any Town board as a principal, agent, attorney, representative or otherwise, on behalf of any person, business or entity; or,
2. act as a principal, agent, attorney, representative or otherwise, on behalf of any person, business or entity for purposes of obtaining any permits, permissions, licenses, variances, grants, considerations or approvals from the Town.

ANNUAL SENATE BILL 2 SESSIONS

The provisions set forth above shall not prohibit a Covered Person from applying for or appearing before a Town board for purposes of obtaining a permit, permission, license, variance, grant, consideration or approval from the Town with respect to the Covered Person's primary residence but it shall prohibit such conduct with respect to any business or entity in which in the Covered Person has a legal and/or pecuniary interest that is not the Covered Person's primary residence. The provisions set forth above shall not prohibit a Covered Person from appearing before a Town board to voice their support in favor of or against a matter before said board as long as it is made clear on the record of the proceedings that the Covered Person is not acting in his or her official capacity but is acting solely in his or her capacity as a resident of the Town.

It shall be the affirmative responsibility and duty of any and all Town officials and/or Town employees to report, in writing, a violation of the above by a Covered Person directly to the Board of Selectmen.

A violation of this ordinance by a Covered Person shall be deemed a violation of the Town's Code of Ethics and shall be grounds for removal from office or employment with the Town.

Any permit, permission, license, variance, grant, consideration, approval or action obtained from the Town through the direct or indirect actions of a Covered Person during the Covered Period shall be void.

The provisions contained in this ordinance shall be in addition to and shall supplement any and all other laws, ordinances, codes, rules or regulations now or hereinafter in force and effect.

The provisions contained herein cannot be waived, suspended or overridden.

Covered Persons who are now in office, employed by, or who are under contract or arrangement with or on behalf of the Town at the time of adoption of this ordinance shall be exempt from the provisions hereof for a period of 180 days following the date of adoption of this ordinance.

J. Belair came and proposed amendments that mimicked the previous Article to read as follows:

Prohibition Against Conflict of Interest.

Town shall be defined as the Town of Windham.

Covered Person shall be defined to include an elected Town official, a non-elected Town official, a Town employee, and any person or business (including the principals, partners, employees and owners of the business) that have performed or are performing services pursuant to a contract or arrangement with or on behalf of the Town whether or not the services were or are performed for compensation.

Covered Period shall be defined as the time period during which the Covered Person serves or served as an elected town official, non-elected town official, town employee and/or person or business that performed services under contract or arrangement with or on behalf of the Town and shall extend for a period of two years following the termination of any of the foregoing activities.

A Covered Person shall not during the Covered Period:

1. appear before any Town board as a principal, agent, attorney, representative or otherwise, on behalf of any person, business or entity; or,
2. act as a principal, agent, attorney, representative or otherwise, on behalf of any person, business or entity for purposes of obtaining any permits, permissions, licenses, variances, grants, or approvals from the Town.

The provisions set forth above shall not prohibit a Covered Person from applying for or appearing before a Town board for purposes of obtaining a permit, permission, license, variance, grant, or approval from the Town with respect to the Covered Person's *personal* residence. But, ***unless otherwise set forth below***, it shall prohibit such conduct with respect to any business or entity in which the Covered Person has a legal and/or pecuniary interest.

The provisions set forth above shall not prohibit a Covered Person from applying for real estate tax abatements with respect to a Covered Person's real estate interests.

A Covered Person shall not, with respect to a business or entity in which the Covered Person has an interest, be prohibited from applying for electrical permits, plumbing permits and such other permits or licenses issued as part of and pursuant to the Town's administrative function, but such Covered Person shall be prohibited from bringing any matter regarding such business or entity before the Zoning Board of Adjustment, Planning Board, Board of Selectmen, or any Town Commission.

It shall be the affirmative responsibility and duty of any and all Town officials and/or Town employees to report, in writing, a violation of the above by a Covered Person directly to the Board of Selectmen.

A violation of this ordinance by a Covered Person shall be deemed a violation of the Town's Code of Ethics (*with respect to Town employees*) and shall be grounds for removal from office or employment with the Town.

Any permit, permission, license, variance, grant, approval or action obtained from the Town through the direct or indirect actions of a Covered Person during the Covered Period shall be void.

The provisions contained in this ordinance shall be in addition to and shall supplement any and all other laws, ordinances, codes, rules or regulations now or hereinafter in force and effect.

The provisions contained herein cannot be waived, suspended or overridden.

Covered Persons who are now in office, employed by, or who are under contract or arrangement with or on behalf of the Town at the time of adoption of this ordinance shall be exempt from the provisions hereof for a period of 180 days following the date of adoption of this ordinance.

The amendments were SECONDED by Selectman Breton.

M. Scholz wanted to know if these amendments were improvements from the original Article in Attorney Campbell's opinion.

Attorney Campbell apologized that he couldn't follow line for line, but as far as the sound of the amendments go there is somewhat of an improvement, but again like the previous Article, failure for a business owner to do business within the town mechanics, i.e. going before a board for an approval. These amendments don't remedy the concerns. He specifically sees tax abatement, but wonders about other town business that one can seek.

M. Sneider has concerns that people who sit on Town boards can do get approvals for their own business connections. This ordinance specifically clears this up.

T. Case wants to know the difference between both Articles as amended. J. Belair answered that Article 18 speaks to conflicts of interest in terms of covered persons from making decisions that would conflict with a personal matter. Article 19 speaks to conflicts of interests more generally, not so much with decision making capability. T. Case the woman (D. Hume) that said she signed the petition before with wording in the prior state, wouldn't her rights be violated.

M. Scholtz theorized that he had an opportunity to come before the Town, just like any other participants. At this meeting amendments can be proposed, just like any other right or intention.

D. Senibaldi had opportunities as elected official, committee member, and employee. He feels like there is an underlying tone that there is something wrong. He went on saying that sometimes people don't like how decisions are made near their properties or if it affected them in some way. Doesn't feel it's appropriate that people are assuming that there are wrong doings in Town. Disagree with both warrant Articles and won't be voting for them.

ANNUAL SENATE BILL 2 SESSIONS

David Bates of Range Road was just following up from what T. Case said, and to fully appreciate the difference between the two articles. He noted that some of the petitioners came up and said a few words regarding them. Bates would like to hear from Town Council regarding the differences between the Articles.

Attorney Campbell stated that it appeared to be targeted to the decision making process, however Article 19 is more relative to the appearance and relevancy process before those boards. With the amendment to 18, pending review, he has less concern. Attorney Campbell fears that this Article encroaches the issue of who is a covered person. For an example, he chose Mr. Dubay who does work for the Town for free, he would be known as a covered person. If he were to represent a client, he couldn't do so in the future. Attorney Campbell feels that that is wrong and the Town would be exposed to some liability issues.

Moderator Griffin asked for a VOTE ON THE AMENDMENTS. VOTED IN THE AFFIRMATIVE.

Discussion is now to the AMENDED Article.

M. Sneider made a MOTION for an additional amendment and SECONDED by Selectman Breton.

To read as follows:

Prohibition Against Conflict of Interest.

Town shall be defined as the Town of Windham.

Covered Person shall be defined to include an elected Town official, a non-elected Town official, a Town employee, and any person or business (including the principals, partners, employees and owners of the business) that have performed or are performing services pursuant to a contract or arrangement with or on behalf of the Town whether or not the services were or are performed for compensation.

Covered Period shall be defined as the time period during which the Covered Person serves or served as an elected town official, non-elected town official, town employee and/or person or business that performed services under contract or arrangement with or on behalf of the Town and shall extend for a period of two years following the termination of any of the foregoing activities.

A Covered Person shall not during the Covered Period:

1. appear before any Town board as a principal, agent, attorney, representative or otherwise, on behalf of any person, business or entity; or,
2. act as a principal, agent, attorney, representative or otherwise, on behalf of any person, business or entity for purposes of obtaining any permits, permissions, licenses, variances, grants, or approvals from the Town.

The provisions set forth above shall not prohibit a Covered Person from applying for or appearing before a Town board for purposes of obtaining a permit, permission, license, variance, grant, or approval from the Town with respect to the Covered Person's personal residence. But, unless otherwise set forth below, it shall prohibit such conduct with respect to any business or entity in which the Covered Person has a legal and/or pecuniary interest.

The provisions set forth above shall not prohibit a Covered Person from applying for real estate tax abatements with respect to a Covered Person's real estate interests.

A Covered Person shall not, with respect to a business or entity in which the Covered Person has an interest, be prohibited from applying for electrical permits, plumbing permits and such other permits or licenses issued as part of and pursuant to the Town's administrative function, but such Covered Person shall be prohibited from bringing any matter regarding such business or entity before the Zoning Board of Adjustment, Planning Board, Board of Selectmen, or any Town Commission.

ANNUAL SENATE BILL 2 SESSIONS

It shall be the affirmative responsibility and duty of any and all Town officials and/or Town employees to report, in writing, a violation of the above by a Covered Person directly to the Board of Selectmen.

A violation of this ordinance by a Covered Person shall be deemed a violation of the Town's Code of Ethics (with respect to Town employees) and shall be grounds for removal from office or employment with the Town.

Any permit, permission, license, variance, grant, approval or action obtained from the Town through the direct or indirect actions of a Covered Person during the Covered Period shall be void.

The provisions contained in this ordinance shall be in addition to and shall supplement any and all other laws, ordinances, codes, rules or regulations now or hereinafter in force and effect.

The provisions contained herein cannot be waived, suspended or overridden.

Covered Persons who are now in office, employed by, or who are under contract or arrangement with or on behalf of the Town at the time of adoption of this ordinance shall be exempt from the provisions hereof for a period of 180 days following the date of adoption of this ordinance.

If any provision of this ordinance is held to be invalid the enforcement of the invalid provision shall not affect the other provisions or applications which can be given effect without the invalid provision.

Motion made and seconded to place Article 19 on the Ballot AS AMENDED. Voted in the AFFIRMATIVE.

ARTICLE 20. Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$12,388,070.07. Should this article be defeated, the operating budget shall be \$12,209,991.07 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. * If Article 7 of this warrant passes, this article will be reduced by \$12,112 (Long Term Debt line). If Article 8 of this warrant passes, this article will be reduced by \$1,800 (Town Clerk Expenses) as well as \$1,530 (Town Highway Maintenance).

Town Officers' Salaries	\$ 3,690
Administration	518,560
Town Clerk Expenses	221,160
Tax Collector Expenses	136,830
Election and Registration	23,650
Cemeteries	41,200
General Gov't Buildings	501,420
Appraisal of Properties	199,400
Information Technologies	200,200
Town Museum	5
Searles Building	15,520
Legal Expenses	52,400
Retirement	17,500
Insurance	255,130
Contracted Services	5
Police Department	2,485,230
Dispatching	404,160
Fire Department	2,869,595
Emergency Management	6,490
Community Development	446,235
Town Highway Maintenance	1,134,100

ANNUAL SENATE BILL 2 SESSIONS

Street Lighting	14,320
Solid Waste Disposal	920,255
Health and Human Services	36,655
Animal Control	20,065
General Assistance	57,040
Library	964,710
Recreation	181,575
Historic Commission	1,000
Senior Center	6,930
Cable TV Expenses	92,540
Interest Expenses (TANs)	500
Long Term Debt	213,390.07
<i>(Principal \$206,767.50 and Interest \$6,622.57)</i>	
Capital Outlay – Roads (Part of CIP)	330,000

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

MOTION to AMEND by Selectman Hohenberger and SECONDED by Selectman Breton.

To read as follows:

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 **\$12,323,890.07**. Should this article be defeated, the operating budget shall be **\$12,135,771.07** 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. * If Article 7 of this warrant passes, this article will be reduced by \$12,112 (Long Term Debt line). If Article 8 of this warrant passes, this article will be reduced by \$1,800 (Town Clerk Expenses) as well as \$1,530 (Town Highway Maintenance).

Town Officers' Salaries	\$ 3,690
Administration	518,560
Town Clerk Expenses	213,520
Tax Collector Expenses	136,830
Election and Registration	23,650
Cemeteries	41,200
General Gov't Buildings	485,280
Appraisal of Properties	196,000
Information Technologies	200,200
Town Museum	5
Searles Building	15,520
Legal Expenses	52,400
Retirement	17,500
Insurance	255,130
Contracted Services	5
Police Department	2,481,830
Dispatching	404,160
Fire Department	2,869,595
Emergency Management	6,490
Community Development	442,835
Town Highway Maintenance	1,130,280

ANNUAL SENATE BILL 2 SESSIONS

Street Lighting	14,320
Solid Waste Disposal	910,485
Health and Human Services	36,655
Animal Control	20,065
General Assistance	57,040
Library	964,710
Recreation	181,575
Historic Commission	1,000
Senior Center	6,930
Cable TV Expenses	92,540
Interest Expenses (TANs)	500
Long Term Debt	213,390.07
<i>(Principal \$206,767.50 and Interest \$6,622.57)</i>	
Capital Outlay – Roads (Part of CIP)	330,000

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

Selectman Hohenberger noted that in this Article the amended change with decrease the amount by \$64,180 dollars across all departments prior to petitioned articles. This would result in an increase of .739% or \$.045/\$1000 value (\$350,000 home increase of \$15.75).

T. Case read over the Article and wanted to see more of the bottom line. He then commended the Selectmen with the sharp pencil. One of the main reasons the School side is going up 13% is because of teacher retirement, but noticed that the Town is going down.

Administrator Sullivan noted that that the State has passed to the Town costs to offset. But in fact, the total retirement has gone up. But the Town has absorbed all of the costs. Fire and Police Retirement has gone up, but all others have gone down.

Moderator Griffin closed debate on the amendment.

VOTED ON IN THE AFFIRMATIVE.

Selectman Breton wanted to let the public know what the cost savings was.

Administrator Sullivan explained that the Health Trust absorbed increases. Police and Fire are paying older rates. The three unions have agreed to work with the Administration as far as benefits go and the Town is saving money.

Selectman DiFruscia wanted Administrator Sullivan to tell the public what the tax impact overall will be with the amended Article.

Administrator Sullivan stated that it would be a 2.758% increase or \$0.17 per thousand on the dollar.

MOTION made and SECONDED to place Article 20 on the Ballot AS AMENDED.

OTHER BUSINESS:

Moderator Griffin wanted to point out that there are a lot of contested races this year, and candidates need to pay attention to sign ordinances. The High School also has a policy now that they don't want any unattended signs left out from the driveway to the building. Moderator Griffin also pointed out about NH Law that it is only one person per sign. He also stressed that there are a lot of Zoning Articles on the ballot, and make sure the public views before going to vote on them.

ANNUAL SENATE BILL 2 SESSIONS

M. Case would like to thank David, Dana, Selectmen, and all of the Department Heads for coming together to work on the budget. The Town functions well together, even though people have differences all and all it runs smoothly. She also wants to thank Kelly from the Cable Department for making the meetings on television, and Mark Cote for the sound system. Mrs. Case reiterated that all public meetings and activities are online and that it's easy accessible.

Motion to adjourn by Selectman Hohenberger and seconded by Selectman Breton. Meeting adjourned at 12:23pm.

Moderator Griffin thanked audience for attending the meeting and that are appreciated.

OFFICIAL BALLOT VOTE March 13, 2012

On March 13, 2012 at Windham High School Gymnasium the Election polls were opened by Town Moderator Peter Griffin at 7:00am. Those Election Officials in attendance were Town Moderator Peter Griffin, Town Clerk Nicole Merrill, Deputy Town Clerk Nancy Charland, School District Moderator Betty Dunn, School District Clerk Mary Ann Horaj, Assistant Town Moderator Galen Stearns, Selectman Kathleen DiFruscia, Supervisors of the Checklist, and Inspectors of the Checklist.

At 1:00 p.m. the Town Moderator, Peter Griffin publically announced that the Absentee ballots were being checked off the checklist, opened, inserted and counted in the ballot machines. Those that witnessed and helped with the process were Moderator Griffin, Deputy Town Clerk Nancy Charland, School District Moderator Betty Dunn, and Inspectors of the Checklist. In total, there were 154 Absentee Ballots.

The following were duly elected:

SELECTMEN (TWO POSITIONS, THREE YEARS)

Ross McLeod*	1980
Roger Hohenberger*	1982
Walter Kolodziej	934

TOWN CLERK (ONE POSITION, THREE YEARS)

Nicole Merrill*	2644
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MODERATOR (ONE POSITION, TWO YEARS)

Peter Griffin*	2331
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TOWN TREASURER (ONE POSITION, THREE YEARS)

Robert Skinner*	1941
Corey Lewandowski	714

SUPERVISOR OF THE CHECKLIST (ONE POSITION, SIX YEARS)

Eileen Mashimo*	2151
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TRUSTEES OF THE CEMETERY (ONE OPEN POSITION, THREE YEARS)

Bruce W. Moeckel*	2268
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TRUSTEE OF THE LIBRARY (TWO POSITIONS, THREE YEARS)

J. R. Siegel	842
Karen Marcil*	1236
Tara Picciano*	1397

TRUSTEE OF THE TRUST FUNDS (ONE POSITION, THREE YEARS)

Karen Marcil*	1995
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ANNUAL SENATE BILL 2 SESSIONS

PLANNING BOARD (TWO POSITIONS, THREE YEARS)

Carolyn Webber*	1638
Stephanie Foster	812
Pamela M. Skinner*	1326
Paul D. Therrien	974

ZONING BOARD OF ADJUSTMENT (TWO POSITIONS, THREE YEARS)

Jay Yennaco*	1302
John Alosso	881
Mike Scholz	997
James Tierney*	1110

Town Warrant Articles:

ARTICLE 5	YES	NO	ARTICLE 13	YES	NO
	1681	1123		1783	967
ARTICLE 6	YES	NO	ARTICLE 14	YES	NO
	2100	729		2152	575
ARTICLE 7	YES	NO	ARTICLE 15	YES	NO
	2208	611		2101	555
ARTICLE 8	YES	NO	ARTICLE 16	YES	NO
	1599	1152		2086	669
ARTICLE 9	YES	NO	ARTICLE 17	YES	NO
	1582	1098		738	2077
ARTICLE 10	YES	NO	ARTICLE 18	YES	NO
	1939	875		1648	1085
ARTICLE 11	YES	NO	ARTICLE 19	YES	NO
	1706	1099		1569	1128
ARTICLE 12	YES	NO	ARTICLE 20	YES	NO
	1351	1432		1711	1086

The following **Town Zoning Articles** were voted on as follows:

ARTICLE 2

PLANNING BOARD AMENDMENT 1	YES	NO
	2052	616
PLANNING BOARD AMENDMENT 2	YES	NO
	2042	657
PLANNING BOARD AMENDMENT 3	YES	NO
	2003	670
PLANNING BOARD AMENDMENT 4	YES	NO
	2006	651

ANNUAL SENATE BILL 2 SESSIONS

PLANNING BOARD AMENDMENT 5	YES 1963	NO 677
PLANNING BOARD AMENDMENT 6	YES 2039	NO 616
PLANNING BOARD AMENDMENT 7	YES 2022	NO 631
PLANNING BOARD AMENDMENT 8	YES 1278	NO 1339
PLANNING BOARD AMENDMENT 9	YES 1558	NO 979
PLANNING BOARD AMENDMENT 10	YES 1579	NO 996
PLANNING BOARD AMENDMENT 11	YES 1514	NO 1029
PLANNING BOARD AMENDMENT 12	YES 1547	NO 1016
PLANNING BOARD AMENDMENT 13	YES 1767	NO 763
PLANNING BOARD AMENDMENT 14	YES 1596	NO 972
PLANNING BOARD AMENDMENT 15	YES 1232	NO 1215
PLANNING BOARD AMENDMENT 16	YES 1801	NO 692
PLANNING BOARD AMENDMENT 17	YES 1768	NO 722
PLANNING BOARD AMENDMENT 18	YES 1795	NO 686
PLANNING BOARD AMENDMENT 19	YES 1892	NO 641
PLANNING BOARD AMENDMENT 20	YES 1823	NO 711
PLANNING BOARD AMENDMENT 21	YES 1890	NO 632
PLANNING BOARD AMENDMENT 22	YES 1837	NO 677
PLANNING BOARD AMENDMENT 23	YES 1813	NO 694

ARTICLE 3	YES 1826	NO 698
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ANNUAL SENATE BILL 2 SESSIONS

ARTICLE 4

CITIZEN PETITION 1	YES	NO
	708	1869
CITIZEN PETITION 2	YES	NO
	724	1851
CITIZEN PETITION 3	YES	NO
	1659	941
CITIZEN PETITION 4	YES	NO
	692	1849
CITIZEN PETITION 5	YES	NO
	573	1980
CITIZEN PETITION 6	YES	NO
	486	2066
CITIZEN PETITION 7	YES	NO
	460	2074
CITIZEN PETITION 8	YES	NO
	428	2123

TOTAL CAST VOTES: 2984

TOTAL REGISTERED VOTERS: 9127

OVERALL 33% TURNOUT

The Election polls were closed at 8:15pm, given that there were voters still in the booths. Selectmen Phil LoChiatto and Kathleen DiFruscia, along with Deputy Town Clerk Nancy Charland tallied up the results for the Town Ballot. Moderator Peter Griffin announced the results at 10:00 pm. There were 2892 cast votes.

Respectfully submitted,



Nicole L. Merrill, Town Clerk

BOARD OF SELECTMEN

We are pleased to submit our 2012 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. Some of these included:

Policy Adoptions/Revisions: The Board was very active in reviewing recommendations from staff on several policies in 2012. These documents included: a new Grants and Donation Policy outlining the process and procedure for accepting funds of this type; amendments to the Personnel and Purchasing policies; amendments to the Disposition of Real Estate Policy clarifying timelines and procedures to be used annually in review of all town owned properties for possible sale through sealed bids, auctions, or otherwise, and; recodification of the Fund Balance Policy to retain \$300K balance annually to be used towards the tax rate.

Sale of Town Lands: Following approval of the changes to the Disposition Policy, the Board and staff spent several meetings reviewing recommendations from the Community Development Department, Economic Development Committee, and Conservation Commission on over eighty (80) parcels of town land. Most of these were undefined (e.g. not designated as Conservation) Town land that was acquired by tax deed in the past. After review, it was determined that seventeen (17) of these parcels should be retained and formerly designated as Conservation land to be managed by the Conservation Commission. To that end, the Board has submitted a warrant article to the Town Meeting for approval of these changes. In addition, the Board agreed to sell two (2) groups of parcels, all acquired by tax deed. One group, containing lot 16-C-1 (22 Gaumont Road) was sold to the abutter for \$5,000 in order for them to replace their septic system. Restrictions were placed on the land as part of the sale, not only limiting its use to a septic system, but retaining an easement by the Town to a portion of the land. The second group, encompassing lots 16-P-501, 16-P-502, and 16-P-1004, was placed out to bid. The highest bid of \$15,013 was accepted and sale of the properties is pending. These lots were sold subject to restrictions that they could be utilized only for septic or well purposes; with any other structures being prohibited. The potential sale of a third parcel, known as 14-B-2101 (London Bridge Road), which was not acquired by tax deed, has been submitted to Town Meeting by the Board. The Warrant article seeks approval for the Board to sell the parcel, for a minimum of \$20,000, should an interested party come forward. In 2013, the Board intends to review additional parcels; possibly selling some via bid/auction.

Sustainable Communities Initiative: With respect to long-range planning and policy, the Board elected to participate in a regional planning process, known as the Sustainable Communities Initiative. The process, coordinated by New Hampshire's Regional Planning Commissions, intends to develop a Regional Sustainable Development Plan consisting of such elements as a housing plan, regional transportation, water infrastructure plan, environmental plan, economic development plan, and a comprehensive climate change assessment/adaptation plan. Each town involved participates through its membership on a regional advisory committee, and is asked to provide input on the topical areas as may be appropriate for each community. Through their involvement, communities receive preferred status for a variety of federal grants from HUD, DOT, EPA, Homeland Security, and others.

Regional Planning Affiliation: The Board and others spent considerable time evaluating which local Regional Planning Commission would best serve our needs going forward. After inviting public presentations from Nashua Regional Planning Commission (NRPC), Southern New Hampshire Regional Planning Commission, (SNHRPC), and Rockingham Regional Planning Commission (RPC), Selectmen representatives along with members of the Planning Board, Economic Development Committee, and Community Development staff took time over the ensuing months to attend the various Commissions' meetings and explore their offerings in greater depth. After careful consideration of numerous factors including geographic proximity, types of services provided, and overall commonality of goals, it was the recommendation of all that the Town end its affiliation with the RPC in favor of moving to the SNHRPC. While the Town has enjoyed an extensive and successful working relationship with the RPC for many years, ongoing projects and regional efforts over the last several years relating to transit planning, CTAP, and economic development throughout the I-93 corridor communities exhibit a clear need to establish and maintain a coordinated relationship across these impacted areas via a common planning venue; something that the SNHRPC provides.

BOARD OF SELECTMEN

Use of Property Maintenance Trust Funds: Several maintenance needs were addressed this past year including insulation improvements in several buildings; heat exchanger replacements at the Police, Fire, and Community Development buildings; re-stripping the parking lot at Griffin Park; and exterior painting of the Community Development Building. Next year, we plan to use funds in the Trust to continue various energy efficiency measures as outlined in the Energy Audit. This Audit was conducted in conjunction with our Local Energy Committee through the assistance of OEP grant funds. These measures include such things as replacing the garage doors at the Community Development Department and replacing windows at the Police Station. We also plan to paint the trim areas of the Bartley Building and Senior Center, as well as one or both of the Police and Fire Stations. The final use of the funds will be determined following staff's annual review of all buildings and prioritization of maintenance needs.

Bond Releases and Road Acceptances: Upon the recommendation of the Planning Board, several road bond releases were approved. In addition, entire or portions of the following were accepted as Town roads: Cristy Road, Ryan Farm Road, Orchard Blossom Road, Governor Dinsmore Road, and Burnham Road.

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 donations received:

- \$2,150 in value for various donations of both cash and goods from area businesses to help provide several Business Education Seminars and to support the Economic Development website coordinated by the Community Development Department and the WEDC.
- \$1,315 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.
- \$782 in value towards Police radios from the State of New Hampshire.
- \$3,899 in value for a Mule vehicle for the Police Department from Naults Honda.
- \$1,000 in value for furniture for the Fire Department from Cubicle Solutions.
- \$700 in value for furniture for the Fire Department from Lovesac Company.
- \$3,500 in value for a copier machine for Administration from a business owner.
- \$700 in value for server equipment for the IT Department from a private resident.
- \$700 towards the costs associated with mosquito spraying on the recreational areas from the Windham Baseball Softball League.

Personnel: While no new positions were created, 2012 marked yet another year in which our various departments and Board were active in recruiting new employees to replace those that either retired or left the employ of the town to pursue other opportunities. Employees starting employment in 2012:

- Adel-Marie Cerri – Bookkeeper
- Jesse Ghorashi – Dispatcher
- Patricia McGuire – Dispatcher
- Dan Doherty – Firefighter
- Jason Sliver – Firefighter
- Colleen King – ZBA/Conservation Administrative Assistant (PT)
- Nancy Prendergast – Code Enforcement Officer (PT)
- Cathy Pinnette – Planning Board and Zoning Board Minute Taker (PT)
- George Yameen – Police Officer

Employees changing positions in 2012:

- Dan Dawe – Dispatcher to Police Officer
- Patricia Kovolyan – ZBA/Planning Admin to Community Development Admin
- Bryan Smith – Promoted to Police Sergeant
- Ed Fedele – Promoted to Police Captain (Jan 2013)

BOARD OF SELECTMEN

Employees terminating employment in 2012:

- Mike Garrepy – Code Enforcement / Zoning Administrator
- Eric Divenuti – Dispatcher
- Michael Mistretta – Firefighter – Retired in February
- Ken Whicker – Firefighter
- Norma Ryan – Police Record Clerk
- Carl Wagner – Police Captain – Retired in July
- Virginia Gray – Community Development Secretary
- Glenn Record – Police Sergeant
- Al Barlow – Maintenance Director – Retired in December

We welcome all our new employees to our community and wish them every success in their new positions. To those that have left our employ, we extend our heartfelt appreciation for their service and wish them the best in their future endeavors.

We also would like to take this opportunity to recognize Ed Fedele on his promotion to Police Captain and Bryan Smith to Police Sergeant. Both individuals have served the town and the Police Department since 1998 and 2005 respectively, and certainly are well deserving of their advancements. Similarly, we recognize the following employees who retired: Firefighter Mike Mistretta in February after 14 years; Captain Carl Wagner in July after 24 years; Virginia Gray after 13 years; Sergeant Glenn Record after 26 years, and; Al Barlow at year end after 14 years as our Maintenance Director. We wish all of them our best.

As we enter into 2013, we are anxious to continue to work on several of our objectives begun in 2012, including the implementation of several more energy and weatherization measures; a new staff structure for our highway, maintenance, and solid waste departments; reviewing potential town lands to be sold and placed back on the tax rolls; and working with both the Police and Fire Unions on resolving our contract impasses. As we approach each project and decisions to be made, we do so with our commitment to work in the best interest of the town and its residents. We welcome your involvement and encourage all to come to our meetings or to get involved on one of the many boards and committees that annually seek volunteers to serve.

The past several years have challenged all of us to work as efficiently as possible while maintaining the critical services and needs of our residents. We are fortunate to have both a strong group of employees who work so diligently to provide these services, as well as so many dedicated volunteers who give of themselves tirelessly to serve their community in a myriad of ways. To all we offer our heartfelt gratitude and appreciation for your efforts. Windham certainly has a strong sense of community; exhibited daily by those who work and serve.

Respectfully submitted,

Ross McLeod

Ross McLeod, Vice Chairman

For the Entire Board:

Bruce Breton, Chairman

Roger Hohenberger

Kathleen DiFruscia

Phil LoChiatto

TOWN ADMINISTRATOR

I am pleased to submit my annual report for 2012. This report, which focuses on our budget recommendations for the upcoming year, is complemented by the Board of Selectmen's Report emphasizing several of the accomplishments achieved by Town departments and staff last year.

As we enter into 2013, we continue to be challenged by a slow economy, however, after four years of reducing our annual budget appropriations we have reached a point where we need to strategically increase our spending in certain areas to maintain the level of service we provide; as well as to update and improve some our critical equipment. Many of these needs are highlighted in this report.

Our 2013 budget request, explained further in this report, shows a 2.59% increase over last year's budget appropriations. As detailed below, much of the increase comes from items we are recommending as part of the Town's portion of the Capital Improvement Program.

2013 BUDGET DISCUSSION: As shown in the table below, the overall total tax rate for 2012 was lower than the total tax rate in 2011 by (\$.03/1000) valuation; a decrease of (.1%). The detailed breakdown of the 2012 tax rate as compared to 2011 is shown to fully illustrate how the individual components of the Town's tax rate impacted the overall rate adjustment.

2012 TAX RATE HIGHLIGHTS

(assumes valuation changes [real rate])

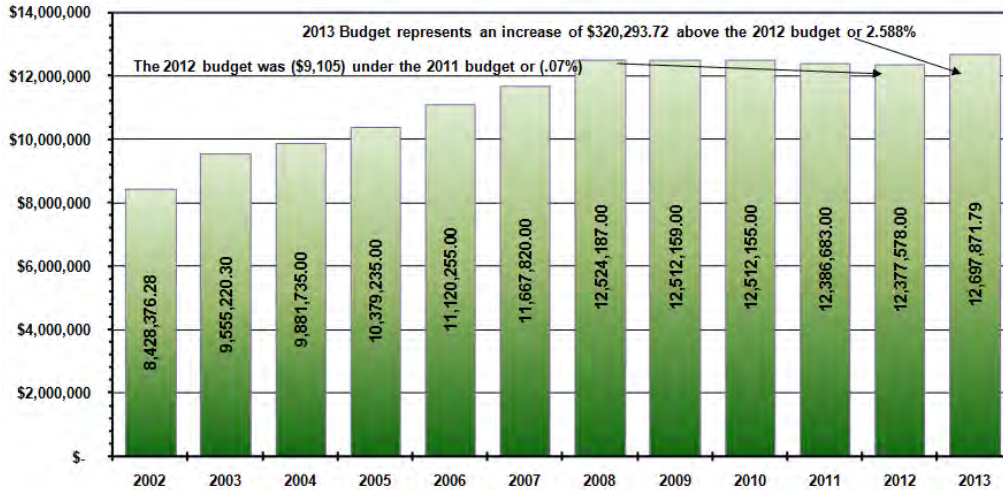
	2012 Net Appropriation	2012 Tax Rate	2011 Net Appropriation	2011 Tax Rate	% Increase (2012-2011)
Town	\$7,439,840	\$ 3.64	\$7,664,816	\$3.79	(4.0%)
Local School	\$32,417,117	\$15.88	\$31,943,108	\$15.77	.7%
State School	\$4,979,627	\$ 2.46	\$4,949,753	\$2.46	0.0%
County	\$2,193,758	\$ 1.07	\$2,143,277	\$1.06	.9%
Total Property Tax assessed	\$46,806,754	\$23.05	\$46,471,472	\$23.08	(.1%)
Net Assessed Valuation	\$2,042,007,370		\$2,025,025,370		

While the overall rate decreased (\$.03/1000), the Town's portion decreased, as well, (\$.15/1000) or (4%). This follows a reduction in the town rate of (\$.20/1000) in 2011. These reductions were due in no small part to the efforts of our department heads, committees, and the Board of Selectmen collectively working to successfully maintain or lower the town's budget and its portion of the tax rate.

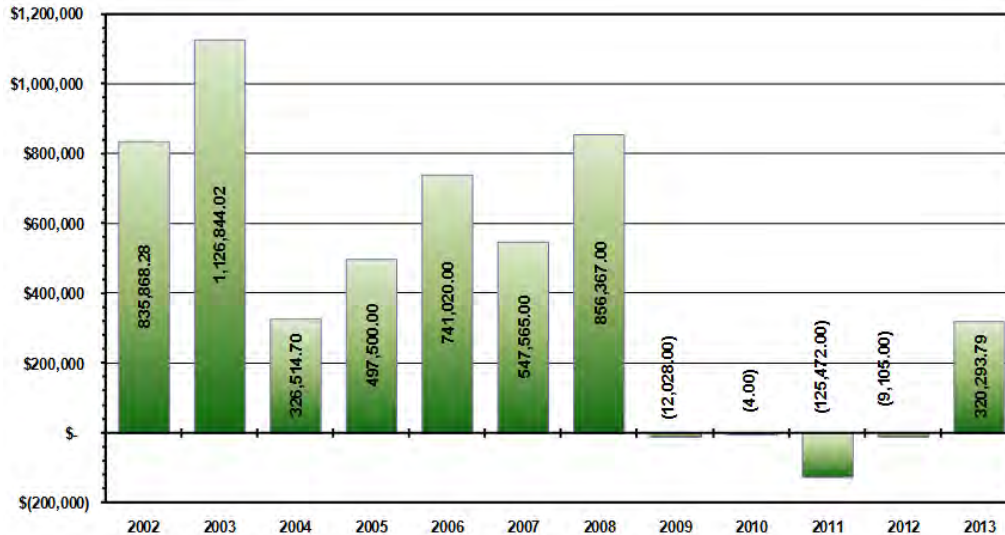
As we developed our budget proposal for 2013, we continued to maintain a fairly conservative approach to our spending however, as noted above for the first time in several years we have recommended an increase in our budget spending. Much of this increase is concentrated in the area of equipment enhancements, many of which are reflected in the Town's portion of the Capital Improvement Program. In total, the budget recommendation for 2013, as submitted to the Deliberative Session, has increased \$320,293.72 from 2012. Of this total, \$233,263.72 is due to an increase in the Town's CIP allocation of \$233,263.72, and \$75,000 is for improvements to computer systems. The remaining balance of \$12,030 stems from all other salary and operating budget accounts.

For the purpose of comparing year to year, the charts below highlight our annual appropriations and differences from 2002 to 2013, exclusive of any warrant articles submitted by petition which are not included in the overall budget as recommended by the Board and staff.

Windham - Town Appropriation History 2002 - 2013



Windham - Differences in Appropriation History 2002 - 2013



Salary appropriations for 2013 are (\$36,680) less than last year, while our operating expenses attributable to benefit costs have increased \$29,510; with all other operating costs increasing \$327,463.72. Combined, our total budget as indicated above is \$320,293.72 more than the previous year.

Personnel Salaries: The overall decrease in salary appropriations is due primarily to staffing changes in our Maintenance and Police Departments. The Maintenance Director position, left vacant with the retirement of Al Barlow, is not being filled. Rather, we are in the process of reorganizing that department which will, in some fashion, absorb the managerial/administrative duties of the Director position into one of our other, existing department head positions. Currently, that role has been assumed by our Highway Agent who is overseeing both the highway and maintenance departments. The Police Department shows significant savings in salaries based on: 1) officers hired in 2011 to fill vacancies being on lower pay steps compared to their predecessors; 2) one Captain retiring in 2012 whose replacement is on a lower overall pay step, and; 3) a reduction of 10 hours per week in the position of Records Clerk.

These reductions are somewhat offset by an increase in hours for one of the Library's part time employees, along with a general wage adjustment of 2.5% for all non-union personnel. This is the first such adjustment since 2009, and represents a total cost impact of \$59,400 in salary related expenses.

TOWN ADMINISTRATOR

As was the case for the past three years, both the management staff and Board of Selectmen removed the funds needed for the management incentive program and Selectmen salaries respectively, totaling in excess of \$18,000.

Unfortunately, in terms of union negotiations, we remain at impasse with both the Fire and Police Unions on new contracts, but we will continue to negotiate towards a satisfactory resolution. It is our hope that we will be prepared to present new contracts to the 2014 Town Meeting for consideration.

Operations: This year's operating costs reflect a net increase of \$356,973.72 over four areas: \$29,510 more in benefit related expenses; \$233,263.72 in our annual Capital Improvement allocation; \$75,000 in a special article by the Board; and a total of \$19,200 more across all other operational areas.

Benefit increases are due almost exclusively to increases in State Retirement costs – up \$78,955 from 2012 – attributable to increases in the retirement rates effective July 1, 2013. In terms of specifics, the retirement rate to be paid by the Town increased 26.82% for police (19.95% of payroll to 25.30%); 21.19% for fire (22.89% to 27.74%); and 22.39% for all other employees (8.80% to 10.77%). This equates to \$33,600; \$37,570; and \$20,400 in increases for police, fire, and other employees, respectively. An additional \$6,440 is attributable to the retirement contributions associated with the 2.5% wage adjustment to non-union employees.

We are also proposing that \$30,000 be added to our Earned Time Trust fund, established in 1995 as a mechanism to save, over time, the costs needed to fund our employees unused leave benefits at the time they leave the employ of the town. Annual appropriations to this Trust were requested over many of the years since it was established, however the Board has not submitted a request for funding since 2009. Currently, the Trust has a balance of approximately \$159,000 while our total liability for all employees is over \$960,000. We believe reestablishing a level funded appropriation will best serve the town to ensure that we are able to cover our liabilities in the future.

Health insurance rates increased an average of 8% across all plans offered by the Town, however this increase will be absorbed by either additional employee contributions or by using some of the accumulated funds in our health insurance trust account. In fact, the net overall budget for health insurance is actually \$26,000 less than last year.

Finally, the overall net increase of \$19,200 in our general operations is spread across all departments, some of which include: \$27,190, the first of three annual lease payments to purchase two (2) new Lifepak 15 Defibrillators for the Fire department to replace the existing, 15+ year old equipment; addition of \$20,000 to the Property Maintenance Trust, normally funded at \$30,000 annually; \$13,000 to allow the Town Clerk to purchase new software to increase auto registration efficiency and reduce the amount of hardware required; \$9,000 more in our Maintenance budget to provide additional trimmings and weed control applications associated with maintaining the Route 111 bypass medians; and \$7,600 in added costs due to rate increases for our Liability Insurance. These and other smaller increases are partially offset by savings in our Workers Compensation insurance of \$44,610 resulting from a return of unused contributions from past years, as well as \$10,350 less in Waste Removal cost based on a new five (5) year contract entered into in 2012.

Capital Projects: Within the town's recommended portion of the Capital Improvement Program (CIP) we are proposing six (6) individual projects. Combined, the dollars needed to fund these projects has increased \$233,263.72 from what was allocated in our 2012 CIP.

- **\$300,000 for road improvements** – this is the annual allocation for both complete and partial reconstructions of town roadways based on a prioritized plan submitted by the Highway Agent. The recommended budget reflects a decrease of \$30,000 from last year, and is the normal appropriation funded over the past several years prior to 2012. Several projects are being considered for 2013, however the final determination of which is to be done will be made in the spring.

TOWN ADMINISTRATOR

- **\$175,000 to purchase a new Five Ton Truck for Highway Department** – funds to be used to replace a 1993 truck. The Town has received a grant to offset 80%, or \$140,000, of the cost of the truck under the State and Federal Salt Reduction program; leaving a balance to be raised in 2013 of \$35,000. Should the grant not be finalized the article requesting the funding will be declared null and void.
- **\$202,867 to purchase new Self Contained Breathing Apparatus (SCBA) for the Fire Department** – funds to replace all 25 SCBA units which will reach their usable life by universal standards. The units, purchased in 2002 are deficient in meeting the 2007 edition of NFPA 1981 standards by lacking Rapid Intervention Team (RIT) connectivity as well as inadequate Chemical, Biological, Radiological, Nuclear, and Environmental (CBRNE) protection. Last year, we recommended a similar purchase and were overwhelmingly supported by the voters, however it was contingent on receipt of a Federal Government grant to offset 95% of the funding, which was not awarded. While we have once again applied for a grant under the Department of Homeland Securities Assistance to Firefighters Grants program, which if received would offset the cost by \$192,723, we are requesting the funding without any contingency given the serious need to replace our present equipment.
- **\$84,600 to purchase mobile communication equipment for the Police Department** – funds are to be used to replace twelve (12) mobile radios which are used in all Police Department vehicles, as well as for seven (7) Mobile Data Terminals (MDT) in the vehicles. The mobile radios are fifteen (15) years old and have reached the end of their life cycle. Funding for the purchase will be partially offset by use of \$23,348 in Public Safety Contracted Detail Funds, with the balance of \$61,252 to be raised at Town Meeting.
- **\$198,423 in bond payments** – funds to be raised represent the second of two (2) annual bond payments associated with the purchase of our new Fire Engine acquired in 2011.
- **\$100,958 for improvements to the Searles Building** – funds to be used towards making several needed interior and exterior repairs at the Searles Building including, but not limited to, a new septic system, exterior painting, rebuilding the tower floor, installing granite parking lot pavers, and replacing windows, which have been boarded over with plywood, with clear glass. Funds are to be raised through the issuance of a ten (10) year bond with the intent being to utilize the Searles Special Revenue Fund each year to make the payments. A similar bond was issued in 2002 for repairs to the West Room, and all payments were funded from the Revenue Fund with none from general taxation.

Other Capital Related Projects – Not in CIP: In addition to the projects within the CIP, we are proposing the following special articles:

- **\$75,000 for Computer System Improvements** - funds are to be used to make improvements to our IT Infrastructure including Network Improvements, Server Equipment and providing needed software and hardware tools for the IT Director to use to manage the computer services used in the town. It is the intent of these upgrades to move towards a virtualized server environment and to establish a solid foundation that can be used in the future should the town decide it is best to virtualize all our computer systems including desktops. Originally this project was submitted to, and supported by, the Capital Improvement Committee as improvements to our IT Infrastructure, including replacing fifty (50) workstations. However after the CIP process was completed, the project's full scope further evolved and, as a result, the ability to replace fifty (50) workstations within the recommended budget funding was no longer feasible. Therefore, during the final deliberations on the budget, the Board of Selectmen voted to support inclusion of this project within the overall recommended budget, but without referring to the project as part of the CIP due to the significant change in the project scope.

TOWN ADMINISTRATOR

Conclusion: I wish to offer my sincere appreciation to my administrative staff for their hard work and dedication over this past year, and for consistently achieving a high standard of performance. It is, and has always been, my pleasure to be able to work with such a learned group of individuals who make work both enjoyable and worthwhile.

Likewise, I extend my gratitude and thanks to all the employees and volunteers within our town departments for continuing to excel in their respective positions. Collectively, they represent a team which always delivers their best and works for the betterment of our community. Not every effort makes the front page of the news, but I can assure the residents of our town that each day good things happen and achievements are realized through the efforts and desires of many devoted and passionate individuals.

To the Board of Selectmen, I wish to offer my gratitude for the time and energy they expend for the Town. Further, I would like to also offer my thanks for their support and trust not only of what I do, but for what those employees and volunteers do for the community, as well.

Most importantly, I wish to thank the residents and business owners for their interest in and support of what your government does, and for taking time out of your busy lives to get involved through your attendance at meetings, making calls to the staff, or writing letters. Through your involvement, we can come to understand what we do well, but even more we come to understand where we may need to improve to ensure the best for everyone who call Windham home. As each year passes serving as Town Administrator, one thing that remains ever constant is how truly honored I am to have the privilege to be part of this Town and the individuals that comprise it. We are here for you and extend our welcome to stop by the Administrative offices any time you have a questions or comment, or simply want to say hello.

Respectfully submitted,



David Sullivan, Town Administrator

2012 EMPLOYEE WAGES & BENEFITS

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2012 TOTAL GROSS PAY	2012 BENEFITS	2012 SALARY & BENEFITS
<u>TOWN OFFICERS</u>												
Breton, Bruce	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Coole, Robert	Deputy Treasurer	150.00	-	-	-	-	-	-	-	150.00	11.48	161.48
DiFruscia, Kathleen	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Hohenberger, Roger	Selectmen	-	-	-	-	-	-	-	-	-	-	-
LoChiatto, Phil	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Marcil, Alphonse	Trustee of T. Fund	350.00	-	-	-	-	-	-	-	350.00	26.78	376.78
McLeod, Ross	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Skinner, Robert	Treasurer	2,500.00	-	-	-	-	-	-	-	2,500.00	191.25	2,691.25
<u>ADMINISTRATION</u>												
Call, Dana	Asst Town Admn-Finance	81,254.72	-	-	-	-	-	-	104.00 (ag)	81,358.72	36,221.07	117,579.79
Cerri, Adel-Marie	Bookkeeper	9,355.23	-	-	-	-	-	-	-	9,355.23	1,183.38	10,538.61
Davis, Kathleen	Human Resource Coord	41,273.77	-	-	-	-	-	-	21,333.76 (ae)	62,607.53	20,271.51	82,879.04
Devlin, Wendi	Admin Assistant	49,884.30	-	2,500.22	-	-	-	-	14.40 (a)	52,398.92	28,795.52	81,194.44
Sullivan, David	Town Administrator	99,253.93	-	-	-	-	-	-	4,032.36 (ab)	103,286.29	28,823.82	132,110.11
<u>INFORMATION TECH</u>												
DeLong, Eric	Info Tech Director	81,254.69	-	-	-	-	-	-	124.20 (a)	81,378.89	37,484.76	118,863.65
<u>TOWN CLERK</u>												
Charland, Nancy	Deputy Town Clerk	43,555.20	-	-	-	-	-	-	2.76 (a)	43,557.96	23,868.80	67,426.76
Dillon, Maria	Asst Town Clerk	39,182.14	-	-	-	-	-	-	-	39,182.14	13,026.70	52,208.84
Merrill, Nicole	Town Clerk	82,923.12	-	-	-	-	-	-	-	82,923.12	6,343.65	89,266.77
<u>TAX COLLECTOR</u>												
Bergeron, Rita	Deputy Tax Collector	23,872.20	-	-	-	-	-	-	-	23,872.20	2,131.48	26,003.68
Hunt, Alice	Deputy Tax Collector	251.28	-	-	-	-	-	-	4,305.84 (de)	4,557.12	5,253.04	9,810.16
Robertson, Ruth	Tax Collector	60,618.48	-	-	-	-	-	-	108.36 (a)	60,726.84	16,424.40	77,151.24
<u>MAINTENANCE</u>												
Barlow, Allan	Maint. Director	66,859.58	-	-	-	-	-	-	8,115.08 (abch)	74,974.66	13,384.64	88,359.30
Galle, Jeffrey	Custodian	37,613.20	-	705.28	-	-	-	-	400.00 (c)	38,718.48	29,163.76	67,882.24
Garabedian, Joanne	Custodian	37,613.24	-	81.38	-	-	-	-	400.00 (c)	38,094.62	14,643.23	52,737.85
Lorentzen, Wendy	Custodian	37,613.23	-	1,695.36	-	-	-	-	400.00 (c)	39,708.59	24,670.94	64,379.53
Montgomery, Bruce	Custodian	37,613.21	-	1,098.64	-	-	-	-	400.00 (c)	39,111.85	14,798.29	53,910.14
<u>ELECTIONS</u>												
Griffin, Peter	Moderator	600.00	-	-	-	-	-	-	-	600.00	45.91	645.91
Johnson, Candis	Supervisor	259.00	-	-	-	-	-	-	-	259.00	19.82	278.82
Mashimo, Eileen	Supervisor	1,002.75	-	-	-	-	-	-	-	1,002.75	76.71	1,079.46
Russo, Charles	Supervisor	300.00	-	-	-	-	-	-	-	300.00	22.95	322.95
Skinner, Robert	Supervisor	300.00	-	-	-	-	-	-	-	300.00	22.95	322.95

2012 EMPLOYEE WAGES & BENEFITS

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER		2012 TOTAL GROSS PAY	2012 BENEFITS	2012 SALARY & BENEFITS
<u>ASSESSING</u>													
Norman, Rex	Assessor	81,254.71	-	-	-	-	-	-	232.20	(a)	81,486.91	36,312.94	117,799.85
Zins, Jennifer	Admin Asst	40,864.56	-	-	-	-	-	-	50.00	(g)	40,914.56	30,148.72	71,063.28
<u>POLICE</u>													
Bliss, Bryan	Patrolman	56,685.21	881.01	38,303.43	3,924.36	8,809.41	2,834.27	3,345.09	817.28	(acg)	115,600.06	51,240.72	166,840.78
Caron, Michael	Captain	77,384.41	-	-	-	154.90	-	-	949.36	(acg)	78,488.67	34,369.88	112,858.55
Clark, Daniel	Sergeant	57,111.62	1,177.59	22,528.89	3,953.88	1,276.79	2,921.09	1,992.19	816.32	(acg)	91,778.37	45,528.35	137,306.72
Comeau, David	Special Officer	409.86	-	-	-	8,004.69	-	-	150.00	(g)	8,564.55	655.14	9,219.69
Cryts, Laura	Secretary	40,496.58	-	160.63	-	-	-	-	-	-	40,657.21	30,473.51	71,130.72
Dawe, Daniel	Patrolman/fmr Dispatcher	36,135.73	336.67	10,437.12	2,143.79	-	-	127.04	200.00	(c)	49,380.35	16,912.78	66,293.13
Dzierlatka, Jason	Patrolman	36,195.63	807.49	19,832.19	2,963.38	7,104.20	1,375.86	1,186.20	390.12	(ac)	69,855.07	42,295.04	112,150.11
Eddy, Nicholas	Patrolman	50,800.83	1,311.88	32,838.01	3,810.06	6,270.72	1,375.86	2,107.64	3,578.88	(acd)	102,093.88	33,074.01	135,167.89
Fedele, Edward	Sergeant	64,437.53	860.93	21,863.76	4,708.89	5,785.47	3,221.88	2,050.24	795.00	(ac)	103,723.70	50,743.89	154,467.59
Flynn, Jessica	Patrolman	55,034.21	494.23	18,653.51	4,233.40	1,845.48	2,751.72	1,458.73	813.44	(acg)	85,284.72	28,038.92	113,323.64
Foley, Wendy	Sergeant	13,323.44	-	-	-	-	-	-	420.00	(ac)	13,743.44	31,206.81	44,950.25
Iworsky, Gregory	Patrolman	46,144.09	587.62	17,780.28	3,598.39	1,845.49	-	247.97	763.44	(ac)	70,967.28	24,527.70	95,494.98
Kinyanjui, Allison	Patrolman	16,139.50	632.36	3,035.43	2,053.22	-	-	78.36	17,255.42	(cd)	39,194.29	34,511.51	73,705.80
Landry, Brian	Patrolman	18,085.31	140.23	2,163.02	635.01	1,091.42	-	9.91	775.20	(ac)	22,900.10	32,317.96	55,218.06
Lewis, Gerald	Chief	89,599.02	-	-	-	-	-	-	888.00	(ac)	90,487.02	40,194.36	130,681.38
Mirisola, Shane	Patrolman	41,088.09	1,122.97	16,050.68	2,684.98	4,160.74	-	704.11	1,442.64	(bc)	67,254.21	21,148.35	88,402.56
Moore, Theresa	Patrolman	49,954.15	1,011.28	24,460.43	3,598.39	3,199.11	1,375.86	1,372.56	763.44	(acd)	85,735.22	46,413.85	132,149.07
Newell, Heather	Prosecutor	70,571.29	-	-	-	-	-	-	30.72	(a)	70,602.01	19,851.50	90,453.51
O'Loughlin, Philip	Patrolman	45,628.46	1,073.57	26,208.99	2,983.40	10,710.63	-	938.86	755.40	(a c)	88,299.31	46,685.04	134,984.35
Record, Glenn	Sergeant/Spl Officer	27,565.81	600.07	12,895.28	1,239.18	11,526.82	-	190.91	25,241.18	(ace)	79,259.25	41,764.27	121,023.52
Ryan, Norma*	Records Clerk	9,431.68	-	-	-	-	-	-	-	-	9,431.68	1,193.14	10,624.82
Smith, Bryan	Sergeant	57,351.36	620.27	22,506.01	4,181.83	6,784.64	2,834.27	2,017.50	763.44	(ac)	97,059.32	39,324.04	136,383.36
Van Hirtum, Chris	Patrolman	43,118.40	1,727.86	6,654.27	2,819.28	5,286.15	-	591.46	752.88	(ac)	60,950.30	36,149.22	97,099.52
Wagner, Carl*	Captain	43,641.15	-	-	-	154.90	-	-	28,742.20	(ace)	72,538.25	36,927.53	109,465.78
Yameen, George	Patrolman	13,109.02	7.90	-	789.70	-	-	0.15	2,500.00	(b)	16,406.77	3,809.67	20,216.44
<u>DISPATCHING</u>													
Bodenrader, Brian	PT Dispatcher	26,685.37	1,123.96	2,807.01	-	-	-	169.95	-	-	30,786.29	2,355.13	33,141.42
Divenuti, Eric*	Dispatcher	10,418.42	14.79	253.56	169.04	-	-	-	-	-	10,855.81	1,710.25	12,566.06
Gallant, Jason	Dispatcher	44,622.89	743.01	20,304.64	2,916.76	-	-	557.04	451.92	(acg)	69,596.26	29,350.15	98,946.41
Ghorashi, Jesse	Dispatcher	17,519.76	410.11	4,769.34	1,557.32	-	-	76.90	-	-	24,333.43	6,802.40	31,135.83
Lelievre, Kathleen	Dispatcher	43,949.88	1,483.95	2,150.38	3,042.71	-	-	181.49	402.76	(ac)	51,211.17	36,429.91	87,641.08
McGuire, Patricia	Dispatcher	4,542.16	48.67	12.17	1,038.21	-	-	1.52	-	-	5,642.73	1,271.15	6,913.88
Sheehan, Matthew	PT Dispatcher	1,033.20	3.23	32.29	-	-	-	-	-	-	1,068.72	81.76	1,150.48
Zagzoug, Derek*	Dispatcher	5,702.36	103.82	133.83	-	-	-	-	200.00	(c)	6,140.01	1,538.23	7,678.24

2012 EMPLOYEE WAGES & BENEFITS

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2012 TOTAL GROSS PAY	2012 BENEFITS	2012 SALARY & BENEFITS
<u>FIRE DEPARTMENT/EM</u>												
Brown, James	Lieutenant	59,351.25	-	20,412.22	3,587.21	-	1,068.32	735.26	1,550.48 (acf)	86,704.74	40,722.50	127,427.24
Brown, William	Callfirefighter	7,827.65	-	-	-	73.41	-	-	-	7,901.06	604.39	8,505.45
Campbell, Gordon	Firefighter	52,358.80	-	16,928.46	2,637.14	9,540.35	3,350.96	1,885.11	680.36 (acg)	87,381.18	47,952.94	135,334.12
Curran, Joseph	Callfirefighter	1,363.49	-	-	-	-	-	-	-	1,363.49	104.34	1,467.83
Decker, Lisa	Callfirefighter	1,087.42	-	-	-	963.55	-	-	-	2,050.97	156.91	2,207.88
Delaney, Scott	Lieutenant	59,351.29	-	16,988.12	2,989.35	40.76	4,392.00	1,565.67	934.20 (acf)	86,261.39	46,318.94	132,580.33
Demarco, Ralph	Firefighter	52,358.80	-	16,281.19	3,308.40	3,973.68	5,445.31	2,450.58	680.36 (ac)	84,498.32	47,251.26	131,749.58
Doherty, Daniel	Firefighter	21,624.94	-	1,241.10	1,316.29	479.51	-	-	3,750.00 (b)	28,411.84	7,121.89	35,533.73
Dubowik, Danielle	Firefighter	51,419.10	-	8,243.99	2,550.84	1,474.39	2,408.50	572.35	655.04 (ac)	67,324.21	25,987.54	93,311.75
Dunn, Timothy	Lieutenant	59,351.32	-	12,697.77	3,152.40	754.12	3,086.27	863.42	3,349.94 (abc)	83,255.24	36,335.25	119,590.49
Fisher, Paul	Firefighter	51,420.46	-	8,241.29	2,741.03	5,595.26	5,864.18	1,893.31	5,661.32 (abc)	81,416.85	19,287.91	100,704.76
Hildebrandt, Eric	Firefighter	52,358.80	-	13,035.76	2,780.98	3,552.72	5,654.75	2,100.47	661.88 (ac)	80,145.36	43,264.22	123,409.58
Horaj, Mary Ann	EM Secretary	300.34	-	-	-	-	-	-	-	300.34	22.97	323.31
Kurgan, Gary	Firefighter	52,358.80	-	17,620.76	2,685.08	2,427.37	2,722.66	1,182.13	669.80 (ac)	79,666.60	45,941.24	125,607.84
Lundergan, Charles	Firefighter	51,419.06	-	9,181.06	3,124.61	305.67	2,408.50	587.24	656.72 (ac)	67,682.86	24,782.68	92,465.54
Marchand, Michael	Temporary Firefighter	7,108.02	-	84.62	-	-	-	-	-	7,192.64	1,750.67	8,943.31
Martineau, William	Deputy Fire Chief	62,312.37	-	-	-	-	-	-	6,354.36 (ab)	68,666.73	17,855.66	86,522.39
McPherson, Tom	Fire Chief	89,599.05	-	-	-	-	-	-	138.00 (a)	89,737.05	43,713.47	133,450.52
Merrill, William	Firefighter	52,358.80	-	11,381.55	2,637.14	1,276.61	3,036.81	887.13	669.80 (ac)	72,247.84	39,840.61	112,088.45
Mistretta, Michael*	Firefighter	1,362.96	-	-	-	-	-	-	8.25 (a)	1,371.21	17,095.67	18,466.88
Misuraca, Charlotte	Secretary	40,496.57	-	-	-	-	-	-	5,502.00 (b)	45,998.57	7,143.22	53,141.79
Moltenbrey, Jay	Lieutenant	59,351.28	-	17,426.30	2,989.35	4,932.35	5,816.43	2,590.87	1,084.20 (acfg)	94,190.78	47,355.36	141,546.14
Morgan, Edward	Assistant Fire Chief	78,947.38	-	-	-	-	-	-	7,573.12 (abd)	86,520.50	22,202.73	108,723.23
Nault, Diana	Firefighter	52,358.80	-	9,089.08	2,637.14	1,726.12	3,874.55	995.47	680.36 (ac)	71,361.52	38,848.49	110,210.01
Norton, David	Callfirefighter	1,690.55	-	-	-	-	-	-	-	1,690.55	129.36	1,819.91
Richards, Kimberly	Callfirefighter	2,065.94	-	-	-	-	-	-	-	2,065.94	158.06	2,224.00
Robertson, Patrick	Firefighter	51,420.42	-	15,342.95	3,124.61	2,619.14	2,722.66	1,116.83	5,650.40 (abc)	81,997.01	19,450.80	101,447.81
Savard, Scott	Firefighter	52,358.80	-	7,677.61	2,637.14	2,778.02	4,817.01	1,200.39	663.20 (ac)	72,132.17	43,485.08	115,617.25
Sliver, Jason	Firefighter	21,624.96	-	1,671.26	1,316.29	2,115.50	-	-	2,496.00 (b)	29,224.01	7,365.34	36,589.35
Specian, Michael	Firefighter	52,358.80	-	19,122.06	2,780.98	8,955.89	3,769.83	2,229.46	730.36 (acg)	89,947.38	46,292.61	136,239.99
Taylor, Robert	Firefighter	52,358.80	-	11,956.93	2,637.14	863.06	1,884.92	556.46	663.20 (ac)	70,920.51	43,634.73	114,555.24
Whicker, Kenneth*	Firefighter	14,096.60	-	3,623.04	719.22	-	-	-	2,946.86 (ace)	21,385.72	8,240.61	29,626.33
Zins, Scott	Firefighter Mechanic	53,399.87	-	24,654.53	3,225.00	1,704.11	5,549.30	2,724.20	671.60 (ac)	91,928.61	48,074.73	140,003.34
<u>COMMUNITY DEV</u>												
Garrepy, Michael*	Zoning/Code Enf Offcr	2,380.95	-	-	-	-	-	-	-	2,380.95	182.15	2,563.10
Gray, Virginia*	Comm Dev Dpt Secretary	506.21	-	-	-	-	-	-	1,361.09 (d)	1,867.30	11,299.37	13,166.67
King, Colleen	ZBA/CC Secretary	12,155.57	-	-	-	-	-	-	-	12,155.57	929.99	13,085.56
Kolodziej, Mimi	Admn Asst to Planning Bd	18,082.32	-	-	-	-	-	-	-	18,082.32	2,287.42	20,369.74
Kovolyan, Patricia	Comm Dev Dpt Secretary	19,379.71	-	-	-	-	-	-	-	19,379.71	2,451.59	21,831.30

2012 EMPLOYEE WAGES & BENEFITS

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2012 TOTAL GROSS PAY	2012 BENEFITS	2012 SALARY & BENEFITS	
<u>COMMUNITY DEV CONT'D</u>													
McGuire, Michael	Bldg Inspector	67,537.54	-	535.75	-	-	-	-	149.64	(a)	68,222.93	31,636.80	99,859.73
Pinette, Catherine	Minute Taker	4,600.00	-	-	-	-	-	-	-	-	4,600.00	351.90	4,951.90
Prendergast, Nancy	Zoning/Code Enf Offcr	24,965.99	-	-	-	-	-	-	-	-	24,965.99	1,909.90	26,875.89
Scott, Laura	Dir Community Develpmt	78,947.45	-	-	-	-	-	-	38.88	(a)	78,986.33	21,137.58	100,123.91
Wood, Elizabeth	Community Planner	55,189.08	-	20.82	-	-	-	-	10.56	(a)	55,220.46	17,928.41	73,148.87
<u>SOLID WASTE</u>													
Dobson, Robert	Operator 2	48,541.47	-	245.04	1,120.20	-	-	-	455.44	(ac)	50,362.15	30,845.44	81,207.59
Lutz, Paul	Temp Yard Waste Attdt	384.00	-	-	-	-	-	-	-	-	384.00	29.38	413.38
Parsons, Ralph	Operator 2	40,273.54	-	-	1,661.22	-	-	-	4,401.09	(acd)	46,335.85	16,462.34	62,798.19
Poulson, David	Transfer Stat. Manager	81,254.72	-	-	-	-	-	-	5,748.40	(abc)	87,003.12	10,595.73	97,598.85
Senibaldi, Dennis	Supervisor/Driver	53,500.13	-	308.64	1,440.39	-	-	-	418.00	(ac)	55,667.16	32,197.73	87,864.89
Tarmey, Brian	Truck Driver	45,724.64	-	362.72	1,231.02	-	-	-	407.20	(ac)	47,725.58	30,651.36	78,376.94
<u>ROADS</u>													
Finch, Aaron	Temporary Laborer	2,127.33	-	-	-	-	-	-	-	-	2,127.33	162.76	2,290.09
Gagne, Brian	Temporary Laborer	1,923.75	-	-	-	-	-	-	-	-	1,923.75	147.18	2,070.93
Hindes, Steven	Highway Laborer	43,555.20	-	6,266.26	-	-	-	-	452.76	(acg)	50,274.22	24,852.05	75,126.27
McCartney, John	Highway Agent	81,985.28	-	-	-	-	-	-	2,351.40	(acgh)	84,336.68	30,524.52	114,861.20
Spaziano, James	Highway Laborer	22,567.94	-	199.44	-	-	-	-	400.00	(c)	23,167.38	2,930.68	26,098.06
<u>ANIMAL CONTROL</u>													
Seifert, Alfred	AC Officer	13,772.73	-	-	-	-	-	-	-	-	13,772.73	1,053.57	14,826.30
Lutz, Paul	Deputy AC Officer	29.26	-	-	-	-	-	-	-	-	29.26	2.24	31.50
<u>RECREATION</u>													
Boermeester, Kristina	Park Ranger	2,090.62	-	-	-	-	-	-	-	-	2,090.62	159.93	2,250.55
Burns, Courtney	Beach Staff	4,090.25	-	-	-	-	-	-	-	-	4,090.25	312.90	4,403.15
Cordova, Jamie	Beach Staff	1,370.55	-	-	-	-	-	-	-	-	1,370.55	104.84	1,475.39
Gallo, Erica	Beach Staff	4,328.95	-	-	-	-	-	-	-	-	4,328.95	331.17	4,660.12
Goldsmith, Samantha	Beach Staff	2,469.84	-	-	-	-	-	-	-	-	2,469.84	188.95	2,658.79
Haas, Cheryl	Recreation Coordinator	52,391.53	-	-	-	-	-	-	13.20	(a)	52,404.73	18,140.13	70,544.86
Lutz, Paul	Park Ranger	2,923.51	-	-	-	-	-	-	-	-	2,923.51	223.65	3,147.16
Michal, Brian	Beach Staff	2,901.83	-	-	-	-	-	-	-	-	2,901.83	222.00	3,123.83
Moser, Kristin	Beach Staff	4,449.38	-	-	-	-	-	-	50.00	(g)	4,499.38	340.38	4,839.76
Petrillo, Stephanie	Beach Staff	3,078.23	-	-	-	-	-	-	-	-	3,078.23	235.48	3,313.71
Stearns, Gena	Beach Staff	3,042.76	-	-	-	-	-	-	-	-	3,042.76	232.77	3,275.53
Surette, Rachel	Beach Staff	3,046.06	-	-	-	-	-	-	-	-	3,046.06	233.00	3,279.06

2012 EMPLOYEE WAGES & BENEFITS

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2012 TOTAL GROSS PAY	2012 BENEFITS	2012 SALARY & BENEFITS
<u>LIBRARY</u>												
Brikiatis, Sylvie	Youth Svcs Specialist	17,369.33	-	-	-	-	-	-	-	17,369.33	1,656.31	19,025.64
Day, Jena	Library Admin Asst	43,118.38	-	-	-	-	-	-	7.92 (a, d)	43,126.30	17,106.83	60,233.13
Duve, Cathy	Library Assistant	15,550.92	-	-	-	-	-	-	-	15,550.92	1,189.52	16,740.44
Freeston, Lois	Co-Asst Director	57,748.15	-	-	-	-	-	-	409.08 (a, g)	58,157.23	26,230.74	84,387.97
Freeston, Victoria	Library Assistant	9,459.81	-	-	-	-	-	-	-	9,459.81	723.49	10,183.30
Frey, Karen	Children's Librarian	18,804.11	-	-	-	-	-	-	-	18,804.11	1,438.38	20,242.49
Heidenblad, Carl	Library Director	80,394.92	-	-	-	-	-	-	356.40 (a)	80,751.32	20,230.96	100,982.28
Kalenderian, Melissa	Library Assistant	4,040.00	-	-	-	-	-	-	-	4,040.00	309.08	4,349.08
Kingsley, Maureen	Library Assistant	15,728.73	-	-	-	-	-	-	-	15,728.73	1,203.17	16,931.90
Marietta, Terrie	Circulation Coordinator	45,266.02	-	65.29	-	-	-	-	23.76 (a)	45,355.07	15,529.44	60,884.51
Mayr, Diane	Co-Asst Director	50,529.90	-	-	-	-	-	-	71.25 (a)	50,601.15	16,562.07	67,163.22
McCue, Angela	Lead Children's Librarian	47,513.46	-	-	-	-	-	-	16.56 (a)	47,530.02	15,922.38	63,452.40
Miloro, Michael	Library Assistant	11,677.23	-	-	-	-	-	-	150.00 (g)	11,827.23	904.70	12,731.93
Montgomery, Laura	Library Assistant	12,818.77	-	-	-	-	-	-	-	12,818.77	980.41	13,799.18
Nagle, Barbara	Library Assistant	24,696.66	-	-	-	-	-	-	-	24,696.66	1,889.42	26,586.08
Rittenhouse, Elaine	Tech Services Librarian	52,391.53	-	-	-	-	-	-	167.67 (a)	52,559.20	17,084.17	69,643.37
Shea, Carolyn	Tech Services Librarian	52,391.51	-	-	-	-	-	-	167.64 (a)	52,559.15	19,722.24	72,281.39
Williams, Sarah	Library Assistant	11,264.28	-	-	-	-	-	-	-	11,264.28	861.59	12,125.87
<u>SEARLES SCHOOL&CHAPEL</u>												
Markham, Donna	Function Coordinator	7,734.06	-	-	-	-	-	-	-	7,734.06	591.74	8,325.80
<u>CABLE</u>												
McLaughlin, Kelly	Cable Coordinator	45,668.52	-	1,304.53	-	-	-	-	0.72 (a)	46,973.77	19,188.97	66,162.74
		4,920,445.06	17,325.47	605,126.17	120,075.35	140,163.15	86,563.77	45,542.17	203,392.47	6,138,633.61	2,561,377.75	8,700,011.36

* - Individual who left employment with Town during 2012

** 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 earn time buyout at time of termination

(f) refers to longevity pay

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

(h) refers to payment for taxable mileage stipend

Note: The total benefit column includes cost associated with insurances, retirement, medicare, and FICA taxes.

SCHEDULE OF TOWN PROPERTY

Property Location	GIS ID	Acres	^Assessed Land Value	*Appraised Bldg. Value(s)	Tax Deed	Gift	Description
Blueberry Road, 5	1-B-1022	0.97	9,000		✓		
Blueberry Road, 10	1-B-1025	1.01	9,000		✓		
Blueberry Road, 8	1-B-1026	0.92	9,000		✓		
Blueberry Road, 6	1-B-1027	0.96	9,000		✓		
Londonderry Road	1-B-1095	4.30	44,000				Rec - Rockingham Trail
Londonderry Road	1-C-2495	12.00	54,000				Rec - Rockingham Trail
Nashua Road	1-C-2500	163.50	730,000				Cons - Fosters Pond
Nashua Road	1-C-2500A	25.20	342,000	2,500			Rec - Nashua Rd Field
Beacon Hill Road	2-A-250	2.50	43,000				Rec - Rockingham Trail
North Lowell Road	2-A-650	1.90	50,000				
Frost Road	2-A-1325	1.50	172,000		✓		
Beacon Hill Road	2-B-495	4.60	44,000				Rec - Rockingham Trail
North Lowell Road	3-A-895	1.60	35,000				Conservation
Depot Road, 6	3-A-955	0.34	261,000				Depot
Quail Run Road	3-A-1000	12.00	195,000				
Rockingham Road	3-B-290A	8.00	10,000			✓	Conservation
Flat Rock Road, 35	3-B-355	8.00	120,000		✓		
Rockingham Road	3-B-375	10.78	38,000				
Rockingham Road, 179	3-B-601	22.86	195,000			✓	Rec - Spruce Pond Facility
Rockingham Road	3-B-680	1.28	91,000		✓		
Depot Road	3-B-850-2	0.03	5,000		✓		
Depot Road	3-B-910	10.00	43,000				Conservation
Depot Road	3-B-925	4.50	37,000				Conservation
Depot Road, 8	3-B-998	0.30	129,000	130,000			Depot
Partridge Road	3-B-1001	3.30	190,000			✓	Conservation
Rockingham Road	3-B-1600	3.70	10,000			✓	Conservation
Londonderry Road, 43	5-A-200A	9.77	48,000			✓	Conservation
Londonderry Road	6-A-1000	8.20	47,000			✓	Conservation
Kent Street	6-A-1300	5.8	11,000			✓	
Pine Hill Road	6-C-200	13.00	48,000			✓	
Gov. Dinsmore Road, 84	7-A-500	1.60	183,000			✓	
Mockingbird Hill Road	7-A-501	0.01	11,000				Cemetery - Parker Fam.
Governor Dinsmore Road	7-A-625	3.10	9,000		✓		
Seavey Road	8-A-40	0.02	5,000		✓		
Seavey Road	8-A-61	0.34	6,000		✓		
Seavey Road	8-A-9010	0.60	8,000		✓		
Coburn Road, 2	8-B-530	1.88	87,000			✓	Conservation
Rockingham Road, 98	8-B-850	4.00	161,000		✓		
Rockingham Road, 92	8-B-900	3.30	159,000		✓		
Rockingham Road	8-B-1860	0.46	24,000		✓		
Rockingham Road	8-B-3001	332.20	2,114,000				Cons - Town Forest
Rockingham Road	8-B-4100	11.00	67,000		✓		Cons - Town Forest
Rockingham Road	8-B-4300	14.00	47,000		✓		Cons - Town Forest
Rockingham Road, 176	8-B-4401	1.00	34,000				
Searles Road	8-C-300	77.82	2,100				Conservation
Kendall Pond Road	9-A-652	0.05	9,000		✓		
Kendall Pond Road	9-A-655	0.69	190,000				Rec - Railroad Bed
Kendall Pond Road	9-A-770	4.80	44,000				Rec - Railroad Bed
Kendall Pond Road, 69	9-A-1600	11.00	45,000			✓	
Kendall Pond Road, 67	9-A-1604	1.51	9,000			✓	Conservation
Kendall Pond Road	9-A-1750	2.20	43,000				Rec - Railroad Bed
Ledge Road, 2	11-A-201	12.15	608,000	2,116,000			Transfer Stn/Highway
Haverhill Road	11-A-298	0.12	12,000			✓	
Haverhill Road	11-A-299	0.39	13,000				Transfer Station

SCHEDULE OF TOWN PROPERTY

Property Location	GIS ID	Acres	^Assessed Land Value	*Appraised Bldg. Value(s)	Tax Deed	Gift	Description
North Lowell Road, 3	11-A-590	3.00	458,000	3,940,000			Town Hall Complex
Eastwood Road	11-A-634A	0.18	7,000		✓		
Indian Rock Road	11-C-350	4.35	32,000			✓	
North Lowell Road, 2	11-C-1200	0.57	239,000	891,000			Senior Center
North Lowell Road, 4	11-C-1300	1.56	313,000	607,000			Bartley House
Sheffield Street, 14	11-C-1700	13.57	26,000			✓	
Camelot Road	11-C-1800	4.75	11,000			✓	
Camelot Road	11-C-1801	4.83	11,000			✓	
Camelot Road	11-C-1802	1.50	10,000			✓	
North Lowell Road	11-C-3400	0.81	8,000			✓	
Pine Hill Road	11-C-3600	5.70	10,000			✓	Conservation
Cole Road	13-K-30	0.07	68,000		✓		
Doiron Road	13-K-34A	0.11	30,000		✓		
Cole Road	13-K-34B	0.16	31,000		✓		
Mammoth Road, 10	14-A-51	16.48	230,000			✓	Cons - Andrews Forest
Haverhill Road	14-A-200	31.70	315,000				Conservation
Haverhill Road	14-A-230	3.90	11,000			✓	
Haverhill Road, 200	14-A-850A	1.80	153,000		✓		
Londonbridge Road	14-B-14A	3.80	18,000			✓	
Haverhill Road	14-B-2101	0.05	5,000			✓	
Atlantic Road	14-B-2350	10.00	28,000		✓		
Londonbridge Road	14-B-2500	1.00	10,000			✓	Cons - Gage Lands
Gaumont Road	16-C-5	0.30	38,000		✓		
Ash Street	16-F-8A	0.04	32,000		✓		
Indian Rock Road	16-L-50	1.00	128,000		✓		
Fellows Road	16-L-100	52.40	3,527,000	9,096,000			Fellows Rd. Complex
Fourth Street	16-P-501	0.05	6,000		✓		
Fourth Street	16-P-502	0.04	6,000		✓		
Fourth Street, 4	16-P-510	0.22	22,000		✓		
Fourth Street, 6	16-P-520	0.18	22,000		✓		
Fourth Street, 8	16-P-540	0.14	21,000		✓		
Third Street	16-P-560	0.27	15,000		✓		
Third Street, 13	16-P-1004	0.29	30,000		✓		
Fourth Street, 10	16-P-1010	0.14	21,000		✓		
Armstrong Road	17-I-49	1.40	101,000		✓		
Bell Road	17-J-134A	0.03	16,000		✓		
Farmer Road	17-L-65A	0.11	7,000		✓		
York Road	17-M-46A	0.09	34,000		✓		
Chapel Road, 3	18-L-525	4.61	430,000	2,041,000			Searles Chapel
Hayes Hart Road	18-L-601	0.22	0				Rec - Boat Ramp
Mammoth Road	19-B-500	34.25	267,000			✓	Conservation
Glance Road	19-B-701	1.78	44,000		✓		
Glance Road	19-B-715	2.40	44,000		✓		
Haverhill Road	20-D-1000	20.00	181,000				Water Supply
Haverhill Road	20-D-1300	7.00	39,000		✓		
Haverhill Road	20-D-1300A	1.00	9,000		✓		
Londonbridge Road	20-D-1550	14.50	1,400			✓	
Londonbridge Road	20-D-1600	110.74	515,000			✓	Cons - Gage Lands
Londonbridge Road	20-D-1800	20.00	115,000			✓	Cons - Gage Lands
Londonbridge Road	20-D-2000	10.00	45,000			✓	Cons - Gage Lands
Londonbridge Road, 16	20-D-2500	4.10	205,000		✓		
Bear Hill Road	20-E-350	10.00	156,000		✓		Cons - Gage Lands
Cobbetts Pond Road, 45	21-H-1A	0.97	494,000	7,000			Town Beach
Range Road, 156	21-K-150	3.30	180,000				Cemetery - Hill
Cobbetts Pond Road	21-U-100	6.30	225,000	5,000			Cemetery - Plains

SCHEDULE OF TOWN PROPERTY

Property Location	GIS ID	Acres	^Assessed Land Value	*Appraised Bldg. Value(s)	Tax Deed	Gift	Description
Ash Street	21-V-227A	0.07	33,000		✓		
Chipmunk Road	21-V-243J	0.25	30,000		✓		
Esty Road	21-V-255B	0.12	14,000		✓		
Cobbetts Pond Road	21-W-2	6.40	113,000			✓	Conservation
Cobbetts Pond Road	21-W-6	8.15	235,000	2,500			Cemetery - [^] New Plains
West Shore Road	22-L-75	0.10	48,000			✓	Conservation
West Shore Road	22-L-77	0.10	48,000			✓	Conservation
Spear Hill Road	22-R-250	0.70	7,000			✓	Conservation
Range Road, 111	22-R-900	36.19	1,441,000	332,000			Rec - Griffin Park
Rock Pond Road	24-A-601	3.70	10,000		✓		
Rock Pond Road	24-A-650	1.50	9,000		✓		
Rock Pond Road	24-D-600	5.60	10,000		✓		
Moeckel Road	24-D-701	1.20	9,000		✓		
Rock Pond Road	24-E-100	5.00	10,000		✓		
Rock Pond Road	24-E-5000	13.00	11,000			✓	Conservation
Timberlane Road	24-F-500	10.00	182,000			✓	Conservation
Castle Hill Road	24-F-501	17.60	55,000				Conservation
Castle Hill Road	24-F-800	20.00	57,000			✓	Conservation
Castle Hill Road	24-F-900	28.00	60,000			✓	Conservation
Field Road, 19	24-F-950	3.73	182,000			✓	Conservation
Heritage Hill Road	24-F-1550	0.24	13,000			✓	
Heritage Hill Road	24-F-1551	0.15	12,000			✓	
Meadow Road, 3	24-F-5205	2.94	189,000	2,500			Rec - Tokanel Field
Washington Road	24-F-6100	13.00	429,000			✓	Conservation
Range Road, 247	24-G-101	13.00	11,000		✓		
Moeckel Road	25-C-251	40.00	24,000				Conservation
Moeckel Road	25-C-253	.93	9,000				Conservation
Moeckel Road/Pond – Island	25-C-255	1.20	9,000				Conservation
Rock Pond Road	25-D-2A	0.29	13,000		✓		
Woodbury Road, 1	25-E-10	54.15	856,000				Cons - Deer Leap
Abbot Road	25-E-481	0.06	8,000		✓		Conservation
Abbot Road	25-E-500	0.30	29,000			✓	Conservation
Emerson Road	25-G-152	0.30	21,000		✓		
Osgood Street, 20	25-R-103	79.50	10,700				Cons - SE Lands
Marblehead Road, 39	25-R-300	22.00	230,000				Old Landfill
Marblehead Road	25-R-500	0.23	6,000			✓	
Brookdale Road	25-R-6000A	5.00	10,000		✓		
Spear Hill Road	25-R-6500	70.00	428,000				Cons - SE Lands
Bayberry Road	25-R-7010	17.00	259,000		✓		Conservation
Spear Hill Road	25-R-7025	10.00	44,000				Cons - SE Lands
Bayberry Road	25-R-8000	19.90	156,000				Cons - SE Lands
		1756.42	\$21,297,200	\$19,167,500			

[^] As established by the Town Assessor

^{*} As determined by the Town's insurance provider.

[^] Portions are currently being utilized for recreational purposes for Rogers Memorial Field and Wonderland Playground.

CAPITAL IMPROVEMENTS PROGRAM

EXCERPTED FROM THE FY 2013-2020 PLAN

III. CIP FY 2013 Plan

FUNDING AMOUNTS

2012 Actual Town Tax Valuation Less Utilities	\$2,026,589,370
2013 Estimated Town Tax Valuation less Utilities with 0.5% estimated growth	2,036,722,317
CIP funding at \$0.75 per thousand of 2013 Estimate	1,527,542
Other CIP Contributions:	
Searles Special Revenue Fund	12,064
State Highway Grant	240,000
Searles Bond	100,958
TOTAL AVAILABLE CIP FUNDING FOR 2013	\$ 1,880,564
FIXED CIP OBLIGATIONS FOR 2013	
Searles Bond	12,064
Fire Truck Financing	198,423
REMAINING CIP FUNDS AVAILABLE FOR REQUESTED PROJECTS	\$ 1,670,077

IV. CIP FY 2013 – 2020 Appropriations Chart

CIP FY 2013 - 2020 APPROPRIATION CHART (SUMMARY)

Notes	CRF Balances	2013	2014	2015	2016	2017	2018	2019	2020
CIP Projected Availability		\$1,527,542	\$1,535,179	\$1,550,531	\$1,566,037	\$1,581,697	\$1,605,422	\$1,629,504	\$1,653,946
Fixed CIP Obligations									
Searles Bond (2004-2013)	1	12,064							
Searles Bond (2014-2023)	2		12,000	12,000	12,000	12,000	12,000	12,000	12,000
Engine 3 Replacement	3	198,423							
Total Fixed Obligations		210,487	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Effective Availability Other		\$1,317,055	\$1,523,179	\$1,538,531	\$1,554,037	\$1,569,697	\$1,593,422	\$1,617,504	\$1,641,946
Other CIP Annual Contributions		-	353,022	12,000	12,000	12,000	12,000	12,000	12,000
Net to Annual Appropriations	\$ -	\$1,670,077	\$1,535,179	\$1,550,531	\$1,566,037	\$1,581,697	\$1,605,422	\$1,629,504	\$1,653,946
Annual Appropriations									
POLICE DEPARTMENT	-	61,252	0	0	0	0	0	0	0
FIRE DEPARTMENT	-	202,867	800,000	950,000	70,000	230,000	0	0	1,500,000
HIGHWAY AGENT	-	600,000	390,000	555,000	450,000	485,000	520,000	710,000	1,100,000
LIBRARY	24,872	0	0	0	0	0	0	0	0
CONSERVATION	680,000	0	0	0	0	0	0	0	0
IT/GIS DEPARTMENT	-	75,000	0	0	0	0	0	0	0
SEARLES HISTORIC COMMITTEE	-	100,958	12,000	12,000	12,000	12,000	12,000	12,000	12,000
SOLID WASTE MANAGEMENT	-	0	80,000	0	0	0	0	0	0
RECREATION	-	0	250,000	0	0	0	0	0	0
SCHOOL DEPARTMENT	196,864	630,000	0	0	0	0	0	0	0
Total Annual Appropriations		\$1,670,077	\$1,532,000	\$1,517,000	\$ 532,000	\$ 727,000	\$ 532,000	\$ 722,000	\$2,612,000
Variance		\$ (0)	\$ 3,179	\$ 33,531	\$1,034,037	\$ 854,697	\$1,073,422	\$ 907,504	\$ (958,054)

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CIP FY 2013 - 2020 APPROPRIATION CHART (DETAILS)

Notes	CRF Bal.	2013	2014	2015	2016	2017	2018	2019	2020
Effective Availability Other		\$1,317,055	\$1,523,179	\$1,538,531	\$1,554,037	\$1,569,697	\$1,593,422	\$1,617,504	\$1,641,946
OTHER CIP ANNUAL CONTRIBUTIONS									
Searles Special Revenue Fund	4	4,000	12,064	12,000	12,000	12,000	12,000	12,000	12,000
State Highway Grant (80% of cost Snow Rmvl Equip)	5		240,000						
Searles Bond	6		100,958						
Total Other contributions		\$ 353,022	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Net to Annual CIP Appropriations		\$1,670,077	\$1,535,179	\$1,550,531	\$1,566,037	\$1,581,697	\$1,605,422	\$1,629,504	\$1,653,946
ANNUAL APPROPRIATIONS									
POLICE DEPARTMENT									
Mobile Communications			61,252	0	0	0	0	0	0
Sub-Total			\$ 61,252	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
FIRE DEPARTMENT									
Breathing Apparatus Rpl.			202,867						
2008 Ambulance Replacement				200,000					
1994 Engine-2 Replacement				600,000					
Mobil Data, Terminal & Software					70,000				
Ambulance Replacement						230,000			
1980 Ladder 1 Replacement (Quint)				950,000					
Substation									1,500,000
Sub-Total		0	\$ 202,867	\$ 800,000	\$ 950,000	\$ 70,000	\$ 230,000	\$ 0	\$ 1,500,000
HIGHWAY AGENT									
Road Improvements			300,000	390,000	420,000	450,000	485,000	520,000	560,000
Snow Removal Equipment			300,000						
Front End Loader					135,000				
Wood Chipper								50,000	
1 Ton Dump/Pickup Truck Replacement								100,000	
Small Track Excavator									100,000
5 Ton Dump Truck Replacement									200,000
5 Ton Dump Truck Replacement									200,000
Sub-Total		\$0	\$ 600,000	\$ 390,000	\$ 555,000	\$ 450,000	\$ 485,000	\$ 520,000	\$ 710,000
LIBRARY									
Arch. Design & Management	7	24,872							
Sub-Total		\$ 24,872	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
CONSERVATION									
Land Fund	8	680,000							
Sub-Total		\$ 680,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
IT/GIS DEPARTMENT									
System Replacement			75,000						
Sub-Total		\$ 0	\$ 75,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
SEARLES HISTORIC COMMITTEE									
Searles School & Chapel Improvements			100,958	12,000	12,000	12,000	12,000	12,000	12,000
Sub-Total		\$ 0	\$ 100,958	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
SOLID WASTE MANAGEMENT									
Wheel Loader				80,000					
Sub-Total		-	\$ 0	\$ 80,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
RECREATION									
Spruce Pond				250,000					
Sub-Total		-	\$ 0	\$ 250,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
SCHOOL DEPARTMENT									
Repair/Replace Septic	9	1,645							
Paving/Parking Repair	10	27,170							
Bldg Roof Repair/Replace	11	168,049							
Add'n of Capacity at Middle School				630,000					
Sub-Total		\$ 196,864	\$ 630,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL ANNUAL APPROPRIATIONS			\$1,670,077	\$1,532,000	\$1,517,000	\$ 532,000	\$ 727,000	\$ 532,000	\$ 722,000
VARIANCE			\$ (0)	\$ 3,179	\$ 33,531	\$1,034,037	\$ 854,697	\$1,073,422	\$ 907,504
OTHER ANNUAL APPROPRIATIONS									
Primary High School Bond			3,601,188	3,499,531	3,388,250	3,292,250	2,350,250	2,282,250	2,214,250
Secondary High School Bond			501,975	482,756	463,069	443,381	423,694	399,138	379,713
State Building Aid Received (Offset)			(886,500)	(885,000)	(880,500)	(880,500)	(622,500)	(621,000)	(510,000)
Total Payments			\$3,216,663	\$3,097,288	\$2,970,819	\$2,855,131	\$2,151,444	\$2,060,388	\$1,972,963
Total cost/1000 town valuation			1.58	1.51	1.44	1.37	1.02	0.96	0.91

CIP FY 2013-2020 FOOTNOTES

Fixed CIP Obligations:

- 1 Represents 10 year bond (2004 - 2013) of \$100,000 at 4% for renovations of Searle's chapel west room.
- 2 Represents 10 year bond (2014 - 2023) of \$100,000 at 2.7% for Searles School & Chapel improvements.
- 3 Fire truck financing at 1.46% interest over two years.

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Other CIP Annual Contributions:

- 4 Represents rental revenue from Searle's Chapel.
- 5 Required 80% funding from State of NH to purchase Snow Removal Equipment.
- 6 Anticipated Bond for Searles School & Chapel improvements.

Capital Reserve Fund:

- 7 Unexpended CIP funds from prior years.
- 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.

TAX VALUATION PROJECTION

PROPERTY VALUATION	% INCREASE	YEAR	PROJECTED CIP TAX RATE	\$ AVAILABLE
\$2,026,589,370		2012	\$0.75	\$1,519,942
\$2,036,722,317	0.5	2013	\$0.75	\$1,527,542
\$2,046,905,928	0.5	2014	\$0.75	\$1,535,179
\$2,067,374,988	1.0	2015	\$0.75	\$1,550,531
\$2,088,048,738	1.0	2016	\$0.75	\$1,566,037
\$2,108,929,225	1.0	2017	\$0.75	\$1,581,697
\$2,140,563,163	1.5	2018	\$0.75	\$1,605,422
\$2,172,671,611	1.5	2019	\$0.75	\$1,629,504
\$2,205,261,685	1.5	2020	\$0.75	\$1,653,946

V: Requested Capital Projects and Action Taken

A. Police Department

Project Title: Mobile Communications

Proposed by: Chief Gerald Lewis

Estimated Cost: \$61,292 funding in FY 2012

Proposal: Replacement of 12 mobile radios which are used in all Police Department vehicles as well as the replacement of five Mobile Data Terminals (MDT) of which five are utilized in marked vehicles and an additional two MDTs. The mobile radios are 15 years old, are no longer supported by the manufacturer and have reached the end of their life cycle. Because of the need to ensure around the clock communications and maintain officer safety it is critical that the radios and communication system remain technologically current, operational and uninterrupted at all times.

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification of I (Urgent) with funding of \$61,292 in FY 2013.

B. Fire Department

Project Title: Self Contained Breathing Apparatus (SCBA) Replacement

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$202,867 FY2013

Proposal: This proposal was approved by voters in 2011 subject to receipt of a grant which was not received and which is therefore being renewed. The department currently utilizes 23 Scott SCBAs. The current models purchased in 2002 are deficient in meeting the 2007 edition of NFPA 1981 standards by lacking Rapid Intervention Team (RIT) connectivity as well as inadequate Chemical, Biological, Radiological, Nuclear, Environmental (CBRNE) protection. The current models are not capable of being retrofitted to meet the standards. The new models will be capable of, and will include,

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upgrading to new NFPA standards anticipated in the next few years. The plan is to replace the 23 current units, as well as to acquire a fit-tester and calibrator for CBRNE. Currently a 95/5 % grant has been applied for. It is hoped that only \$10,143 will need to be paid by the town, with the 95% balance to be paid by federal grant, should it be awarded. This apparatus was described as critical for firefighters working in environmentally hazardous conditions and required to meet current standards. For this reason the request is not being made contingent upon receiving the federal grant.

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification I (Urgent) with funding in FY 2013.

Comments: The CIP Sub-Committee recommended that once equipment is purchased that replacement be phased over a number of years to avoid a costly replacement bill to replace all 23 in the future.

Project Title: 2008 Ambulance Replacement

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$200,000 Requested for 2013

Proposal: 2013 Replacement of Ambulance-2008 for \$200,000.00 based on Town Vehicle replacement policy

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification of II (Necessary) with funding in FY 2014.

Comments: The sub-committee approved this request as consistent with the high use of this vehicle and with the town vehicle replacement policy, maintaining the availability of safe and effective town emergency care.

Project Title: Engine-2 (1994 E-One)

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$600,000 Requested for 2014

Proposal: A scheduled rotation of the Fire Department fleet is safe and cost effective. Given the age and maintenance costs required to keep them in service the department recommends replacement. The current engine does not work well on our roads because of the turning radius as this engine was built on a Freightliner chassis.

CIP Recommendation: The CIP Sub-committee assigned the request a Classification III (Desirable) with funding of \$600,000 in FY 2014.

Project Title: Mobile Data Terminals, Hardware and Software

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$70,000 FY2016

Proposal: Installation of an integrated mobile data system in fire apparatus allows for timely and efficient delivery of information to first responders. The equipment would provide electronic mapping for first responders, "best route" information, site-specific information including warning of recorded hazardous materials on site as well as electronic location mapping of vehicles to ensure efficient assignment of vehicles to different incidents.

CIP Recommendation: The CIP Sub-Committee assigned this request a Classification III (Desirable) with funding in FY 2016.

Project Title: Ambulance Replacement

Proposed By: Chief Thomas L. McPherson

Estimated Cost: \$230,000 Requested for 2017

Proposal: Ambulance Replacement in FY 2017 for \$230,000 based on Town Vehicle replacement policy

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 2017.

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Comments: The sub-committee approved this request as consistent with the high use of this vehicle and with the town vehicle replacement policy, maintaining the availability of safe and effective town emergency care.

Project Title: *Ladder-1 (1980 Spartan) 100' Aerial Replacement with a 'Quint' (combination pump, tank, fire hose aerial device and ground ladder)*

Proposed By: *Chief Thomas L. McPherson*

Estimated Cost: *\$950,000 Requested for 2015*

Proposal: A scheduled rotation of the Fire Department fleet is safe and cost effective. Given the age and maintenance costs required to keep them in service the department recommends replacement. The Ladder is proposed to be replaced with a 'Quint' which more effectively utilizes manpower and is shorter in length than the ladder truck and can thus maneuver in tighter areas.

CIP Recommendation: The CIP Sub-committee assigned the request a Classification III (Desirable) with funding of \$950,000 in FY2015.

Project Title: *Public Safety Sub- Station*

Proposed by: *Chief Thomas L. McPherson*

Estimated Cost: *\$1,500,000.00 Requested year 2018*

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 suggested in FY 2020 to allow for the necessary study and planning for a complete proposal and full consideration by the CIP Sub-Committee.

Comments: Prior CIP Sub-committees have requested a study be performed to justify funding of this request. The requested research and planning is not yet complete in terms of response time and determination of a location and size that would improve response times for the most residents.

C. Highway Department

Project Title: *Roads*

Proposed by: *Jack McCartney, Highway Agent*

Estimated Cost: *\$3,725,000 Years 2013-2020*

Proposal: This is an ongoing 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 of plowing problems), and paving reclamation. If the Highway Department completes all projects proposed, they will exceed 2+ miles of repairs and repaving work. However, this only represents half of where it should be annually. The average should be 4 miles per year.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$300,000.00 in FY2013, \$390,000 in FY2014, \$420,000 in FY2015, \$450,000 in FY2016, \$485,000 in FY2017, \$520,000 in FY2018, \$560,000 in FY2019, and \$600,000 in FY2020.

Project Title: *Snow Removal Equipment*

Proposed by: *Jack McCartney, Highway Agent*

Estimated Cost: *\$300,000 in Year 2013*

Proposal: The Highway Department has requested snow removal equipment (including trucks and equipment) necessary to reduce salt use on Windham roads. The equipment could also be used throughout the year on other highway projects. The equipment is eligible for an 80% grant

CAPITAL IMPROVEMENTS PROGRAM

reimbursement through the Salt Ed Outreach Program. This is a federally sponsored program to help reduce chloride use on roads. Funds are in place at the state level.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$300,000 in FY2013. However, the acquisition is contingent upon the Town receiving the 80% grant. Grant monies are shown in the plan under CIP Annual Contributions.

Project Title: Front End Loader

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$135,000 in Year 2014

Proposal: To purchase a front end loader for year round uses. This will be a replacement of the current loader.

CIP Recommendation: The sub-committee assigned a Classification III (Desirable) with funding in FY 2015.

Project Title: Wood Chipper

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$50,000 in Year 2015

Proposal: To purchase a wood chipper to do tree and brush work for normal maintenance and to deal with storm damage.

CIP Recommendation: The sub-committee assigned a Classification IV (Deferrable) with funding in FY 2019.

Project Title: One Ton Dump/Pickup Truck Replacement

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$100,000 in Year 2016

Proposal: For scheduled replacements with the existing trucks going to other departments if needed or will be auctioned off.

CIP Recommendation: The sub-committee assigned a Classification IV (Deferrable) with funding in FY 2019.

Project Title: Small Track Excavator

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$100,000 in Year 2017

Proposal: To purchase a small track excavator for multiple uses including ongoing roadside duties (shoulder repairs and shimming), treatment of swale and detention pond maintenance, culvert work, and basin work or repairs.

CIP Recommendation: The sub-committee assigned a Classification IV (Deferrable) with funding in FY 2020.

Project Title: Five Ton Truck Replacement

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$200,000 in Year 2018

Proposal: For a scheduled replacement of an existing truck. The cost is for a complete replacement. This amount may be reduced if the attached equipment, on the current vehicle, is in condition.

CIP Recommendation: The sub-committee assigned a Classification IV (Deferrable) with funding in FY 2020.

Project Title: Five Ton Truck Replacement

Proposed by: Jack McCartney, Highway Agent

Estimated Cost: \$200,000 in Year 2020

CAPITAL IMPROVEMENTS PROGRAM

Proposal: For a scheduled replacement of an existing truck. The cost is for a complete replacement. This amount may be reduced if the attached equipment, on the current vehicle, is in condition.

CIP Recommendation: The sub-committee assigned a Classification V with funding in FY 2020.

D. IT/GIS Department

Project Title: *Systems Replacement*

Proposed by: *Eric DeLong, IT/GIS Director*

Estimated Cost: *\$75,000 FY2013*

Proposal: The IT/GIS application for \$75,000 to replace and upgrade existing systems in all town offices including Fire and Police was based on an independent Network Assessment conducted by AdminInternet and endorsed unanimously by the Windham Technical Analysis Committee (TAC). The funds requested will be applied to purchasing two servers - one to be housed at the Nesmith Library and the other at Windham Police Station. Servers will be set up to backup each other automatically, with additional tools to remotely monitor security issues, downtime and system failures. The existing desktop PCs are antiquated and will be replaced with 50 faster more efficient systems which will decrease hardware support, operating system diversity and repairs. The servers will be virtualized to support the less expensive thin clients at the user end and will connect to the server to run applications, instead of running them locally. The funding will also be applied to the gradual phasing in of the new systems, testing, support and training of the users.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding in FY 2013.

E. Searles Historic Commission

Project Title: *Searles School & Chapel Improvements*

Proposed by: *Marion Dinsmore and Peter Griffin*

Estimated Cost: *\$100,958 FY2013*

Proposal: Searles School and Chapel is the only building in town that has the distinction of being on the National Register of Historic Places. It is used for meetings and functions by the town as well as private weddings and parties. The rentals produce approximately ten to fifteen thousand dollars of income per year. The request for \$100,918 will be used for interior and exterior repairs and improvements. A ten year bond will provide the funding for this request and the bond payments will be covered by the rental income. This will be at no cost to the taxpayers. The current ten year bond for the West Room repairs will be paid off in 2013. The new repairs and improvements will bring in more rentals and revenue as well as historically preserve the building for future use.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding in FY 2013.

F. Solid Waste Management

Project Title: *Wheel Loader*

Proposed by: *David Poulson*

Estimated Cost: *\$80,000 FY2013*

Proposal: For replacement of the 2006 JCB wheel loader. The loader is a vital piece of equipment at the Transfer Station. Without a loader, the waste streams cannot be moved or loaded into trailers. The recommended replacement timeframe for a loader is approximately eight years. The plan is to purchase another matching loader to the 2009 Takeuchi to reduce operating and maintenance costs due to common parts, service and maintenance.

CIP Recommendation: The sub-committee assigned a Classification II (Necessary) with funding in FY 2014.

G. Recreation Committee

Project Title: Sports Facility (Spruce Pond)

Proposed by: Cheryl Haas on behalf of the Recreation Committee

Estimated Cost: \$250,000 FY2013

Proposal: The proposal is to construct recreation fields on land off Route 28 adjacent to Spruce Pond residential development (Tax Map Sheet 3-B Lot 601). This is a repeat request for phase one (of a two-phase project) of the Spruce Pond Field Project. Phase one is a rectangular multi-use field which is approximately 330' x 240.' Over the years, the participation in youth sports has increased significantly in Windham leading to scheduling conflicts and lack of maintenance to fields. All permits and approvals are in place.

CIP Recommendation: The CIP Sub-Committee gave this project a Classification III (Desirable) with funding in FY2014.

H. Windham School District

Project Title: Funds to Add Capacity to our Schools at the Point of Middle School

Proposed by: Stephanie Wimmer on behalf of the Windham School Board

Estimated Cost: \$1,000,000 in FY2013

Proposal: Due to significant Town population growth and consequent student population growth over the last decade, Windham's K-8 schools are operating well beyond their educational capacity. At present, the District is short over 20 classrooms and corresponding core space (gymnasium, cafeteria, media centers, etc.) relative to what is required to deliver a curriculum to our 2,700 plus students consistent with educational best practices. This equates to space for approximately 400-450 students (depending on class sizes) and only meets our current needs, not those required to adequately accommodate our projected growth. Projected student population is up to approximately 3,100 students over the next 10-15 years.

The School Board is in agreement that the first and highest impact step is resolving capacity and facility issues at the Middle School level. Multiple Facilities Committees/Studies have come to the same conclusion. By adding capacity at the point of Middle School, two objectives are achieved: 1) relieve overcrowding throughout the K-8 system as the added capacity will have a trickledown effect, and 2) make Windham Middle School an approved middle school by providing the necessary lab and technology facilities.

It is the School Board's expectation that a warrant article seeking to expand capacity at the middle school level will be presented to voters in March of 2013. Due to changes in State Building Aid as well as the Town's experience in building Windham High School, the School Board will likely propose Architectural and Engineering (A&E) fees to voters in advance of a construction bond.

CIP Recommendation: The sub-committee assigned a Classification I (Urgent) with funding of \$630,000 in FY2013.

Respectfully submitted for the Committee,

Rob Gustafson

Rob Gustafson, Chair

STATEMENT OF APPROPRIATIONS

General Government:

Town Officer's Salaries	\$ 3,690.00
Administration	518,560.00
Town Clerk's Expenses	213,520.00
Tax Collector's Expenses	136,830.00
Election and Registration Expenses	23,650.00
Cemeteries	41,200.00
General Government Buildings	485,280.00
Appraisal of Property	196,000.00
Information Technology	200,200.00
Town Museum	5.00
Searles Building	15,520.00
Legal Expenses	52,400.00
Retirement	17,500.00
Insurance	255,130.00

Public Safety:

Contracted Police Services	5.00
Police Department	2,481,830.00
Dispatching	404,160.00
Fire Department	2,870,045.00
Emergency Management	6,490.00
Community Development	442,835.00

Highways, Streets and Bridges:

Town Maintenance	1,130,280.00
Street Lighting	14,320.00

Sanitation:

Solid Waste Disposal	910,485.00
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Health/Welfare:

Health and Human Services	36,655.00
Animal Control	20,065.00
General Assistance	57,040.00

Culture and Recreation:

Library	964,710.00
Recreation	181,575.00
Historic Commission	1,000.00
Conservation Commission	2,350.00
Senior Center	6,930.00
Cable TV Expenses	92,540.00

Debt Service:

Long Term Notes (Principal and Interest)	201,278.07
Interest Expense - Tax Anticipation Notes	500.00

Capital Outlay/Special Articles:

Road Improvements	330,000.00
Highway 5 Ton Truck	165,000.00
Use of Searles Revenue Fund	20,000.00
Searles Bond Payment from Revenue Fund	12,112.00

Operating Transfers Out:

Property Maintenance Trust	30,000.00
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Total Appropriations:	\$12,541,690.07
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STATEMENT OF APPROPRIATIONS

2012 TAX RATE COMPUTATION

Total Town Appropriations	\$12,541,690.00		
LESS: Revenues	5,480,643.00		
LESS: Shared Revenues	0.00		
ADD: Overlay	139,043.00		
ADD: War Service Credits	239,750.00		

Net Town Appropriations	7,439,840.00		
Approved Town Tax Effort		7,439,840.00	
Town Rate:			3.64
Approved School Tax Effort		32,417,117.00	
Local School Rate:			15.88
State Education Taxes		4,979,627.00	
State School Rate:			2.46
Approved County Tax Effort		2,193,758.00	
County Rate:			1.07

Total of Town, School, State and County		47,030,342.00	
LESS: War Service Credits		(239,750.00)	
PLUS: Village District Commitments		16,162.00	

PROPERTY TAXES TO BE RAISED:		\$46,806,754.00	_____
TOTAL TAX RATE			\$23.05

— SUMMARY INVENTORY OF VALUATION —

DESCRIPTION OF PROPERTY	2012 VALUATION
VALUE OF LAND ONLY:	
Current Use	\$ 196,000
Residential	906,085,050
Commercial/Industrial	<u>75,347,250</u>
Total of Taxable Land	\$ 981,628,300
VALUE OF BUILDINGS ONLY:	
Residential	\$ 975,416,950
Manufactured Housing	63,400
Commercial/Industrial	<u>85,672,350</u>
Total of Taxable Buildings	\$ 1,061,152,700
PUBLIC UTILITIES	\$ <u>15,418,000</u>
VALUATION BEFORE EXEMPTIONS	\$ 2,058,199,000
IMPROVEMENTS TO ASSIST PERSONS W/DISABILITIES	<u>(473,430)</u>
MODIFIED ASSESSED VALUATION OF ALL PROPERTIES	\$ 2,057,725,570
Deaf Exemptions – 2 @ \$15K	\$ 30,000
Blind Exemptions - 4 @ \$15K	\$ 60,000
Elderly Exemptions -	
31 @ \$160K	\$ 4,865,500
19 @ \$190K	3,566,600
25 @ Full Exemption	5,623,600
Disabled Exemption - 10 @\$160K	<u>\$ 1,572,500</u>
TOTAL AMOUNT OF EXEMPTIONS	<u>(15,718,200)</u>
NET VALUATION ON WHICH TAX RATE IS COMPUTED	\$ 2,042,007,370
LESS: Public Utilities:	<u>(15,418,000)</u>
NET VALUATION ON WHICH STATE EDUCATION TAX RATE IS COMPUTED	\$ 2,026,589,370

COMPARATIVE STATEMENT

	APPROPRIATIONS 2012 - INCLUDING 11 CARRYFWDs	RECEIPTS, REIMBS & GRANTS	TOTAL AMOUNT AVAILABLE	EXPENDITURES 2012	12 CARRYFWDs FORWARDED TO 2013	BALANCES UNEXPENDED (OVERDRAFTS)
<u>GENERAL GOVERNMENT</u>						
Town Officer's Salaries	3,690		3,690	3,230		460
Administration	518,560		518,560	502,799	16,612	(851)
Town Clerk's Expenses	213,520		213,520	213,091		429
Tax Collector's Expenses	136,830		136,830	119,060		17,770
Election and Registration	23,650		23,650	27,646		(3,996)
Cemetery	44,400		44,400	29,475	3,200	11,725
General Gov't Bldgs	485,280		485,280	474,435	10,795	50
Appraisal of Property	196,000		196,000	194,255		1,745
Information Technology	200,200		200,200	187,782	6,022	6,396
Town Museum	5		5	-		5
Searles Building	15,520		15,520	12,815	1,000	1,705
Legal Expenses	52,400	3,500	55,900	66,554		(10,654)
<u>PUBLIC SAFETY</u>						
Police Department	2,483,808	783	2,484,591	2,429,782	30,980	23,829
Contracted Details	5		5	-		5
Dispatching	404,160		404,160	395,666		8,494
Fire Department	2,870,045	12,305	2,882,350	2,806,535	10,950	64,865
Emergency Management	6,490		6,490	4,144		2,346
Community Development	446,775	1,650	448,425	412,861	2,000	33,564
<u>HIGHWAYS/STREETS/BRIDGES</u>						
Town Maintenance	1,137,471	5,666	1,143,137	904,813	90,377	147,947
Street Lights	14,320		14,320	14,828		(508)
<u>SANITATION</u>						
Solid Waste Disposal	910,485		910,485	909,973		512
<u>HEALTH</u>						
Health and Human Services	36,655		36,655	34,783		1,872
Animal Control	20,065		20,065	18,373		1,692
<u>WELFARE</u>						
General Assistance	57,040	360	57,400	46,982		10,418
<u>CULTURE AND RECREATION</u>						
Library	964,710		964,710	957,745		6,965
Recreation	181,575		181,575	175,048	1,600	4,927
Historic Comm.	1,000		1,000	850		150
Conservation Comm.	2,350		2,350	2,350		-
Senior Center	6,930		6,930	5,110		1,820
Cable TV Expenses	92,540		92,540	88,724		3,816
<u>DEBT SERVICE</u>						
Long Term Notes - P + I	201,278		201,278	201,246		32
Interest - TANS	500		500	-		500
<u>CAPITAL OUTLAY</u>						
Highway 5 Ton Truck (2012)	165,000		165,000	156,607		8,393
Fire Engine 3 Replacement	20,914		20,914	9,000		11,914
Highway 5 Ton Truck (2011)	150,000		150,000	150,000		-
Griffin Park Parking Expansion	61,636		61,636	61,636		-
Salt Shed/Highway Garage	4,056		4,056	4,056		-
Road Improvements	330,000		330,000	330,000		-
<u>OPERATING TRANSFERS OUT</u>						
Capital Reserve Funds	-		-	-		-

COMPARATIVE STATEMENT

	APPROPRIATIONS 2012 - INCLUDING 11 CARRYFWDs	RECEIPTS, REIMBS & GRANTS	TOTAL AMOUNT AVAILABLE	EXPENDITURES 2012	12 CARRYFWDs FORWARDED TO 2013	BALANCES UNEXPENDED (OVERDRAFTS)
<u>MISCELLANEOUS</u>						
Retirement	17,500		17,500	-		17,500
Insurance	255,130	-	255,130	223,458		31,672
Searles Bond Payment	12,112		12,112	12,112		-
Use of Searles Revenue Fund	20,000		20,000	20,000		-
Other Reimbursable Grants	-	22,496	22,496	22,496		-
Energy Grant	-	7,200	7,200	7,200		-
Donations/Gifts	-	1,400	1,400	1,400		-
Property Maintenance Trust	30,000		30,000	30,000		-
Earned Time Trust	-		-	-		-
Refunds and Abatements	139,043	1,128	140,171	227,284		(87,113)
<u>OTHER GOVT'L DIVISIONS</u>						
School District	37,396,744		37,396,744	37,396,744		
County	2,193,758		2,193,758	2,193,758		
Village Districts	16,162		16,162	16,162		
TOTALS	52,540,312	56,488	52,596,800	52,102,868	173,536	320,396

TRUSTEES OF THE TRUST FUNDS

NAME OF TRUST FUND	PRINCIPAL			INCOME				GRAND 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	-	0.47	0.47	-	1,189.03
Perpetual Care	61,890.00			61,890.00	1,067.22	28.23	28.23	1,067.22	62,957.22
Neglected Lots	500.00			500.00	-	0.24	0.24	-	500.00
Garaphelia Park	1,000.00			1,000.00	-	0.36	0.36	-	1,000.00
Martha Clark Fund	2,000.00			2,000.00	-	0.80	0.80	-	2,000.00
Dora Haseltine Fund	500.00			500.00	-	0.24	0.24	-	500.00
Cemetery-on-the-Plains	17,574.89			17,574.89	7,930.84	9.96		7,940.80	25,515.69
Cemetery Trustees	-			-	25,562.55	9.97		25,572.52	25,572.52
Maintenance Fund	49,600.00	3,700.00	-	53,300.00	154.57	19.67	19.67	154.57	53,454.57
Louise Anderson Hall Fund	1,300.00			1,300.00	-	0.48	0.48	-	1,300.00
LIBRARY									
Public Library Fund	3,000.00			3,000.00	-	1.08	1.08	-	3,000.00
Library Books	1,000.00			1,000.00	-	0.36	0.36	-	1,000.00
ARMSTRONG MEM. BLD.	1,157.34			1,157.34	993.85	1,351.80	1,351.16	994.49	2,151.83
SCHOOLS									
Searles School Repairs	-		-	-	408.63	0.12		408.75	408.75
Eliz. Wilson Fund	1,000.00			1,000.00	-	0.36	0.36	-	1,000.00
School Dist. 2,3,4,6	4,022.00			4,022.00	-	1.58	1.58	-	4,022.00
MINISTERIAL FUNDS	1,989.63			1,989.63	-	0.80	0.80	-	1,989.63
NEEDY PERSONS	1,400.00		-	1,400.00	4,434.69	2.28		4,436.97	5,836.97
REPAIR TOWN BLDGS	1,979.65			1,979.65	-	0.77	0.77	-	1,979.65
IRENE HERBERT SCHSHIP	14,075.00		-	14,075.00	667.84	5.74		673.58	14,748.58
COBBETTS PD VILL. DIST.	12,719.56			12,719.56	1,067.41	5.38		1,072.79	13,792.35
CAPITAL RES. FUNDS									
Fire Apparatus	122.45		-	122.45	-	0.02		0.02	122.47
Fire Station	-		-	-	1,474.83	0.59		1,475.42	1,475.42
Rte 111/Town Complex	-		-	-	6,079.76	2.40		6,082.16	6,082.16
Fire Station Renovation	1,384.00		-	1,384.00	3,347.46	1.84		3,349.30	4,733.30
Nesmith Library	20,481.67		-	20,481.67	4,383.67	9.67		4,393.34	24,875.01
S.D. Repair/Replace Septic	-		-	-	1,644.73	0.65		1,645.38	1,645.38
Salt Shed	-		-	-	168.90	0.11		169.01	169.01
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	1,205.23	10.56		1,215.79	27,173.47
S.D.Roof Repairs&Repl.	168,000.00		-	168,000.00	4.42	61.57		65.99	168,065.99
EXPENDABLE TRUST FD*									
Property Maintenance	26,163.93	30,000.00	28,878.91	27,285.02	1,942.52	10.92		1,953.44	29,238.46
Earned Time	154,646.22		-	154,646.22	4,257.23	61.76		4,318.99	158,965.21
Town Museum	4,453.36		-	4,453.36	104.33	1.75		106.08	4,559.44
Fire Protection	-		-	-	-	-		-	-
School Bldg/Grounds Maint	134,089.45		116,416.00	17,673.45	898.71	13.20		911.91	18,585.36
GRAND TOTALS:	713,195.86	33,700.00	145,294.91	601,600.95	67,799.39	1,615.73	1,406.60	68,008.52	669,609.47

Respectfully submitted for the Trustees,

Al Marcil, Jr.

Al Marcil Jr., Chair

EXPENDABLE HEALTH TRUST FUND

MONTH	INCOME	PREMIUMS	CLAIMS	ADMIN FEE	INTEREST	BALANCE
						331,909.26
January	36,460.63	0.00	10,479.08	0.00	44.71	357,935.52
February	41,503.30	0.00	14,679.85	1,239.75	42.99	383,562.21
March	35,007.65	0.00	42,028.12	1,058.25	45.73	377,529.22
April	37,070.55	0.00	12,004.87	0.00	45.98	402,640.88
May	44,141.28	0.00	42,284.86	0.00	46.53	404,543.83
June	35,754.83	0.00	13,860.95	1,041.75	45.84	425,441.80
July	42,465.91	0.00	17,918.23	0.00	47.70	450,037.18
August	32,761.71	0.00	15,245.26	0.00	48.34	467,601.97
September	34,187.58	0.00	8,294.83	0.00	47.86	493,542.58
October	42,349.03	0.00	12,295.77	0.00	50.28	523,646.12
November	32,966.52	122,510.46	9,896.53	0.00	46.44	424,252.09
December	34,000.09	163,433.11	13,632.27	0.00	37.08	281,223.88
TOTALS	448,669.08	285,943.57	210,620.62	3,339.75	549.48	281,223.88

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 balance of the monthly premium cost of the health insurance program is funded through the Town’s general operating budget. Administratively, the Town processes monthly premium invoices initially from the operating budget, and then the remainder of the year, the premiums are paid directly from the Trust. The total cost of the Town’s health insurance premiums were funded as follows:

Funded from Town operating budget	\$1,266,200.00
<u>Funded from trust (employee co-pays)</u>	<u>\$285,943.57</u>
Total	\$1,552,143.57

As part of the premium costs funded by the Trust, a portion represents payments made on behalf of retirees who qualify for the Town’s post-employment benefits program based on years of service. For 2012, payments for retiree insurance premiums which were funded from the trust totaled \$36,670.98. Also during 2012, the Town received a Premium Holiday from its health insurance provider, representing return of past contributions totaling \$57,271.78. The Town portion of \$47,097.25 was recorded as a credit against monthly premiums and the remaining \$10,174.53 was returned to employees, based on their proportionate share of premiums paid.

FINANCE DEPARTMENT

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 2012, we were pleased to welcome a new member of the Administrative staff, Adel-Marie Cerri, who accepted the position of Bookkeeper. Coupled with some staffing changes in the Administrative offices, we were able to implement a new part-time position within the Administration department, with a primary focus on finance and accounting. This allows the Finance office the ability to segregate important accounting functions among the Bookkeeper and Assistant Town Administrator, thereby strengthening internal accounting controls. In addition, the Bookkeeper function has provided for the streamlining of certain town-wide cash collection and payment processing functions. Adel has been a welcome addition to the Administrative offices and we look forward to utilizing her skills and contributions towards our goal of managing the Town finances in a safe, accurate and professional manner.

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.

<i>Town Only Tax Rate Breakdown</i>	<i>2012</i>	<i>2011</i>	<i>2010</i>
Gross Appropriations (Approved Budget)	\$12,541,690	\$13,032,319	\$12,894,315
Less: General Fund Revenues (see Chart A)	(\$5,480,643)	(\$5,758,834)	(\$5,249,081)
Less: State Shared Revenues	\$0	\$0	\$0
Plus: Overlay (abatements)	\$139,043	\$147,831	\$78,159
Plus: War Service Credits	<u>\$239,750</u>	<u>\$243,500</u>	<u>\$243,000</u>
Net to Raise via taxation	\$7,439,840	\$7,664,816	\$7,966,393
Town Tax Rate	\$3.64	\$3.79	\$3.99

<i>Chart A – General Fund Revenue (for tax rate)</i>	<i>2012</i>	<i>2011</i>	<i>Difference</i>
Licenses, Permits & Fees	\$2,902,800	\$2,813,565	\$89,235
State Revenues	\$889,359	\$913,610	(\$24,251)
Income from Departments, Other Taxes and Interest, Grants and Intergovernmental	\$648,760	\$685,931	(\$37,171)
Sale of Municipal Property	\$42,801	\$37,203	\$5,598
Cable Franchise Fees	\$222,000	\$207,000	\$15,000
Interest on Investments	\$7,500	\$20,000	(\$12,500)
Transfers In from other funds (Searles, Trust Funds)	\$33,112	\$33,344	(\$232)
Funds from Other Sources (Highway Truck Grant)	\$132,000	\$120,000	\$12,000
Funds from Other Sources (CRF, Impact fees, Bonds)	\$0	\$493,492	(\$493,492)
Use of prior year fund balance to reduce the tax rate	<u>\$602,311</u>	<u>\$434,689</u>	<u>\$167,622</u>
<i>Total GF Revenue for tax rate (see chart above)</i>	\$5,480,643	\$5,758,834	(\$278,191)
Impact of Funds directly offsetting appropriations	<u>(132,000)</u>	<u>(613,492)</u>	
Net GF Revenue on which the tax rate is set	\$5,348,643	\$5,155,342	\$203,301

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 above adjusts for the impact of the “Funds from Other Sources”, which represents a direct offset to a particular appropriation article in a given year, and thus varies from year to year.

The net increase in General Fund revenues for tax rate setting purposes is \$203,301. This is primarily due to an additional \$167,622 in fund balance available to be used to reduce the tax rate in 2012 (this will be discussed later in this report) and additional license, permit and other departmental fee income in 2012. As a result of the increased revenues, combined with the \$9,105 decrease in net appropriations in 2012, the amount needed to be raised through taxation decreased. Although some portions of the revenue budget generally remain steady from year to year, such as motor vehicle registrations and departmental income, other portions such as grant funds and State revenues tend to vary from year to year and have a significant impact on the resulting Town tax rate.

As illustrated above:

- Approximately 60% of the Town’s annual budget is raised through general taxation. The other approximately 40% is from other revenue sources as noted in Chart A.
- Of the 40% revenues collected in 2012 through operations, 17% came from State funding (Meals & Rooms Distribution and Highway Block Grant), 11% was from use of fund balance, leaving approximately 72% 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 2012 and 2011 can be found later in this report.

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 2012 was an additional federal energy grant of \$7,200, for energy audits of Town buildings, as well as \$22,496 received from the NH Department of Homeland Security to fund equipment for use by our Fire department, as well as additional funds used to cover the cost to provide specialized training to our public safety personnel.

TOWN DEBT

During 2012 the Town paid the first payment of a two-year bond to fund the purchase of a new fire engine. This represents the only general municipal debt funded through taxation. It should be noted that the Town also continues to pay down a \$100,000 renovation bond for the Searles building as shown below, however this debt payment is fully funded through rental revenues from the operation of the building and not from the Town’s operating budget. The Town also has entered into several lease/purchase arrangements for Police, Fire, Highway and Transfer Station vehicles and equipment, the annual principal and interest payments for which are contained in the Town’s annual operating budget.

FINANCE DEPARTMENT

The full **Statement of Bonded Indebtedness** for 2012 is as follows:

*Original Issue: \$391,135 / October 2011 / Northway Bank / Interest Rate of 1.46%
Purpose: Purchase Fire Engine*

	Date	Principal	Interest	Payment	Balance
					391,135.00
2012	10/30/12	195,567.50	5,710.57	201,278.07	195,567.50
2013	10/30/13	195,567.50	2,855.29	198,422.79	0.00
		\$391,135.00	\$8,565.86	\$399,700.86	

*Original Issue: \$100,000 / June 2003 / TD Bank / Interest Rate of 4.00%
Purpose: Searles Building Renovations*

	Date	Principal	Interest	Payment	Balance
					22,800.00
2012	6/3/12	11,200.00	912.00	12,112.00	11,600.00
2013	6/3/13	11,600.00	464.00	12,064.00	0.00
		\$22,800.00	\$1,376.00	\$24,176.00	

Additionally, the Town entered into a \$2,000,000 Tax Anticipation note in 2012, which matured on December 28, 2012. This note was structured as a line of credit and was available to assist the Town with its cash flow needs, 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 2012.

SCHOOL DISTRICT PAYMENTS

Payments to the Windham School District for 2012 are summarized as follows:

Due to School District as of December 31, 2011	\$14,892,861
Total School District Funds Raised through 2012 Tax Rate	\$37,396,744
Total Transferred Out to School District during 2012	(\$36,392,861)
Balance due to School District as of December 31, 2012	\$15,896,744

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 later 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. In 2012, the Board codified this level of minimum fund balance by adopting a formal Fund Balance Policy.

End of year budgetary basis fund balance (per annual audited financial statements):	2011	2010	2009	2008
Available for tax rate setting	\$902,311	\$734,689	\$580,361	\$638,615
Amount used to reduce next year's tax rate	\$602,311	\$434,689	\$280,361	\$338,615
Remainder	\$300,000	\$300,000	\$300,000	\$300,000

FINANCE DEPARTMENT

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	Balance 01/01/12	Income	Disbursements	Interest	Balance 12/31/12
Cable TV Trust Fund	264,908.22	22,000.00	0.00	703.34	287,611.56
Searles Special Revenue	4,437.08	23,927.57	23,011.71	2.23	5,355.17
Expendable Health Trust	331,909.26	448,669.08	499,903.94	549.48	281,223.88
Cemetery Operation Fund	103,566.22	3,700.00	0.00	277.99	107,544.21
Conservation Land Trust	643,155.31	40,531.28	164,233.80	1,178.21	520,631.00
Road Bond Fund	9,239.23	0.00	0.00	3.56	9,242.79
Law Enforcement Fund	969.47	0.00	0.00	0.35	969.82
Town Clerk Special Acct	1,403.29	23,079.50	22,302.00	0.82	2,181.61
Recreation – Lacrosse	14,459.94	61,322.54	57,634.82	4.80	18,152.46
Conservation Special	2,156.41	0.00	0.00	.82	2,157.23
Recreation – Basketball	1,306.33	0.00	0.00	.49	1,306.82
Recreation – Programs	10,354.16	80,742.07	81,757.65	6.06	9,344.64
Police Public Safety Rev	137,618.37	115,565.00	169,639.63	47.27	83,591.01
Police Fed Forfeitures	10,568.10	190.01	2,929.00	3.41	7,832.52
Fire Public Safety Rev	26,536.42	73,194.79	74,176.37	12.33	25,567.17
Subdivision Escrow	72,334.08	53,950.85	42,225.82	29.19	84,088.30
Misc. (Undefined)	5.06	0.00	0.00	0.00	5.06
School Impact Fees	41,016.88	30,927.10	47,778.05	12.63	24,178.56
High School Impact Fees	115,700.35	84,656.00	52,221.95	50.21	148,184.61
Rte 28 Emerg Resp Fund	11,197.27	0.00	0.00	29.47	11,226.74
Rail to Trail Fund	100.37	0.00	0.00	0.00	100.37
Police Impact Fees	20,837.91	8,548.40	0.00	8.85	29,395.16
Fire Impact Fees	5,637.05	14,443.70	0.00	3.57	20,084.32
WRTA Donation	1,500.00	0.00	1,500.25	0.25	0.00
Grand Total	\$1,830,916.78	\$1,085,447.89	\$1,239,314.99	\$2,925.33	\$1,679,975.01

The collective cash balances for the above funds were invested as follows as of December 31, 2012 (represents bank statement balances exclusive of deposits in transit and outstanding checks):

Citizens Bank Operating Accounts – earning 0.03%	\$660,811.05
Centrix Bank Investment Account – earning 0.20%	\$1,000,133.00
TD Bank Merchant Account – earning 0.00%	\$6,621.66

BALANCE SHEET

The following represents the General Fund balance sheet as of December 31, 2012 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.

FINANCE DEPARTMENT

BALANCE SHEET - General Fund as of December 31, 2012

ASSETS	
Cash	\$13,835,698
Taxes receivable, net	2,832,665
Accounts receivable	125,513
Due from other funds	10,375
Due from other governments	156,062
Restricted cash - performance bonds	321,347
Other assets	24,463
Total Assets	\$17,306,123
LIABILITIES & FUND BALANCES	
Liabilities	
Accounts payable and accruals	\$ 199,356
Deposits	321,347
Due to other governments	15,896,744
Total Liabilities	16,417,447
Fund Balances	
Assigned fund balance	173,536
Unassigned fund balance	715,140
Total Fund Balances	888,676
Total Liabilities & Fund Balances	\$17,306,123

PERFORMANCE BONDS

As of 12/31/12, 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
Anderson Subdivision	Letter of Credit	7,500.00
Castle Reach III	Letter of Credit	17,670.00
Comcast/Adelphia (Cable TV)	Insurance Co Bond	75,000.00
D & S Builders	Cash	100.00
Fieldstone Woods (Mountain Home Building)	Cash	19,617.82
Fieldstone Woods (DHB, Inc)	Letter of Credit	17,082.00
Jenny's Hill Rd	Insurance Co Bond	21,000.00
John Brown & Sons/Excavation	Cash	490.04
Johnny Hill Estates	Cash	101,223.12
Lakeview Farm	Letter of Credit	57,600.00
Lewis Builders/Right of Way	Insurance Co Bond	5,000.00
Londonbridge Rd Trenching/Right of Way	Cash	6,003.76
McIntosh Hollow	Letter of Credit	192,862.00
Medicus LLC	Letter of Credit	11,567.60
Medicus LLC	Cash	2,500.00
Netherwood Rd	Insurance Co Bond	14,600.00
Outlook Rd	Cash	55,545.43
Partridge/Quail (Mitchell Pond) - <i>pending release of 12/27/12</i>	Cash	2,887.32
Pawtucket Rd	Letter of Credit	22,593.80
Pennichuck Water/Right of Way	Letter of Credit	10,000.00
Porcupine Rd	Cash	32,173.48

FINANCE DEPARTMENT

Project	Type	Balance
RH White Construction/Right of Way	Insurance Co Bond	35,000.00
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)	Cash	15,086.47
Settlers Ridge Rd	Cash	13,048.21
Spruce Pond Phase II	Letter of Credit	92,808.00
Spruce Pond Phase II	Letter of Credit	74,376.00
Spruce Pond Phase II	Letter of Credit	56,784.00
Spruce Pond Phase III	Letter of Credit	10,800.00
Stoneywyke Rd (Forfeited)	Cash	6,436.61
Taschereau Investment/Right of Way	Letter of Credit	5,000.00
Villages of Windham	Letter of Credit	42,834.00
Wall St/International	Cash	32,997.85
White Mountain Cable Construction (Cable TV)	Insurance Co Bond	20,000.00
Windham Meadows II - pending release of 12/27/12	Cash	33,336.56
Total Performance Bonds		2,667,644.07

REVENUE REPORT - COMPARATIVE ANALYSIS AS OF DECEMBER 31, 2012

<i>Unaudited</i>	Estimated Revenue For 2012	Actual Revenue @ 12/31/12	Actual Revenue @ 12/31/11	Increase (Decrease) 12-11	2012 % of Estimate Received
SOURCES OF REVENUE					
<u>TAXES</u>					
Yield/Excavation Tax	\$ 700	520	2,597	(2,077)	74.3%
Interest & Penalties on Taxes	231,769	239,373	202,702	36,671	103.3%
Boat Taxes	14,300	14,312	14,114	198	100.1%
<u>INTERGOVERNMENTAL REVENUES</u>					
Highway Block Grant	275,609	275,609	306,455	(30,846)	100.0%
Rooms and Meals	613,750	613,652	607,155	6,497	100.0%
<u>LICENSES AND PERMITS</u>					
M V Permit Fees	2,700,000	2,727,787	2,651,934	75,853	101.0%
Building Permits	138,000	150,501	137,432	13,069	109.1%
Other Licenses and Permits:					
Dog Licenses	20,600	20,773	17,398		
Animal Officer Fees	2,500	3,080	3,085		
Planning Board Fees	28,000	26,991	31,577		
Board of Adjustment Fees	7,000	5,887	9,514		
Town Clerk Miscellaneous	5,000	6,500	5,223		
Gun Permits	1,700	2,480	1,230		
Subtotal Other Licenses/Permits	64,800	65,711	68,027	(2,316)	101.4%
<u>CHARGES FOR SERVICES</u>					
Cable TV Fees	222,000	223,270	209,028	14,242	100.6%
Income from Departments:					
Special Duty-Contracted Police	10,000	11,556	28,725		
Welfare Reimbursements	500	360	2,774		
Community Dev Miscellaneous	6,000	6,683	3,395		
Police Dept Miscellaneous	6,000	5,947	5,503		
Ambulance Fees	225,000	247,075	257,988		
Fire Dept Miscellaneous	15,000	32,776	21,761		
Transfer Station Fees	75,000	83,866	85,575		
Police - Accident Reports	1,800	2,331	1,982		
Recreation - Swim Lessons	3,711	3,711	4,452		
Subtotal Income from Dept's	343,011	394,305	412,155	(17,850)	115.0%

FINANCE DEPARTMENT

<i>Unaudited</i>	Estimated Revenue For 2012	Actual Revenue @ 12/31/12	Actual Revenue @ 12/31/11	Increase (Decrease) 12-11	2012 % of Estimate Received
SOURCES OF REVENUE					
<u>MISCELLANEOUS REVENUES</u>					
Interest on Deposits	7,500	6,156	18,678	(12,522)	82.1%
Sale of Town Property	42,801	49,580	103,024	(53,444)	115.8%
Other Miscellaneous Revenues:					
Intergovmtl/Fire SAFER Grant	25,330	25,330	67,490		
Other State/Fed Grants/FEMA	10,000	30,269	14,642		
Insurance/Other Reimb/Refunds	14,000	16,662	16,163		
Parking Fines	750	715	1,545		
Town Building Rent	3,300	3,625	3,485		
Selectmen Miscellaneous	4,000	16,446	56,991		
Donations/Grants	650	50	-		
Treasurer's Miscellaneous	800	1,963	1,828		
Town Clerk - Copy Fees	150	99	890		
Subtotal Other Miscellaneous	58,980	95,159	163,034	(67,875)	161.3%
<u>OTHER FINANCING SOURCES</u>					
Income from Trust Funds	1,000	908	1,648	(740)	90.8%
Proceeds from Bond Issuance	0	0	391,135	(391,135)	0.0%
Income from Capital Reserve Funds	0	0	73,757	(73,757)	0.0%
Income from Revenue Funds	32,112	32,112	32,144	(32)	100.0%
Income from Other Sources:					
Use of Impact Fee Funds	-	-	28,600	(28,600)	0.0%
Highway Truck Grant Funds	132,000	125,285	120,000	5,285	94.9%
Grants Accepted/Expended 2012	0	31,096	26,684	4,412	0.0%
TOTAL REVENUES	\$ 4,878,332	5,045,336	5,570,303	(524,967)	103.4%

In closing, in addition to conducting daily processing and oversight functions, the Finance office seeks to provide timely and accurate information pertaining to the overall state of the Town's finances. Periodic Board reports, and other finance related items, can be found on the Finance page of the Town's website. I encourage anyone to contact me directly with questions or for more specific Town financial information as needed.

Respectfully submitted,



Dana Call, Assistant Town Administrator-Finance

TOWN TREASURER

The following represents 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 our Town Treasurer, Robert A. Skinner.

General Fund Cash Balance on January 1, 2012	\$12,973,452.46
Cash Receipts:	
Tax Collector – Property Taxes, Interest, Etc.	47,247,733.94
Tax Collector – Land Use Change Taxes	38,581.28
Town Clerk	2,772,551.21
Community Development	190,062.23
Transfer Station	76,363.68
Police Department	23,029.91
Fire Department	271,171.98
Cable Franchise Fees	223,269.78
State of NH – Meals & Rooms Distribution	613,651.71
State of NH – Highway Block Grant	275,609.59
State of NH /Fed Highway Salt Reduction Grant	125,285.60
Other Intergovernmental – SAFER, FEMA, Etc.	102,318.33
Sale of Town Property	11,374.63
Proceeds from Redemption of Tax Deeded Properties	60,800.00
Grants & Donations	2,232.50
Administration & Other Miscellaneous	95,437.79
Interest on Investments	6,155.60
Transfers In from Capital Reserve, Property Trust Funds	28,878.91
Proceeds from Issuance of General Obligation Bonds	0.00
Proceeds from Issuance of Tax Anticipation Notes	<u>0.00</u>
Subtotal Cash Receipts	52,164,508.67
Cash Disbursements:	
Selectmen's Warrants & School District Transfers	(51,247,519.78)
Transfer Out to Conservation Land Fund	(38,581.28)
Transfer Out to Village District	(16,162.28)
Payoff of Tax Anticipation Notes	<u>(0.00)</u>
Subtotal Cash Disbursements	(51,302,263.34)
General Fund Cash Balance on December 31, 2012	\$13,835,697.79

The general fund cash, held in custody by the Town Treasurer, was invested as follows as of December 31, 2012 (represents bank statement balances exclusive of deposits in transit and outstanding checks):

Citizens Bank Operating Account – earning 0.03%	\$9,272,507.63
Centrix Bank Investment Account – earning 0.20%	\$4,000,106.87

Respectfully submitted,



Robert Skinner, Town Treasurer



Dana Call, Assistant Town Administrator-Finance

TAX COLLECTOR

DEBIT REPORT

	2012	Levies of Prior
UNCOLLECTED TAXES BEGINNING OF YEAR:		
Property Taxes	\$ 0.00	\$ 2,073,920.30
Land Use Change Taxes	0.00	37,900.00
Yield Taxes	0.00	0.00
Excavation Taxes	0.00	0.00
TAXES COMMITTED THIS YEAR:		
Property Taxes	46,934,988.26	0.00
Land Use Change Taxes	20,000.00	0.00
Yield Taxes	1,186.31	0.00
Excavation Taxes	188.00	0.00
OVERPAYMENTS:		
Property Taxes	137,217.28	1,100.98
Miscellaneous	54.19	35.00
INTEREST COLLECTED ON DELINQUENT TAXES:	24,960.23	109,889.76
COLLECTED PENALTIES/FEES	22.00	4,757.50
	-----	-----
TOTAL DEBITS	\$47,118,616.27	\$2,227,603.54

CREDIT REPORT

	2012	Prior
REMITTED TO TREASURER:		
Property Taxes	\$ 44,837,478.35	\$2,072,832.75
Land Use Change Taxes	20,000.00	37,900.00
Yield Taxes	1,186.31	0.00
Interest	24,960.23	109,889.76
Penalties/Fees	22.00	4,757.50
Overpayments/Refunds	137,217.28	1,100.98
Miscellaneous	54.19	35.00
Excavation Tax	188.00	0.00
ABATEMENTS MADE:		
Property Taxes	4,677.93	1,087.55
Yield Taxes	0.00	0.00
Land Use Change Taxes	0.00	0.00
UNCOLLECTED TAXES END OF YEAR:		
Property Taxes	2,092,831.98	0.00
Land Use Change Taxes	0.00	0.00
Yield Taxes	0.00	0.00
Excavation Taxes	0.00	0.00
	-----	-----
TOTAL CREDITS	\$47,118,616.27	\$ 2,227,603.54

TAX COLLECTOR

SUMMARY OF TAX SALE/LIEN ACCOUNTS

DEBIT REPORT

	2011 Levies	2010 Levies	Prior Levies
UNREDEEMED LIENS:			
Beginning of Year	\$ 0.00	\$535,240.88	\$345,377.08
LIENS EXECUTED:			
During Fiscal Year	875,411.14	0.00	0.00
INTEREST & COSTS:			
Collected After Execution	10,946.69	61,909.44	99,045.62
	-----	-----	-----
TOTAL DEBITS	\$886,357.83	\$597,150.32	\$444,422.70

CREDIT REPORT

REMITTANCE TO TREASURER:			
Redemptions	\$247,309.66	\$227,635.56	\$267,257.04
Interest/Costs	10,946.69	61,909.44	99,045.62
ABATEMENTS:	8,028.17	65,965.80	0.00
UNREDEEMED LIENS:			
Balance End of Year	620,073.31	241,639.52	78,120.04
	-----	-----	-----
TOTAL CREDITS	\$886,357.83	\$597,150.32	\$444,422.70

Respectfully submitted,



Ruth Robertson, Tax Collector

POLICE DEPARTMENT

It is my pleasure to provide you with the 2012 Annual Report for the Windham Police Department. As with the past few years, we continue to be challenged by the current economic and social climate, which in the law enforcement community includes the impact such circumstances have on society in general and, therefore, our community. Regardless of these challenges, we remain focused and committed to Making a Difference each and every day.

PERSONNEL/ORGANIZATION: The year saw three (3) employees leave employment with the town. Captain Carl Wagner retired after 24 years of service; Sergeant Glenn Record retired after 26 years of service; Part-time Records Clerk Norma Ryan left for a full-time position with another department after 9 years of service to the town.

After 3½-years of multiple surgeries and extensive physical therapy, Officer Jason Dzierlatka returned to full-duty in March. Officer Dzierlatka was seriously injured in 2008 when he was struck by car occupied by two individuals who had robbed the Bank of New England on Range Road. Both suspects were subsequently apprehended and are serving extensive prison time for their crimes.

In August, the department hired two (2) new patrol officers to fill the vacancies created by the previously mentioned retirements. Officer Dan Dawe was already a department member, having served as a Dispatcher since 2011. As stated in last year's report, Dan is a former Staff Sergeant with the United States Marine Corps having served in both Iraq and Afghanistan where he was the recipient of various awards and medals. Our second hire is Officer George Yameen who comes to us after having served a number of years in the public utilities sector. George brings with him extensive public and customer service experience, as well as public utilities safety information for emergency responders. Both officers passed extensive background investigations and are a welcomed addition to the department.

With one existing vacancy in Dispatch and the hiring of Officer Dawe, the department hired two (2) new dispatchers during the year. Dispatcher Jesse Ghorashi was hired in June and comes to the department from the private sector where she worked in retail and customer service. The second dispatcher, Patty McGuire, was hired in November and brings with her previous public safety dispatch experience in North Carolina. As with the aforementioned officers, both dispatchers passed extensive background investigations and are welcomed additions.

In June, Officer Bryan Smith was promoted to the rank of Sergeant after finishing first in a competitive testing process; taking over the position vacated by Sergeant Record.

In March, Officer Brian Landry was injured in a motor vehicle crash when he was responding to an emergency call and was struck by another vehicle while en route. Officer Landry received non-life threatening injuries and remains out of work. In addition, Sergeant Wendy Foley remained out of work for the year as she continued to recover from an on-duty injury that required two surgeries.

During the course of the year, the department experienced an exceptionally high volume of overtime use due to employee absences. At one time the department was down a total of 7 officers – nearly one-third of the department's total complement of nineteen. Therefore, during most of the year we were running at minimum staffing levels, which in turn had an impact on the overall volume of calls for service. However, I am very pleased to report that through the use of vacant salary funds along with ongoing fiscal management we were able to remain within our bottom line budget by year's end.

POLICE DEPARTMENT

COMMUNICATIONS: The subject of communications, specifically two-way radio communications, remains the backbone of the community's safety and security. As such, it remains an ongoing focus of maintenance and enhancements as old equipment requires replacement and new equipment and technologies become available. During the course of the year the following communications items were addressed:

- The process for licensing our frequency to be narrow band compliant was completed, thereby bringing us into compliance with a 2013 FCC mandate.
- As referenced in the 2011 report, the department completed the installation of a repeater system to enhance the quality and range of two-way radio communications in town. The cost of the system was absorbed by fees collected during police details and, therefore, was not a direct cost to the local taxpayers.
- Working with the NH Department of Safety, Homeland Security Grants Committee, and the town's police detail account, the department was able to acquire twenty-one (21) portable radios worth a total value of \$58,000 at no cost to the local taxpayer. The new, state-of-the-art radios replace 17-year old radios that were no longer supported by the manufacturer for repairs and parts.

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 emerging trends. This year, department personnel acquired over 1,000-hours of training.

MISCELLANEOUS: In April, School Resource Officer Jessica Flynn coordinated the first ever "Mock Accident" at Windham High School. Partnering with the Windham Fire Department, WHS Staff and Honor Society students, Bauchman's Towing, Douglas & Johnson Funeral Home and First Student Bus Company, students were shown the hazards and consequences of drinking and driving. The program received high praise and has been asked to be repeated.

In August, the Police Department (along with the Windham Fire Department, SAU and High School staff), working under the coordination of the United States Secret Service, planned for and oversaw a visit by President Barack Obama at Windham High School. Captain Michael Caron coordinated the efforts and resources of the Police Department and has received accolades from the Secret Service for his leadership.

In October, Windham Police Officers Shane Mirisola and Christopher Van Hirtum assisted the Pelham Police Department with a vehicle pursuit on Lowell Road. After the vehicle they were chasing went off the road, the officers exited their vehicles (including the Pelham officer) and were confronted with an attempt by the driver to run them over as he tried to re-enter the roadway. Officers fired their weapons and were able to take the driver into custody with non life-threatening injuries after the vehicle crashed into one of the marked police vehicles. After an investigation by the NH Attorney General's Office, the officers were cleared of any wrongdoing and returned to full duty shortly after the incident. The operator of the vehicle was charged with a multitude of offenses and is awaiting trial.

Twice this year the department responded to armed home invasions. Both were connected to illegal drug activity. In the first incident (Glance Road) the suspects fled the residence upon police arrival. Subsequent to a short pursuit and intensive ground search, one suspect was taken into custody and is awaiting trial. The investigation remains ongoing with a second suspect potentially identified. In the second incident (Bear Hill Road) multiple armed suspects entered a residence which was being used to cultivate marijuana. The suspects fled prior to police arrival and have yet to be identified. The resident of the home and other associates were arrested for manufacturing and distribution of the drug.

POLICE DEPARTMENT

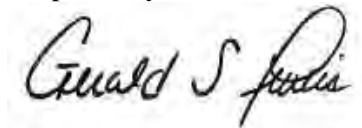
As in previous years, the department participated in a National Prescription Drug Take Back event sponsored by the DEA. In addition, we are one of only a handful of departments in the state who has a Federally approved prescription drug drop box for public use (conveniently located in the lobby of the Police Department).

ACTIVITY: At the end of this document are several graphs showing the various activity levels experienced in 2012. As previously noted, due in large part to the issue with staffing during the year, some activity levels/totals are lower than what would be expected.

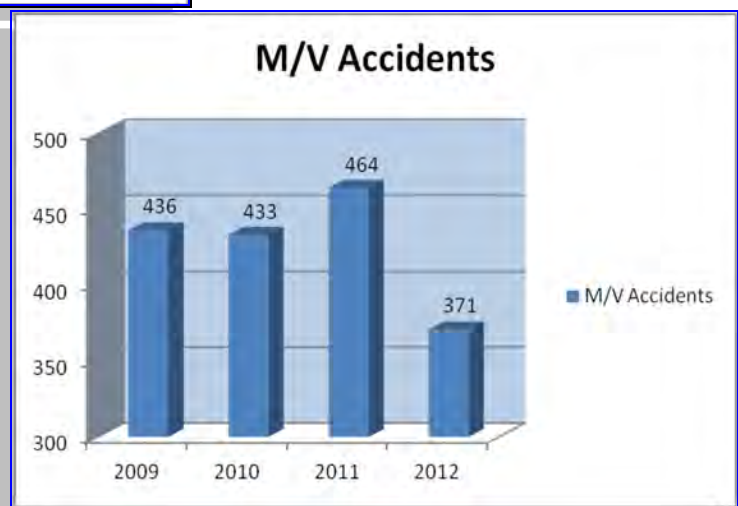
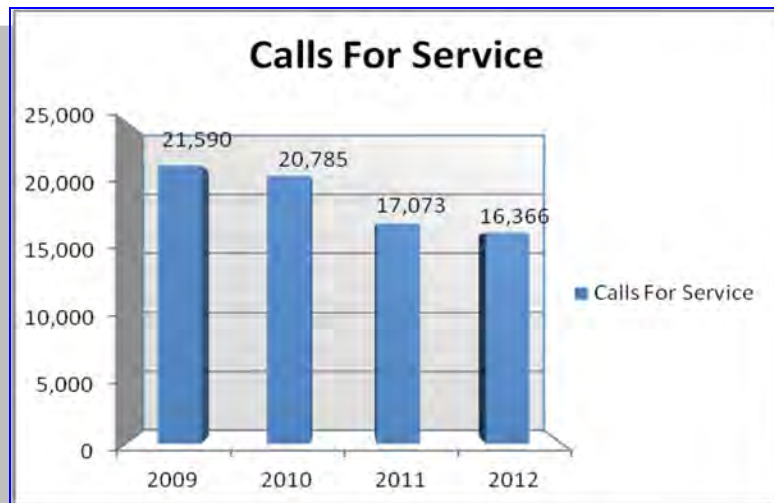
CLOSING: As stated last year, in today's challenging economic and social environment police agencies must continually seek ways to creatively utilize limited resources while demonstrating accountability and professionalism to their communities for public funds. It is our commitment to the Windham community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

Making a Difference – it's what we do.

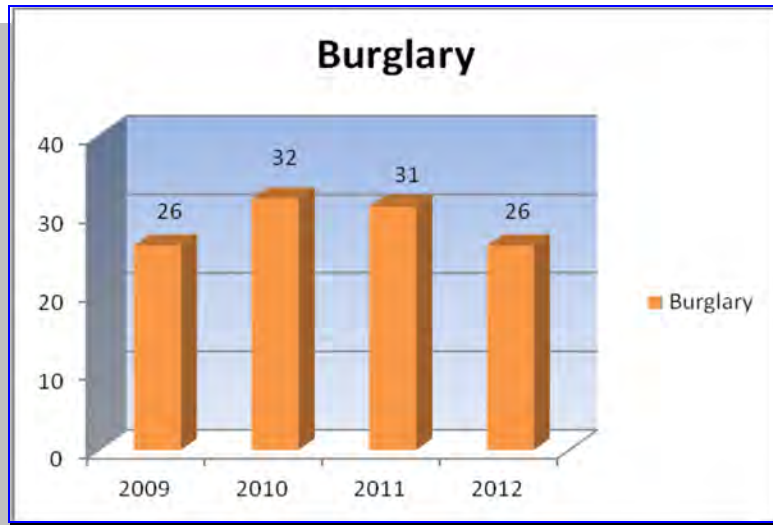
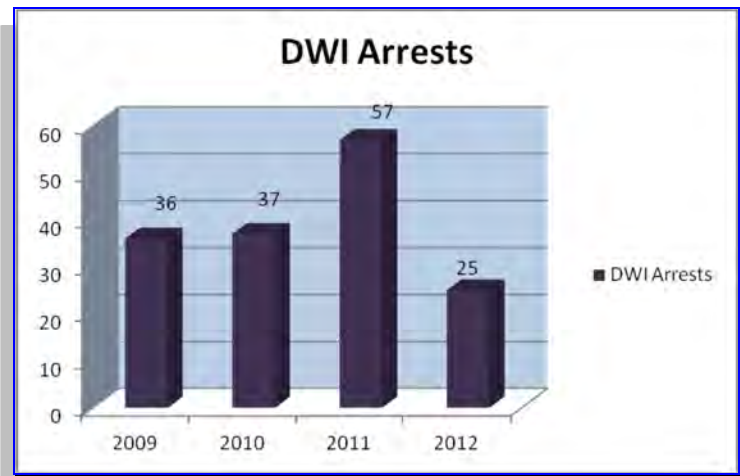
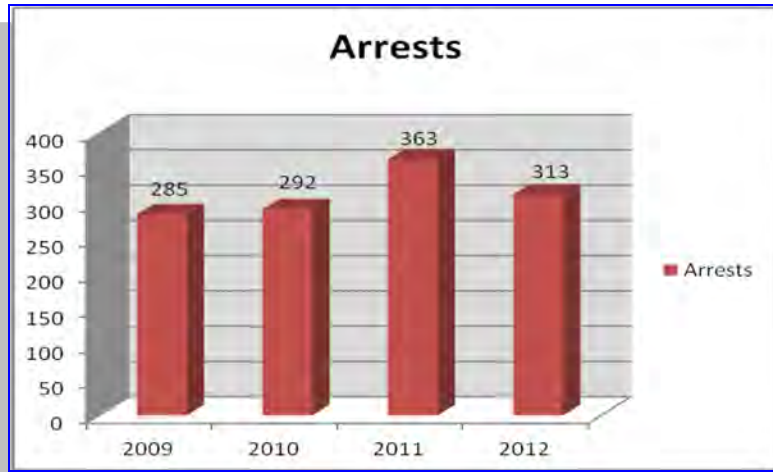
Respectfully submitted,



Gerald S. Lewis, Chief of Police



POLICE DEPARTMENT



FIRE DEPARTMENT

2012 was relatively quiet in terms of storm related events. However, our department was kept busy with several serious fires early into the year including ones on Mallard Road, Lowell Road and Rockingham Road to name just a few. Of all the fires reported, we were happy to report that no injuries or loss of life occurred. It wasn't until the later part of October that the east coast braced for Hurricane Sandy. As it made its way up toward New Hampshire, Public Safety officials along with school officials began daily meetings to prepare for damaging winds, heavy rains and power outages. Upon the storm's arrival, Fire, Police and the Highway Agent, assisted by volunteers of the town's Emergency Management Team, worked collectively to answer and respond to all calls for service during the event. The storm caused numerous trees and wires down, and a few homes received moderate to heavy damage due to falling trees. The damage here in New Hampshire caused the Governor to declare a State of Emergency which allowed cities and town to seek out federal reimbursements associated with public safety response costs. As we have always done and will continue to do to ease the burden of the taxpayers whenever these types of emergencies arise, the town filed for federal assistance. Throughout this storm and many before it, the Fire Department along with Local Emergency Management Officials has reached out to its professionals, volunteers and citizens looking for suggestions to find alternative ways of notifying the public before, during and after various emergency events. Whether through dynamic messaging boards, pre-recorded phone messages and radio and television broadcasts, we continue to seek out means to alert our residents. Now, the Fire Department and Emergency Management Office utilize Twitter as another way to reach out to residents during emergency events. You can follow us at [@WindhamFD](https://twitter.com/WindhamFD).

As started in 2011, the department continued its efforts with a new program titled "Adopt-A Cistern/Hydrant". This program 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 a few minutes more and remove the snow from the closest cistern or hydrant to your home. Once the storm has passed, Fire Department Personnel do clear the cisterns/hydrants from snow. However, during the initial period of severe weather, emergency personnel are busy handling emergency calls and may ultimately be delayed. If you are interested in participating in this program, you are asked to call Deputy Chief Martineau at 434-4907. Your assistance is greatly appreciated.

PERSONNEL: Management and Labor worked hard throughout the year again to manage employee absences and budgetary concerns, all the while seeing calls for service and simultaneous calls continue to rise. In 2012, the department transitioned through several personnel changes. In February, Firefighter/Paramedic Michael Mistretta announced his resignation; having served the town for nearly 15 years. In April, Call Firefighter Don Worthington resigned to spend more of his retirement with his family and enjoy the warm weathers of Florida. In May, Firefighter/EMT-I Kenneth Whicker announced his retirement from the department. During his 6 years with the department, Firefighter Whicker served as Fire Inspector before moving to the firefighter position. Prior to his employ with the town, he served the town of Rindge for nearly twenty years. In all, these firefighters worked passionately diligently while serving the town and, on behalf of the department, we wish them and their families all the best in their future endeavors. The next few months were then spent on filling the full-time vacancies that were created. In June, the department welcomed its two newest full-time members of the firefighting ranks. Firefighter Jason Sliver and Firefighter Daniel Doherty were hired and began their probationary period. Firefighter/Paramedic Sliver previously worked for the Town of Hudson, where he served for more than 10 years, and is also a member of the Massachusetts Urban Search and Rescue Task Force (USAR) based in Beverly, MA where he has served since 2008. He and his wife Mandy currently reside in Jaffrey, NH. Firefighter/Paramedic Doherty served with the Dunstable, MA Fire Department and also worked as a Paramedic with Patriot Ambulance of Chelmsford, MA. He, his wife Rebecca and their son reside in Nashua, NH. Both of these individuals came highly recommended and the department is pleased to have them aboard. We wish them well in their positions.

FIRE DEPARTMENT

CALL VOLUME: The increased demand for services continued to keep our members busy this year including several building fires as previously mentioned. Our EMS call volume continues to increase and makes up a large percentage of our call volume, as we respond to calls and transport patients. In 2012, the department responded to 1,429 Emergency Incidents. Statistically, over 70% were for Emergency Medical Services (EMS), while the remaining 30% were fire-related incidents. Of the 1,429 incidents, approximately 31.5% percent were simultaneous calls for service. The average duration for an EMS call is approximately 2 hours or less. This is from the initial dispatch of Emergency Personnel, until the ambulance is back in service and ready to respond to another emergency. This time frame is only for a single EMS response; the duration may be longer if a simultaneous call is received.

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

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

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

2012 being no different than past years, Management and staff collectively worked together to meet both the operational demands of the department and the Town's budgetary constraints relating to increased overtime; without reducing the number of on-duty personnel. Traditionally in past years when an emergency medical call was received, on-duty firefighter's responded and if the ambulance (having 2 attendants) was committed to transport the sick or injured, off-duty personnel were called back to augment the reduction in staffing. Today, with on-duty staffing consisting of one (1) Lieutenant and four (4) Firefighters, and changing the way we do business, they respond to various emergency and non-emergency related calls with no immediate "callback" of off-duty personnel. However in June, by direction of the Board of Selectmen and in keeping with fiscal responsibilities, administration had to make very difficult decisions regarding daily staffing to deal with increased overtime budget shortfalls. These decisions forced us to reduce our daily staffing to a number that the department felt was neither safe nor adequate. It is the departments' 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

FIRE DEPARTMENT

risk to the community due to lack of or reduction in services. These reductions can cause significant time delays. The changes made were carried out until year end, at which time staffing levels increased back to a safe and adequate number. Moving to 2013, Management and Staff will continue to monitor this issue closely and make the appropriate operational changes throughout the year to achieve our fiscal obligation, all the while keeping the safety of the community and our Fire Fighters a top priority.

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 fire fighting. Among the major training disciplines that personnel train on are in areas such as Suppression, EMS, and Hazardous Materials Responses;. In 2012 the State Fire Academy through Homeland Security received nearly \$4 million dollars in grant funding to assist New Hampshire departments in raising their training and preparedness level whether in Hazardous Materials, Technical Rescue and Incident Command. Through this opportunity, our department members received nearly \$39,000 of additional high level training that otherwise may not have been available for years to come. Through this grant, both overtime and backfill costs were reimbursed to communities and thus, ultimately, it became a “no cost” to the community.

GRANT FUNDING: The department received a “No Match” grant for nearly \$35,000 which enabled our department to purchase various equipment to detect against chemical, biological, radiological, nuclear and environmental emergencies. One of the most used pieces of equipment purchased through these funds was an additional Thermal Imaging Camera that allows firefighters, through infrared technology, to locate downed victims that may be trapped or missing in a fire. As of this writing, the department awaits word in hopes of securing a federal grant to purchase Self Contained Breathing Apparatus. Last year the department, through the CIP, placed a warrant article before voters asking them to support the purchase of this equipment **only** if the department was successful in its grant application. The article passed, however because the department did not receive the grant funding, the equipment was not purchased. This year, the department again through the town warrant, is asking voters to support \$202,867 for the purchase of this equipment, and that it not be contingent upon award of the grant.

In closing, I want to thank management and labor for their support, hard work and dedication throughout the year. I also want to thank the residents of Windham for their continued support of your Fire Department and we want to assure you that the members of the Department will continue to train and stand ready to meet the growing and ever changing needs of our community; while delivering competent and compassionate service. As always, if you have any questions or need any information, please do not hesitate to call or stop by the Fire Station. On behalf of the members of the Fire Department, we wish everyone a very happy and healthy new year.

INCOME STATEMENT

Receipts	2011	2012
Ambulance	\$247,074.90	\$257,988.58
Permit Fees	\$19,294.00	\$18,805.00
Copy, Other Fees	\$157.00	\$593.34
Contracted Services*	\$4,646.08	\$2,361.99
Sub-Total	\$271,171.98	\$279,748.91

**Represents 10% of the money collected and placed into the Public Safety Contracted Details Fund for the fire/hazardous materials contracted services through December; final collections pertaining to 2012 for this fund are expected to be approximately \$73,000.*

FIRE DEPARTMENT

2012 FIRE PERMITS AND INSPECTIONS

TYPE	PERMITS	INSPECTIONS
Brush, Camp Cooking	770	770
Day Care	7	7
Heating Systems	262	262
Fuel Tank Installed	43	43
Fuel Tank Removal	5	5
In-Service	0	136
Place of Assembly	28	33
Water Supply	2	23
Wood Stoves	32	32
Smoke Detector Inspection	52	52
Fire Alarm System	14	14
Sprinkler System	6	6
Fire Drills	0	12
Construction Inspections/CO	0	49
Plan Reviews	0	2
Underground Piping	240	240
Blasting Permits	13	13
Blasting Complaints	0	14
TOTALS	1,474	1,713

2012 RESPONSE STATISTICS

Building fire	29	Oil or other combustible liquid spill	4
Cooking Fires	1	Carbon monoxide incident	7
Chimney or flue fire, confined to chimney or flue	5	Heat from Short Circuit (wiring)	3
Trash/Rubbish Fires	1	Overheated Motor	3
Fires in Portable/Fixed Buildings	1	Power line down	14
Passenger vehicle fire	7	Arcing, shorted electrical equipment	15
Road Freight or Transport Vehicle Fire	1	Building/Structure Weakend/Collapse	2
Natural Vegetation Fire, other	5	Service Call, other	29
Forest, woods or wild land fire	3	Person in distress, other	3
Brush or Brush-Grass mix	2	Lock-out	14
Outside Equipment fire	6	Ring or Jewelry removal	1
Overpressure/Rupture/Steam	1	Water problem, other	1
Overpressure/Rupture/Gas	1	Water evacuation	1
Excessive heat, scorch burns with no ignition	2	Water Steam or Leak	3
Rescue, emergency medical call (EMS) call, other	1	Smoke or odor removal	22
Medical assist, assist EMS crew	3	Animal problem/rescue	6
EMS call, excluding vehicle accident with injury	676	Public service assistance, other	4
Vehicle accident with injuries	78	Assist police or other governmental agency	4
Motor vehicle/pedestrian accident	3	Police Matter	1
Motor vehicle accident with no injuries	66	Public service	9
Removal from Stalled Elevator	1	Assist invalid	38
Water & Ice related rescue, other	1	Unauthorized burning	25
Ice Rescue	1	Cover assignment, standby, move up	27
Watercraft rescue	1	Good intent call, other	16
Hazardous condition, other	5	Dispatched & canceled en route	41
Gasoline or other flammable liquid spill	4	Wrong Location	5
Gas leak (natural gas or LPG)	6	No incident found on arrival at dispatch address	21

FIRE DEPARTMENT

Authorized controlled burning	4	Heat detector activation due to malfunction	1
Vicinity Alarm (incident in other location)	1	Alarm system sounded due to malfunction	17
Steam, other gas mistaken for smoke, other	3	CO detector activation due to malfunction	14
Smoke scare, odor of smoke	13	Unintentional transmission of alarm, other	20
Steam, vapor, fog or dust thought to be smoke	3	Sprinkler Activation, no fire-unintentional	1
EMS call, party transported by non-fire agency	1	Smoke detector activation, no fire - unintentional	15
Hazmat release investigation w/ no hazmat	11	Detector activation, no fire - unintentional	14
False alarm or false call, other	3	Alarm system sounded, no fire - unintentional	32
Central Station, Malicious False Alarm	1	Carbon monoxide detector activation, no CO	4
System malfunction, other	10	Flood Assessment	1
Extinguishing System Activation due to Malfunction	1	Wind Storm/Hurricane Assessment	16
Smoke detector activation due to malfunction	11	Total Number of Incidents:	1,429

Respectfully submitted,



Thomas L. McPherson Jr., Fire Chief

COMMUNITY DEVELOPMENT

The Community Development Department continued to promote customer service and efficiency in 2012 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 previously mentioned are listed below for your information. Additional detail on these partnerships, initiatives, and events can also be found on the Community Development web site at www.windham-nh.com.

Business Partnerships:

- Welcomed the following businesses into Windham: Black Moose Country Store, Massage Chi, Windham Crossing Learning Center, Dance Connection, Kumo Sushi, Granite State Police Supply, Emerson and Douglas Associates, Lillea, Ideal Office, ABC RC & Hobbies, ConvenientMD, Elite Feet Artists Company, Coco, Early & Associates, Derry Medical Center, Derry Imagining, Southern NH Internal Medicine Associates, LabCorp, Concord Orthopaedics, Derry Neurological Associates, Granite State Gastrointestinal Consultants, Women's Health Associates of Derry, 36Creative and James Letourneau Chiropractic Physician;
- Celebrated 1 year anniversaries for Lucia's Bodega, Green Sprouts Child Care, Art of Strength, and Anytime Fitness;
- Welcomed the relocation and expansion of Sophisticakes (formerly Shabby Chic), Windham Pilates Health & Wellness Center, Soleil Salon & Spa, and Golden Crane Traditional Martial Arts within Town;
- Facilitated a Fall Business Education Seminar Series, consisting of a total of 4 sessions, co-sponsored by The Greater Salem Chamber of Commerce, Pentucket Bank, and other local businesses to provide free educational opportunities for the local business community;
- Collaborated with the Greater Salem Chamber of Commerce to host a Business After Hours and Business Expo at the Windham High School;
- Organized the First Annual Holiday Shopping Extravaganza to provide a venue for local business holiday sales while providing financial assistance to worthy non-profit organizations as part of the event;
- Helped advertise the Best of NH competition and celebrated the Town of Windham business winners;
- Represented the Town of Windham on The Greater Salem Chamber of Commerce Economic Development Committee; and
- Hosted office hours for the local representative of the Small Business Administration and promoted the opportunity to the local business community.

COMMUNITY DEVELOPMENT

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.
- Continually enhancing the community-development focused web site 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 2012:

AJ Letizio Sales & Marketing Inc.
Prudential Verani Commercial Real Estate
White Water Mountain Design & Development
Delahunty Nurseries & Florist
Infinite Fitness – Personal Training
Golden Crane Traditional Martial Arts

Green Sprouts Child Care
Coldwell Banker
FengShui Connections
AdminInternet
Benchmark Office Solutions
The Common Man

- Launched the Business Visitation Program, with the corporate sponsorship of Enterprise Bank, which entails one-on-one meetings with local businesses to gather information and feedback to help the Town be more responsive to the business community's needs. The businesses that participated in the Business Visitation Program include:

Windham Deli
United Party Rental
The Dubai Group
AdminInternet
Final Details Marketing & Design
Golden Crane Traditional Martial Arts
Windham Pilates & Wellness Center
Woof Woof Doggie Daycare & Training
Richardson Auto Sales
Tim Swikot Financial Services
Benchmark Office Solutions
A Simply Wholesome Life
Delahunty Nurseries & Florist
Windham Terrace Assisted Living
Artistic Creations Salon
Soleil Salon & Spa
McKenzie Real Estate
Tarbox Roofing
OT Works 4 Kidz
Windham Co-op Kindergarten
Ideal Office Solutions
Great Escape Massage Therapy
Pine Hill Retirement Home
Findeisen Survey & Design
Woof It Down
Snow Pond Farm
Cooperative Alliance for Regional Transportation (CART)

Green Sprouts Child Care
FengShui Connections
Dress-2-Dance
Area News Group
Shaws Supermarket
Culinary Capers
Edward Jones
Top Dog Banners
Cairns Construction
Bella Vino
Private Island Cakes
Happy Feet Dance Studio
Niralambaya Yoga
The Troupe
B&C Landscaping
Kalil Dental
US Water Consultants
Garage Storage Cabinets
E-Keys for Cars
Body Armor Outlet
Manor Motel and Storage
Picnic Table Factory
DK Engineers
Yoga Sanctuary
State Farm Insurance
Calico Kids Day Care

Community Partnerships:

- Coordinated with Windham High School to hold an Internship, Community Service and Job Fair for High School Students, as well as participated in the annual Career Day;
- Provided outreach opportunities and media for the various nonprofits located in Windham, and those serving the Town and its residents;
- Assisted the with the Go Green Fair to provide local business and non-profit contacts and resources; and
- Worked with the local offices of Senator Shaheen, Senator Ayotte and Congressman Bass for their staff to hold office hours in Town.

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 2012, the ways that we have worked to meet your needs include the following:

- Posting on the Town website all Planning Board and Zoning Board of Adjustment meeting agendas, public hearing notices, meeting minutes, application forms, rules of procedure/bylaws, and regulations, as well as having them available in the Department;
- Posting on the Town website all Conservation Commission and Windham Economic Development Committee meeting agendas, meeting minutes, and rules of procedure, as well as having them available in the Department;
- Ensuring that all postings for meetings of these four Boards/Committees are done at the Town Hall, Community Development Department, and on the Town web site;
- Revised Department applications and flow charts as a result of the 2012 Town Meeting votes, as well as updating the Building Permit applications;
- Held two public forums on general interest topics – State of NH Shoreland Protection Law and Soils Based Lot Sizing;
- Reorganizing the staffing structure of the Department and adding an additional staff position to allow for more in-office assistance to the public;
- Providing information on the Town web site on Town projects, such as the Village Center District Subcommittee, Design Review Subcommittee, and Town Meeting Zoning Ordinance Amendments, to help keep the public informed;
- Worked with all Town Departments to coordinate open houses for public and businesses to visit the Departments, ask questions and meet Town staff;
- Writing articles for the local papers on topics of interest to the community, which included informational articles on regulations pertaining to Floodplain Insurance Rate Increase, Political Signage, Temporary Signage, Parking of Unregistered Vehicles, Customary Home Occupation/Home-Based Childcare, Small Wind Energy Systems, Accessory Apartments, Agriculture Uses and Farm Stands, Homeowners Associations, Property Boundaries, and Fertilization and Pesticides in Watershed Areas; and

COMMUNITY DEVELOPMENT

- Reorganizing and better managing Department files, library resource materials, plans, and maps to ensure they are complete, accurate, and user-friendly, as well as posting an index of such material on the Department web site 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 web site in 2013, and we welcome your feedback as we move through this process.

The Department had a busy year with a consistent 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 2012, Department staff worked with landowners and business owners, as well as legal counsel on occasion, to resolve the following code enforcement items:

- 2 cases of illegal parking of commercial vehicles/RVs
- 4 cases of unauthorized junkyards
- 3 cases of unregistered motor vehicle storage
- 4 cases of unauthorized commercial uses of property
- 13 cases of non-compliance with Planning Board approval
- 3 cases of un-permitted permanent signs
- 17 cases of un-permitted temporary signs
- 8 cases of un-permitted sheds / fences / decks
- 1 case of a seasonal property being used year-round
- 12 cases of an un-permitted accessory apartment
- 2 cases of violations of the Cobbetts Pond & Canobie Lake Watershed District
- 5 cases of violations of the Wetlands and Watershed Protection District
- 4 cases of a NH DES Shoreland Permit violation
- 3 cases of illegal tree cutting/land clearing activities
- 1 case of nuisance due to site development activity

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

BUILDING/CONSTRUCTION ACTIVITIES:

Although the 2012 economy was not as prosperous as it had been in previous years, we increased our building and construction permitting and inspection activity. The Department issued the following permits in 2012:

- 110 Certificates of Occupancy (Commercial and Residential)
- New Residential Development
 - 62 Single-Family homes
 - 6 Duplex homes
 - 1 Triplex home
 - 4 Accessory apartments

COMMUNITY DEVELOPMENT

- Commercial Development
 - 4 New Commercial Buildings
 - 15 Redeveloped commercial buildings
- 237 Building permits
- 413 Electrical permits
- 175 Plumbing permits
- 76 Septic system permits
- 38 Well permits
- 5 Chimney permits
- 15 Fence permits
- 67 Temporary sign permits
- 47 Permanent sign permits
- 58 Minor Cobbetts Pond and Canobie Lake Watershed Permits

DEPUTY HEALTH OFFICER:

Although the Department does not actively approve Board of Health Applications, we do provide assistance to the applicants and the Board of Selectmen, as well as do site inspections. Department staff conducted inspections of 2 child care facilities, 4 schools, and 1 foster home for State Licensing compliance.

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 what they accomplished in 2012.

DEPARTMENT STAFF:

If you have not visited the Department in 2012, there have been some changes in personnel. In January, Ginny Gray, Department Secretary, retired and in February, Mike Garrepy, ZBA/Code Enforcement Administrator, left for new employment opportunities closer to his home in the seacoast.

With the vacancy in the Department Secretary position, Pat Kovolyan our long-standing ZBA/Conservation Commission Assistant, enthusiastically accepted that new challenge. The new faces to the Department in 2012 include Colleen King, ZBA/Conservation Commission Assistant and Nancy Prendergast, Code Enforcement/ZBA Administrator. In addition, Cathy Pinette was hired in April to fill the newly created position of Minute-Taker for the Planning Board and ZBA.

Those familiar faces in the Department in 2012 included Elizabeth Wood, Community Planner, Mike McGuire, Building Inspector/Deputy Health Officer, and Mimi Kolodziej, Planning Assistant.

I welcome you to stop by the Community Development Department in 2013 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

The Solid Waste Management Department's ongoing mission is to provide efficient and effective solid waste disposal service for the Town of Windham. This is done through teamwork, planning, and a dedication to improvement.

Detailed information on the Station can be accessed on Town website at windhamnewhampshire.com or found in an available brochure. Through the cooperative effort of our residents, Windham recycles approximately 30% of its total waste stream. This diversion translates to budget savings, production of revenue, and the conservation of valuable State disposal air-space.

During 2012, the Town awarded a MSW contract to Covanta Energy starting in 2013 through 2018 averaging \$69/ton over the five years. The Station also conducted a spring electronics collection event at Windham High School assisted by electronics recycler, RMG.

The Town is transporting its MSW (general trash) to Covanta Energy in Haverhill and its single stream recyclables to Integrated Paper in North Andover. We transport our commercial and demolition to LL&S in Salem and metal to Gateway Resource Recovery, also in Salem. Specific vendors remove our tires, propane tanks, clothing, refrigerated appliances, waste oil, and car batteries. We also conduct an on-site mercury diversion program with Covanta Energy; collecting fluorescent lights, thermostats, and the like. Per our Permit, an annual operational report is submitted to NH DES which tracks our performance.

As always, I would like to thank the Station Staff for their hard work, dedication, and service to the community. I would also like to thank the residents for their ongoing support, cooperation, and adherence to Station procedures, especially recycling. We all have a vested interest in the solid waste management of Windham.

2013 GOALS

- To continue operational changes that will increase efficiency and productivity.

2012 STATISTICS

- Municipal solid waste – 4200 tons (decrease of 5%)
- Demolition & construction waste – 1200 tons (increase of 17%)
- Single stream recycling – 1200 tons
- Metal recycling – 200 tons
- Recycling revenue generated – \$65,000

Respectfully submitted,



David Poulson, Transfer Station Manager

HIGHWAY DEPARTMENT

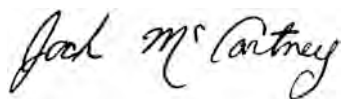
Well so much for the mild winter in January and February; along comes November and December and, 800 tons of sand and salt later, the savings may not be what we thought when we started the budget process. Yet, they will still be good and we did not have to take from summer funds as we have in the past. As to summer monies, we were able to reclaim and pave Frost Road, Depot Road, a portion of Farrwood Road, Sirod Road, Old Mill Road, Pilgrim Road and Park Street. A contract has also been awarded to do additional work on three roads in the late spring with shim and overlay pavements. This will result in one of the best years we have had in regards to the amount of footage completed through the summer paving process.

As usual, the department completed many other normal assignments pertaining to cold patching, basin marking and cleaning (900+ basins), shoulder shimming, tree and brush work, roadside mowing and trimming, sign installation/repair/replacement, street sweeping, and road striping, etc. The department also worked with the CPIA on a project on Hawley Road to impede sediments from entering into Cobbett's Pond. This project involved new drainage and several rain gardens on both Hawley and Marblehead Roads. Thanks to the contractors who also helped make this possible.

On the building and equipment side of things, we are happy to report we have received the trucks approved by the voters; with 80% of the cost to be reimbursed through the Salt Reduction Program using federal grant funding. Already these trucks have shown real reductions in the amount of materials applied during a storm event; due to the electronic controls in use on board the vehicles. Although still too early to tell, we are projecting an eight to twelve percent savings over the two respective routes they handle. We would also like to note that, with two years in the new buildings, things are going very well for everyday operations. The new salt shed has been a blessing for winter operations, as we are now able to keep everything undercover and ready to go much sooner than previously possible at our former location. This results in less material needing to be applied and, hopefully, cuts down on traffic problems and accidents.

Although the department did not do a major road project this year, we feel we completed many of our goals and would like to thank the many vendors and suppliers who contributed. Also, all of the residents who support us, have patience with us and, in many cases, lend a hand. We wish all a very happy and prosperous new year.

Respectfully submitted,



Jack McCartney, Highway Agent

MAINTENANCE DEPARTMENT

As I write this report for the maintenance department I am unfortunately reminded that this will be my final annual report. I came to work for the town in March of 1998, and while working for the town has been sometimes difficult it has also been enjoyable and rewarding. Unfortunately, beginning on August 19, 2011, my employment became extremely difficult due to ongoing circumstances beyond my control which were directly related to my work environment; including an onslaught of unfounded negative remarks and commentaries. These circumstances, combined with my age and desire to spend more time with family, resulted in my decision to retire on December 31, 2012. Actually, I miss working for the town and with my co-workers, but I also look forward to going fishing with my five year old grandson.

Looking back over the past fifteen years, I am proud of the accomplishments of the maintenance department. In addition to the routine daily activities the department took on a number of projects such as:

- Remodeling the living quarters of the old fire station to accommodate the Planning and Development Department now known as the Community Development Department
- Remodeling the first floor of the Town Hall
- Planning and overseeing renovations to the Bartley House
- Modifications to the entrance of the Cable Studio at the Armstrong Building
- Assembling all of the picnic tables and benches at Griffin Park
- Building of the bridge at Griffin Park
- Construction of the deck for the freight building at the Windham Depot
- Construction of the attendant shed at the Transfer Station
- Remodeling of the break room at the Transfer Station
- Repairs to the entrance pillars at the Nesmith Library

The list could go on but I hope you get the idea that we enjoyed our work and were proud of the end product. There was always ongoing criticism that the work should have been contracted out, but we enjoyed the work and we believe we saved the town money. The past year, we were involved with working on some of the items highlighted on the energy audit such as insulating the Senior Center first floor, construction of a wall and door to seal off the Senior Center second floor, repairs to insulation at the Bartley House, replacement of the rear door to the Bartley House, and we began evaluating insulation issues at the Armstrong Building. In addition, we completed the handicap ramp at the Windham Depot, installed a concrete walk from the parking lot to the ramp and relocated some of the shrubs at the Depot. We also cleaned out the actual Depot building and installed temporary lighting for a scheduled open house.

In conclusion, a heartfelt “Thank you” to all the elected officials who supported the Maintenance Department over the years, to the citizens who went out of their way to comment favorably about our projects and especially, to Dave Sullivan who pushed us to succeed. To the Maintenance staff, continue to work as a team, do the best you can and be proud of your work. To my follow Department Heads who were always supportive—thanks for the memories. To all the employees with few exceptions, as a retired employee who is now a citizen taxpayer, you are the town’s greatest asset.

Respectfully submitted,

Allan Barlow

Allan Barlow, Maintenance Manager Retired

Clearly, there were far more projects than those mentioned by Mr. Barlow; and the job of Maintenance Supervisor involved far more than, probably, the average person realized. We thank you for your hard work, and hope you enjoy your retirement. Best of luck to you in all your future endeavors.

Respectfully submitted,

Jack McCartney

Jack McCartney, Acting Maintenance Manager

NESMITH LIBRARY DIRECTOR

Highlights of the year 2012 included:

- Nesmith Library customers borrowed more than 164,400 items.
- 10,007 registered borrowers.
- 5,929 new books added to the collection.
- Another tremendous Strawberry Festival – thanks to the Friends of the Library!
- The Nesmith Library joined the GMILCS Consortium.
- Nesmith switched to POLARIS library software.
- Nesmith began loaning iPads as part of its iLibrary at Nesmith Library project, an initiative made possible through Makromed Inc. of Salem, NH.

Earlier this year, the Nesmith Library became the newest 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), and resources, expertise and experience. Participation in GMILCS will continue to introduce many positive changes to Nesmith Library procedures, streamlining them and making the library more convenient to use.

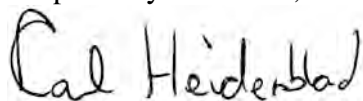
As always, I wish to thank the entire team that makes it possible for us to provide excellent service to the residents of Windham, day in and day out, 7 days a week, for 63 hours each week. The Library's board, staff, Friends of the Library and our outstanding group of volunteers work hard to make the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

The library and the Windham community continue to benefit from the generosity of time, talent and leadership provided by so many. Thank you! It has been our pleasure to serve you, your friends, families and neighbors in 2012. Please visit us often in 2013!

YEAR-END STATISTICS

Registered Patrons	10,007
Books Added	5,929
Total Number of Titles in Collection	85,832
Items Circulated	164,405
Library Visits	81,026
Program Attendance	5,362
Multi Purpose Room Bookings	431
Internet Uses	7,131
Volunteer Hours	968

Respectfully submitted,



Carl Heidenblad, Library Director

RECREATION DEPARTMENT

The Recreation Master Plan, which is a chapter of the Town of Windham's 2005 Master Plan, was adopted by the Planning Board on May 2, 2012. The Plan is meant to serve as a guidance document for town-level planning; articulating current conditions, predicting future needs, and planning for future programs and funding. It is available to view on the Recreation page of the Town website or, if you would like a copy, please do not hesitate to contact the Recreation Office.

The Daddy Daughter/Loved One Dance had such a great demand this year, that we offered two of them! There were over 600 who attended the dances, and we will continue to offer two as long as there is a need. We look forward to this event every year at Castleton.

The 2012 Summer Staff, which included Lifeguards and Park Rangers, did a great job overseeing the beach, parks, and recreational/conservation land. Thank you to Kristin M., Stephanie P., Erica G., Gena S., Courtney B., Brian M., Jamie C., Rachel S., Samantha G., Paul L., and Tina B. We expanded our summer camps with new programs that included the Sky Hawks Sports Camps, Mad Science® Budding Botanist Camp, and Wicked Cool for Kids camps. These camps were very well attended. We look forward to more fun and exciting camps in the Summer of 2013.

We were grateful to be able to use the Windham Cooperative Kindergarten and Nursery School on Industrial Drive for programs this past year. By using their facility, we were able to offer more programs. The Recreation Department does not have use of a full time indoor site to offer programs, and the Coop has proven to be a great location. The rooms are child-friendly and fit well with our recreation needs. Thank you to the Windham Coop for the wonderful relationship that we have started.

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 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, Windham Coop, WEDC, Windham Garden Club, Windham High School Volunteer Program, Windham Lacrosse, Windham MOM's Club, Windham Soccer Association, and Windham Woman's Club. Also thank you to: Bruce Breton, Margaret and Tom Case, Dennis Breton, Barbara Coish, Laura Dempsey, Joel Dube, Tanya Filadoro, Michelle Joyce, Al Letizio, Debbie Mackenzie, Jennifer Simmons, Belinda and Ralph Sinclair, Jay Yennaco. Also to: Al Barlow, Dana Call, Adel Cerri, Kathy Davis, Eric Delong, Wendi Devlin, Jeff Galle, Steve Hindes, Wendy Lorentzen, Jack McCartney, Kelly McLaughlin, Nicole Merrill, Bruce Montgomery, Laura Scott, Dave Sullivan, WCTV, and the Fire, Police and Maintenance departments.

In closing, we would like to thank the members of the Windham Recreation Committee who volunteered in 2012: Bill Brennan, Mike Caruso, Bill Fidler, Barry Goldman, Lynn Goldman, Tim Kelleher, Chris O'Neil, Ralph Valentine and Glen Yergeau. We would also like to wish Al Barlow, Maintenance Supervisor, a happy and healthy retirement and thank him for his hard work over the years.

Respectfully submitted,



Cheryl Haas, Recreation Coordinator



Dennis Senibaldi, Recreation Committee Chair

INFORMATION TECHNOLOGY/GIS TECHNICAL ADVISORY COMMITTEE

“Several steps forward...”

The Department hopes to take several large steps forward in 2013, with the approval of the IT Warrant Article #8. The funding that the Article includes will address serious and systemic issues, such as aged equipment, insufficient redundancy, and potential security issues. The primary goal of the Article is to replace our 5-6 year old servers with two commercial systems using the latest software tools and services. Secondly, the Article seeks, through management tools and equipment purchases, to alleviate the effects of workstations that, on average, are 6 years old with some now approaching 9 and 10 years in age.

Serious problems exist today, the potential for catastrophic failure as illustrated by the IT Assessment (2012 Full Text on Web site), and the Technical Advisory Committee, indicate that we are nearing a point in time when such a failure is not only possible ... it is inevitable.

Should the Article fail, the approved budget will be used exclusively for emergency maintenance and repair. Should it pass, the funds in the IT Budget will be used to continue to upgrade and improve the “back-bone” of the network that connects all of our buildings and offices.

I would like to extend my appreciation to the members of the Technical Advisory Committee for their sacrifice of personal time, willingness to share knowledge and their support of the Goals that I have established for the Department.

The committee consists of several residents and employees: myself, Carl Heidenblad, Jacques Borcoche, Greg Capiello, Scott Baetz, and Neleema Gogumalla, and current Selectman liaison to the Committee, Roger Hohenberger.

The Board, the Technical Advisory Committee all support the Article and I hope you will, as well.

Respectfully submitted,



Eric DeLong, Information Technology Director/GIS Manager

TOWN CLERK

In 2012, I was re-elected as Town Clerk for another 3 year term. I am very grateful and excited to be carrying another term and, most of all, to continue to better this department and make operations more streamlined and efficient. Thank you to the residents, from the bottom of my heart, for all of your continued support and recognition.

The Town Clerk's Office was very busy with several Elections. As usual starting off the year was the Presidential Primary in January, followed by the annual Town Election in March, the State Primary in September and, lastly, the State General (Presidential) Election in November. I am happy to report that all four of the Elections ran smoothly and competently. We had numerous compliments about the Election operations from the State, Local officials, and voters. We also have been reaching out to the High School to work together to invite 17 and 18 year olds to help at the elections for their community service hours. So far, we've had a lot of interest and positive attention and it's a wonderful way to get the younger community involved and be proud to be a part of their Town's election process.

In April, the Clerk's Office hosted the Annual Dog Fair at Griffin Park, and again it was a success. The businesses that were present were Granite State Vet, Woof Woof, Rockingham Vet, Karen Reid Reiki, and the Town Clerk's Office (registering dogs).

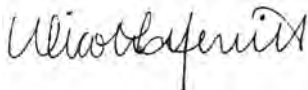
All year long, we have been collecting emails from residents for both dog and vehicle registrations. We are using these emails to send out renewal reminders to reduce paper and postage. We are constantly looking for ways to help save costs for the Town of Windham.

In the Town Clerk's Office, our Mission is always to conduct Town business with efficiency and effectiveness while catering to our residents. If you want to stop by, the door is always open for any questions or concerns. Please come on by and say "hi!"

GENERAL FUND REVENUES COLLECTED:

	<u>2012</u>	<u>2011</u>
Motor Vehicle Permits	\$2,665,684.10	\$ 2,594,056.00
Mail-in Registrations	15,584.00	13,618.00
State Motor Vehicles	41,295.10	39,040.00
Titles	5,224.00	5,219.00
Dog Licenses	20,772.50	17,397.50
Income from Dog Officer	3,080.00	3,085.00
Sale of Town Information	229.84	890.35
Boats	14,312.17	14,114.45
UCC Filings / Other Misc	3,392.50	2,529.26
Vital Records	2,466.00	2,195.00
OHRV / Hunting & Fishing	511.00	500.00
Total	\$2,772,551.21	\$2,692,644.56
REMITTED TO TREASURER:	\$2,772,551.21	\$2,692,644.56
Motor Vehicle Permits Issued:	17,463	17,405
Dog Licenses Issued	2,246	2,246

Respectfully submitted,



Nicole Merrill, Town Clerk

TOWN ASSESSOR

*The decline in real estate prices seems to be leveling off and, hopefully, we have seen the bottom. New construction and additions are up considerably over previous years, which will work towards stabilizing our tax rate. * (Town of Windham Assessors Report, 1992.)*

Even twenty years later, it seems the cycle is similar. Prices rise, fall and rise again. We strive for a stable tax rate. Sales this year indicated the average sale price was \$400,000 for a single family home and \$160,000 for a residential building lot, both up slightly from 2011. New construction, especially in higher end homes is encouraging. Windham is continuing to attract home buyers and investors with its highly rated school system and convenient location. New development adds taxable value and helps spread out the tax burden. So it is with cautious optimism that we will see better times in 2013.

Windham now has 5,848 taxable parcels. The tax base is comprised of 93% residential value, 7% commercial/industrial value and remainder taxable public utility property. Out of the total 15,589 acres of land area, we estimate 2,550 acres remain for additional development. Of this, 543 acres are zoned for commercial development considered a lesser tax impact and preferred to residential for broadening the tax base. Windham, however, may have to wait until the I-93 and Route 111 construction is complete to attract substantial commercial development.

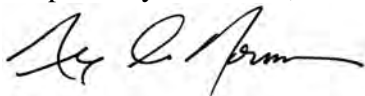
The Department of Revenue calculated our 2011 assessment ratio at 98.7%. The “ratio” is a statistical measure for State-wide equalization and abatement consideration; showing the level of assessment as it relates to market value. Our office reviewed 261 property transfers and verified 167 sales that could be used in the sale ratio analysis. We also tracked 18 additional foreclosures with 23 re-sale transactions from banks. While bank/distressed sales are not used in the DRA ratio study, it is apparent they have an impact on the real estate market.

Property data, sales and assessment information may be accessed at the Town Hall, or on the Town web site WindhamNewHampshire.com. Residents are advised to obtain and review their assessment information on an annual basis. Corrections may be made at any time; though we prefer to make them before you receive a tax bill. Our efforts are in conformance with the recommendations of the Department of Revenue and the Board of Tax and Land Appeals.

Tax Credits and exemptions available by State Law are offered to all eligible residents. Qualified Veterans, elderly, disabled, or blind taxpayers, and for improvements to assist persons with disabilities. Interested persons should inquire in the assessing office to see if they qualify. In 2012, the Town had 457 homeowners qualify for Veteran’s credit and 91 residents receiving exemptions.

Property owners with their land in Current Use enjoyed significant tax savings this year. This category encourages the preservation of large tracts of open land. The program does have a cost however; taxpayers who develop land that is in Current Use must pay a one-time penalty tax, which is 10% of the land market value. Owners with vacant parcels over 10 acres should contact the Assessing Department for more information on this program.

Respectfully submitted,



Rex Norman, Town Assessor

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 New Hampshire 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 is received through other agencies/ 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 by the Town is temporary in nature, and may be provided directly by the Town or by referral to the appropriate Federal, State or local agencies.

The Town also contributes to social and service agencies in the local area, which provide valuable help to our residents. These agencies include Windham's Helping Hands, Shepherd's Pantry, Visiting Nurse/Hospice, Center for Life Management, Community Caregivers, AIDS Response, A Safe Place, Rape & Assault Services, Big Brothers/Sisters of Greater Nashua, Community Health Services, Rockingham Community Action Program, and Meals on Wheels. The Town and these agencies work together to provide the most appropriate assistance for our residents. 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 38 households in 2012, which is 10 less than last year. The total cost of assistance for 2012 was \$40,386.72 which reflects an decrease of \$5,950.42. It should also be noted that many residents are met with and referred to other agencies for the most appropriate type of assistance and these numbers are not reflected in the number of households assisted. Some of the other types of assistance we refer clients to are: Food Stamps, Food Pantries, Temporary Aid for Needy Families (TANF), shelters, Medicaid, CHS, 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 70 households in Windham with heating costs of \$58,783.57 and one household with weatherization.

The following represents a breakdown of the assistance granted in 2012:

Food Vouchers	\$ 4,083.87
Shelter Vouchers	24,553.25
Mortgage Assistance	1,246.71
Electricity Voucher	2,902.53
Oil/Propane	5,071.39
Gasoline	207.89
Medical	988.76
Funeral	750.00
Miscellaneous	82.32
Shepherd's Pantry	500.00
Total	\$ 40,386.72
Reimbursements	\$ 359.94

This year was somewhat better for our residents with some jobs found but wages are lower. The economy and lack of jobs has still caused foreclosures and some residents were able to refinance at lower rates to offset lower salaries. Hopefully 2013 will bring more jobs and financial relief to our neighbors. This office remains here to assist and help with other resources as long as the need continues.

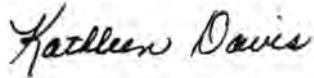
HUMAN SERVICES

We express our appreciation to the many local organizations for providing assistance to our families. Windham's Helping Hands continues to sponsor the Back to School Clothing Drive and provide winter coats, as well as coordinating the Thanksgiving Baskets and Christmas gifts. The Women's Club, American Legion, FLOW, residents and businesses continued to be very generous, even in this year of economic downturn, both with gifts and donations.

To our volunteer 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 Wal-Mart trip. Our drivers are compassionate, dependable and caring. If you are interested in helping, please call me at 432-7732 to volunteer. We will be happy to work around your schedule.

We hope that this year our economy will continue to improve and that our residents will be able to meet their needs. However, if any difficulties arise, we are here to assist them in a compassionate and confidential manner.

Respectfully submitted,



Kathleen M. Davis, Human Services 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. Some of the highlights as we reflect back on 2012 were:

- Hurricane Sandy which began tracking towards New England on October 24, 2012 and impacted our area some 4 days later. The Emergency Management Day staff met with all local officials each day to prepare for power outages and road closures. Emergency Management Volunteers were activated and assisted during this storm by manning the Emergency Operation Center and assisting with phone calls.
- In August, the town prepared for a visit from the President of the United States which was held at Windham High School. The town's emergency personnel along with school officials worked closely with Secret Service officials for several days leading up to the event. Emergency Management Volunteers assisted local police with traffic.
- 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 with new information. It can be found at: windhamnewhampshire.com/updated/em.htm. There you will be able to find the location of all emergency shelters in town, along with other important Emergency Preparation information and links.
- Application of various grant funding will remain a high priority for the Town's 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 made available at various locations in town.
- Windham Fire / Emergency Management launched its first Twitter Page as an alternate way to inform residents of important information and weather alerts. You can find us at @WindhamFD.

As we enter 2013, we will continue to seek out additional Emergency Management grants whenever available, which would assist us in the purchase of equipment and offset training expenditures during the fiscal year.

As always, we extend an invitation to residents who would like to volunteer to assist us in such areas as management database integration, logistics, and shelter and communications sub-committees. If you are interested in joining, visit the website as noted above 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 via 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, and to all the members of Town Government for their continued support and dedication.

Respectfully submitted,



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

HEALTH OFFICER

The mission of the Windham Public Health Program is to safeguard the health and well-being of the Windham residents and community visitors. The Health Officer's responsibilities include food service tracking, septic system performance, community drinking water quality, child care facility inspections, disease control, mosquito control, home living conditions and standards, nuisance response, beach bacteria monitoring, enforcement of Local and State Health Regulations, and other health related duties.

The Windham Board of Health and its Health Officer ensures the delivery of public health services and maintaining an effective public health program. The local health program is an extension of NH Health and Human Services which oversees and guides local health programs and the Health Officer. The Health Officer networks with other communities to ensure continuity of purpose.

During 2012, myself and Deputy Health Officer Mike McGuire were involved in a variety of health-related public inspections and enforcement actions. I conducted the Town's community well testing program and, when necessary, relayed vital information from NH Department of Health and Human Services to the public. Our Beach Bacteria Program had no health-related incidents during 2012.

Residents can reach the Health Officer at 965-1049, or you may contact me via email to: DPoulson@windhamnewhampshire.com. Information is also available on Windham's website.

Respectfully submitted,



David Poulson, Health Officer

COMMUNITY TELEVISION

In 2012, 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 to many subcommittee meetings. WCTV also provides coverage for the Town Deliberative and School Deliberative Sessions. Meetings held in the Town Meeting room are broadcast LIVE on WCTV Channel 20. Those 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.

WCTV airs all Public Access Programs on Channel 21. The following is a list of the programs that are produced by WCTV:

- Windham Watch with Mary Griffin
- Windham School District Today
- Time for Animals
- Wildlife Encounters
- Hypnosis for Better Living
- Anna Marie's Euro Kitchen
- Windham Update
- Windham Wolverines Youth Football & Cheer
- Yoga with Amy

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.

As always, 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 Nights, Senior Christmas Party, Santa Visits Windham and the Annual Tree Lighting Festivities.

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

The WCTV website www.wctv21.com 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.

COMMUNITY TELEVISION

A new feature to WCTV this year are new LED lights in our cable studio. These lights were purchased to replace older lights that no longer functioned. The new LED lights are controllable, energy efficient, and produce little to no heat when turned on for a period of time. Also, an additional edit computer was purchased this year, as the studio only had one computer that was capable of video editing before. All improvements made this year have been beneficial to the daily operations at the studio and will produce better quality productions for years to come.

I would like to thank the Cable Advisory Board for all their help and support throughout 2012 and I look forward to the future. Also, a special thanks to Tom Case and Barbara Coish who are responsible for many hours of meeting coverage and more!

2012 has been a very productive and positive year for WCTV. I would like to thank all of our volunteers for all of their good work. WCTV is here to serve the Town of Windham, and is only as good as the volunteers who produce and work on all of its programming.

Respectfully submitted,

Kelly McLaughlin

Kelly McLaughlin, WCTV Coordinator

ANIMAL CONTROL OFFICER

Animal control activity continued to increase over 2012, particularly in the area of wild animal complaints. I would like to remind residents that calls for non-domestic animals should, whenever possible, be directed to the NH Fish and Game Department at (603) 271-3361.

I am pleased to note that adherence to the licensing requirements continues to improve. Of the approximately 2,600 dogs in Windham; only a relatively small number of civil forfeitures for failure to license were necessary last year. Credit must be given to the Town Clerk's office and their ongoing efforts in sending out notifications to pet owners and providing the ability to renew your pet's license online via the Town's official website at WindhamNewHampshire.com. As I do every year, I would like to remind our dog owners of the following:

- RSA 436:100, requires that all dogs, (and cats and ferrets, as well) three (3) months of age and older must be vaccinated against the rabies virus.
- Per RSA 466:1, all puppies four (4) months of age or older must be licensed with the Town Clerk's Office. Also, all dog licenses must be renewed by April 30th of each year.
- RSA 466:30-a "Dog Control Law", as adopted by the Town, requires that owners ensure their dogs are within sight or hearing distance at all times.
- #WIN 2:06:21:04 "Regulations/Dogs on Town Property", requires that all dogs be leashed while on common areas of Town property, and prohibits them from Town athletic fields and the Town cemeteries. Copies of Animal Control regulations can be found on the Town web site by following the "Quick Links" to the Town ordinance page.

In closing, I extend my appreciation to the residents and the staff of the Town of Windham for their continued support of our efforts. As always, questions, concerns, or complaints should be directed to the non-emergency number of the Police Department, 434-5577.

ANIMAL CONTROL STATISTICS:

	2012	2011	2010
Number of dogs picked up	67	67	55
Number of dog bites reported	16	18	26
Number of dogs hit by automobiles	0	3	1
Number of animals adopted out	4	3	6
Fish and Game calls	83	60	76
Number of cat issues	37	36	65
Total warnings issued	115	101	97
Total calls logged	612	565	600
Total hours worked	820	746	814
Total miles traveled	5,440	4,470	5,260
Total Assessed Penalties	\$3,070	\$3,150	\$2,660

Respectfully submitted,



Al Seifert, Animal Control Officer

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 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 603-271-1370 or www.des.state.nh.us 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 www.nhdf.org.

Due to a record warm winter and little snow, our first fire occurred on February 4th with several more early fires to follow. Normally a large percentage of the warm windy days with low humidity occur when the ground is saturated from a long snow covered winter. By the time the surface fuels and ground dry out enough to burn, we only have a few weeks until "green up". This year however we had an extended period of these favorable spring fire conditions. Our largest fire in the state was 86 acres. The average size fire was .6 acres. Extensive summer rains kept total acreage burned to near normal levels

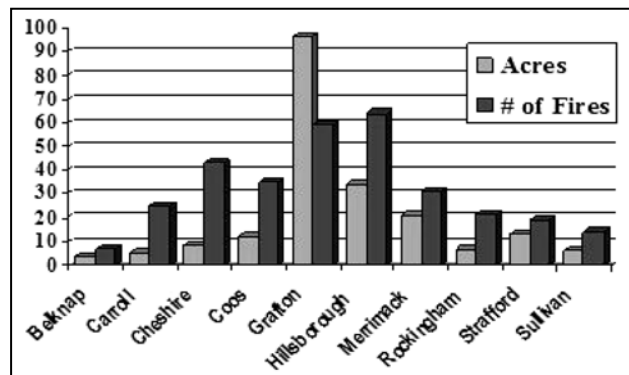
As has been the case over the last few years, state budget constraints have limited the staffing of our statewide system of 16 fire lookout towers to Class III or higher fire danger days. Despite the reduction in the number of days staffed, our fire lookouts are credited with keeping most fires small and saving several structures due to their quick and accurate spotting capabilities. The towers fire spotting was supplemented by the NH Civil Air Patrol when the fire danger was especially high. Several of the fires during the 2012 season threatened structures, a constant reminder that forest fires burn more than just trees. Please help Smokey Bear, your local fire department, and the state's Forest Rangers by being fire wise and fire safe!

2012 FIRE STATISTICS

(All fires reported as of October 2012)

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

County	Acres	# of Fires
Belknap	3.6	7
Carroll	5.5	25
Cheshire	8.3	43
Coos	11.8	35
Grafton	96.5	59
Hillsborough	34.2	64
Merrimack	20.8	31
Rockingham	6.4	21
Strafford	12.9	19
Sullivan	6	14



Due to:	# of Fires
Arson	14
Debris	105
Campfire	14
Children	15
Smoking	17
Railroad	0
Equipment	6
Lightning	7
Misc.*	140

Total	Fires	Total Acres
2012	318	206
2011	125	42
2010	360	145
2009	334	173
2008	455	175

(*Misc.: power lines, fireworks, electric fences, etc.)

VITAL STATISTICS RECORDED

AS OF DECEMBER 31, 2012

BIRTHS

DATE	PLACE	CHILD'S NAME	PARENT(S) NAME
01/06	Nashua	Luciana Madison	Jonathan & Karleigh Antista
01/23	Derry	Victoria Marie	Mark & Kathleen Mitford
01/30	Nashua	Vedant Sarang	Sarang Bhalerao & Trupti Lohokare
02/11	Nashua	Elliana Lee	Joseph & Shannon Panella
02/15	Nashua	Emma Reese	Christopher & Shayla Conroy
02/21	Manchester	Brighton Evan	Michael & Stephanie Ackerson
02/23	Nashua	River Jude	Zachary & Brandy Woodard
03/06	Derry	Harper Ann	Justin & Heather Pike
03/10	Nashua	Owen Thomas	Michael & Dana Flynn
03/21	Derry	Priscilla Anne	Christopher & Elizabeth Nickerson
03/25	Nashua	Liana Sona	Raja & Kristen Khanna
04/16	Derry	Olivia Connemarie	Michael & Stephanie Cole
04/19	Manchester	Katelynn Margret	Eric & Jennifer Flakne
04/20	Manchester	Claire Evelynnn	Eric & Jennifer Flakne
04/26	Derry	Joshua Steven	Dana & Katherine Linton
04/30	Nashua	Kinsley Claire	Michael & Stefanie Boutin
05/19	Nashua	Chase Matthew	Mark Phaneuf & Katarzyna Wodarski
05/22	Nashua	Yahya Junaid	Abubakkar Siddiq & Nilofer Ayesha Abdur Rawoof
05/24	Nashua	Brooklyn Alexis	Patrick & Kori Thomas
06/04	Manchester	Amanda Kelley	Benjamin & Laura Howe
06/19	Nashua	Addison Vasiliki	Paul Foden & Maria Giakoumakis
07/06	Nashua	Khloe Anne	James & Kimberly Gallagher
07/10	Nashua	Elyse Claire	Mark & Nicole Ramos
07/23	Manchester	Isabel May	Robert Jr. & Pamela Folan
08/23	Nashua	Declan Douglas	Dennis & Brenda Lee
08/28	Nashua	Max Devin	Zachary & Meghan Bedrick
09/03	Manchester	Dylan Preechawat	Keith & Thaddao Ogren
09/10	Windham	Gianna Dorothea	Frederick & Erica Noviello
09/17	Nashua	Lyla Rose	Kenneth II & Christen Henry
09/23	Derry	Caleb David	Gary & Brandi Rubin
10/09	Nashua	Rosalie Lorraine	Charles & Sherry Terry
10/13	Manchester	Daniel Joseph	John III & Sarah Pavlenkov
10/19	Derry	Cheyenne Lorraine	Bern Thomas Jr. & Jessica Theriault
10/26	Nashua	Hunter Daniel	Peter & Kathryn Bamberg
11/02	Derry	Liam Connor	Timothy Walsh & Kimberlie Hamel
11/02	Nashua	Daniella Michelle	Avanes & Kristen Bagdasarov
11/16	Manchester	Madison Olivia	Richard Holmes & Brandee MacKenzie
11/21	Nashua	Lily Shay	Joshua & Mary Clarke
11/22	Nashua	Benjamin Leon	Joshua & Renee Cushman
11/27	Nashua	Brooke Dylan	Scot & Jill Reiff
12/15	Manchester	Andrew Abdalla	Abdalla & Ranna Khoury
12/26	Nashua	Kyle Matthew	Gordon & Danielle Murray

VITAL STATISTICS RECORDED

DEATHS

DATE	PLACE	DECEDENT'S NAME	PARENT(S) NAME
01/03	Windham	Adrian Pallone	Giovanni Pallone & Laurina Caccia
01/03	Windham	Barbara Edmunds	Ira Ames & Mildred Clark
01/08	Derry	John Barclay	Andrew Barclay & Ann Fitzpatrick
01/10	Windham	Steven Nelson	Herbert Nelson & Irene Salvidio
01/27	Derry	Philip Demers, Jr.	Philip Demers, Sr. & Aurore Michaud
01/27	Windham	Gloria Johnson	Karl Fredrikson & Ruth Knudson
02/04	Windham	Alice Hunt	Peter Cooney & Mary O'Connell
02/14	Derry	Sylvia Prouty	Horace Tatum & Emma Ford
02/28	Derry	Michael Berardi	Joseph Berardi & Nancy Adams
03/03	Derry	Donald Landry	Donald Landry & Elizabeth Gibney
03/16	Windham	Florence Ladeau	Herbert Hook & Mary Dunbar
03/23	Windham	Martha Headley	Gordon Bennett & Pauline Richards
04/08	Merrimack	Theresa Miller	Carl Ciaraldi & Emily Decunto
04/15	Derry	Charles Doherty	John Doherty & Lois Woodbury
04/23	Windham	Carol Yennaco	George Travis & Mildred Farr
04/29	Derry	Rosalie Gattinella	Peter Goolkasian & Annette Papa
05/03	Derry	Harold Thistle	William Thistle & Patience Evely
05/14	Nashua	Phyllis Dunetz	Alexander Sarno & Nellie King
05/14	Derry	Joseph Jarosky	Joseph Jarosky Sr. & Stella Stets
06/01	Manchester	Frederic Noyles	George Noiles & Regina Warren
06/10	Windham	Richard Walters	John Walters & Mary VanDeven
06/10	Derry	James Lupien	Adrian Lupien & Dorothy O'Brien
06/20	Windham	William Callahan, Jr.	William Callahan, Sr. & Stella Lickewicz
06/21	Derry	David Mason	William Mason & Maureen Carney
06/21	Windham	Catherine Dion	Charles Allain & Elizabeth Gaudet
06/26	Windham	Howard Stone	Howard Stone, Sr. & Beatrice Hill
07/08	Derry	Philomena Lavigne	Alexander Moreno & Serafina DePalma
07/09	Manchester	Gabriella Okerman	Richard Okerman, Jr. & Jessica Leonard
07/14	Windham	Breckinridge Stoddart	Robert Stoddart & Julia Teneyck
07/21	Derry	Ernest Christian	Andrew Christian & Grace Gaynor
07/22	Manchester	Sheila Anthony	Harold Ring & Evelyn Davin
07/26	Derry	Joseph Czekanski, Jr.	Joseph Czekanski & Rose Shola
07/31	Derry	Rosemary Gallant	Peter MacPhee & Helen MacDonald
08/04	Windham	Susanne Kling	Leon Smith & Edith Hough
08/16	Merrimack	Deborah Dwire	Hartley Thompson & Melva Edwards
08/28	Windham	Simon Tager	Mark Tager & Evelyn Levy
08/30	Windham	Ethel Downing	Charles Downing & Mary Furbish
08/31	Windham	Mary Ellen Sutherland	George Sutherland & Bertha Bigelow
09/17	Windham	Lorraine Brooks	George Brooks & Irene Trudeau
09/22	Manchester	Lesley Bell	Alfred Bell & Ethel Caunt
09/22	Windham	Donald McDermott	Nelson McDermott & Josephine Donnellan
09/30	Windham	Evangelos Maravelis	Arthur Maravelis & Vasiliki Serrou
10/08	Windham	Dorothy Fisk	Herman Gammons & Susan Rachel Nourse
10/11	Derry	Vienna Pincince	Carl Mitchell & Beulah Clark
10/14	Windham	Gertrude Boucher	Eugene Longval & Dulice Germaine
10/15	Windham	Angeline Whidden	Charles Whidden & Annie Doherty
10/17	Windham	Joyce Keiper	Joseph & Dorothy Kelly
10/23	Derry	Edna Lopez	Frank Hough & Daisy Kenniston
10/26	Windham	Fernande Stephenson	Oliva Hemon & Robertine Girouard
10/28	Derry	Lawrence McNulty	James McNulty & Emily Mitchell
10/28	Derry	William Salter	Calvin Salter & Anna Hanley

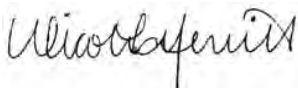
VITAL STATISTICS RECORDED

DATE	PLACE	DECEDENT'S NAME	PARENT(S) NAME
10/28	Derry	Margaret Gearon	William Gearon & Margaret Tourginy
10/30	Derry	Douglas Watson	Charles Watson & Elizabeth Fraser
11/01	Windham	Elizabeth Larsen	Norman MacLean & Donna Foley
11/05	Derry	Matthew McCabe	Matthew McCabe & Florence Sickles
11/05	Derry	Francis Leonard Jr.	Francis Leonard, Sr. & Margaret Powers
11/06	Glenclyff	Richard Miller	Roslyn Miller & Phyllis Peterson
11/16	Windham	Mary Bent	John Mahoney & Anne Hughes
11/16	Windham	Mary Hastings	Michael Hastings & Josephine Shea
11/26	Derry	Florence Gosbee	Kenneth Folsom & Reba Libby
12/07	Derry	Emilia Lucreziano	Cosmo Vaudo & Maria Traniello
12/16	Windham	Beryl O'Sullivan	Martin Collins & Marion Moody
12/21	Portsmouth	Ruth Durgin	Samuel Clark & Ida Gould
12/23	Manchester	Thomas Thoele	Lester Thoele & Patrica Dennis

MARRIAGES

DATE	PARTIES WED	PLACE
01/07	Donna M Biasiucci & Kenneth W Catalano	Windham
01/21	Virginia A Briody & Eric K Lundgren	Windham
02/25	Kenneth M Kosowicz & Bernadine F Croteau	Windham
04/17	Luisa G Garcia & Andrea DeRiso	Derry
06/01	Thomas O Lennon & Sarah A Ramondt	Windham
06/04	David M MacInnis & Vicki L Wells	Windham
06/08	Kevin A Blanchette & Laura M Waters	Windham
06/16	Gale E Graves & Adora B Burke	North Conway
06/23	Matthew A Costa & Diane E Travis	Salem
06/25	Donna M Sapienza & Charles W Heintzelman	Windham
06/29	Jenna M Manning & Derek R Ladderbush	Nashua
07/01	Rebecca A Noyes & Christopher M Kozura	Windham
07/28	Donna M Plummer & Carl E Messina Jr	Windham
07/28	Amanda L DeFranzo & Michael R Salois	Pelham
08/04	Steven J Smolenski & Denise M O'Brien	Salem
08/04	Erin A Pineau & Matthew M Russell	Meredith
08/17	James M Smith & Lydia N Hosseini	Windham
08/19	Samantha J Lemay & Jeremiah G Vorce	Windham
08/26	Adrean J Marable & Todd M DeGryse	Hudson
09/01	Donald J Gingras & Paul E Kenyon	Windham
09/02	Jon M Karas & Laura M Potts	Bedford
09/08	Erin E Mignault & Roderick C LaFerriere III	Windham
09/15	Laura E Ogonowski & Nathan M Michaud	Windham
09/15	Dayna E Bradbury & David A Wilkins	Meredith
10/06	Ronald A Cabral & Deborah J Dube	Hampton
10/21	Jennifer R Diehl & Kevin J Broadbent	Windham
10/21	Brianne K Baker & Jared P Roy	Pelham
11/10	Jill S Kessler & Brian M Depamphilis	Laconia
12/15	Angela M Rose & Richard A Regan	Hart's Location

Respectfully submitted,



Nicole Merrill, Town Clerk

CEMETERY TRUSTEES

As we enter into 2013, there are several projects the Trustees will need to look at addressing; some new, some pre-existing. The windstorm last year resulted, again, in damage to the wrought iron fence at the Cemetery on the Hill as a significantly large tree came down. Thankfully, only the fence was damaged and none of the adjacent markers. As we reach out to Figlioli Welding/Ironworks to repair this section, we will also seek a quote to freshen up the main gates at the Cemetery on the Plains, which are beginning to show their age.

In the New Plains Cemetery, water continues to be an issue in an ever expanding area. In 2012, a quote was received to undertake some work to try to correct the drainage, however the Trustees were unable to obtain two additional quotes as required by Town purchasing policies. We will continue to work to ensure that this is rectified.

In the Spring, the Trustees were approached by Girl Scout Troop 10192 working towards their Silver Award, who requested the Trustee's permission to clean-up the Parker Cemetery. This area is a small, family lot located in the woods off of Mockingbird Hill Road that has not been maintained for some time. After meeting on-site, it was determined that the girls could proceed with their project proposal, which will be done gradually as their time permits, and that some assistance will be provided by the Cemetery Custodian. We look forward to seeing the end result of the girls' hard work.

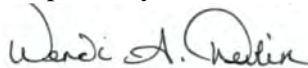
We continue to operate under a full year custodial contract with Scott Polumbo/Concrete Services; encompassing not only groundskeeping/maintenance, but winter operations, as well. This has proven to be a very successful move, both in cost savings and increased efficiency. Mr. Polumbo and his crew consistently go over and above, and do a tremendous job in maintaining the cemeteries year-round. We thank them for their efforts, and look forward to working them with as we enter 2013.

As always, our sincere thanks go out to the various scouting organizations in Town for their eagerness to help us prepare the Cemeteries for the Annual Memorial Day ceremony; and to the members of American Legion Post 109 for assisting in the disposal of our grave marker flags each year. Also, to brothers Jim and Scott Thornton and their crew for meeting our interment needs with both professionalism and compassion,

We also must take this opportunity to extend a very special thank you to retired Town Maintenance Manager Allan Barlow for his assistance over the years. The Trustees wish him health and happiness as he enters this new chapter in his life.

In closing, the Trustees welcome all suggestions, and encourage you to visit us on the web at: WindhamNewHampshire.com/updated/cemetery.html. Your continued support is appreciated, and we look forward to serving you in the coming year.

Respectfully submitted,



Wendi A. Devlin, Chairman

CONSERVATION COMMISSION

The Commission has continued to work with the recently formed Friends of Moeckel Pond; dedicated to the repair of Moeckel dam and the resultant reestablishment of Moeckel Pond. During the year, the Commission purchased the pond, the island in the pond, and an abutting lot of approximately one acre. These parcels will be open to the public and also provide access to the Deer Leap conservation area. The Friends of Moeckel Pond will use the purchase monies to restore the dam and the pond.

The Commission continues to work with a forestry service company, Bay State Forestry, to determine the best way to manage and improve the town owned properties overseen by the Commission. At this point, several parcels have been identified as initial sites. These sites have been mapped and the boundaries confirmed. The goals of these forestry efforts are to improve the health of the forest, and provide a better environment for wildlife. The Commission hopes to use the proceeds resulting from the timber harvesting to acquire additional properties.

The Commission has also been working to preserve one of the last remaining farms in Windham and hopes to complete this task early in 2013.

The Commission continues to perform its other responsibilities:

- Review of Planning Board applications, providing comments, concerns and suggestions when appropriate.
- Zoning Board of Adjustment case review providing comments and testimony on cases having environmental issues.
- Dredge and Fill application review and associated site walks to assess environmental impacts related to the application.
- Ingersol, Deer Leap, and Landry Family conservation easement annual monitoring walks/inspections.

In closing, we thank Colleen King, Conservation Commission Secretary, the Board of Selectman, and the Community Development Department for their assistance and support. We also offer our utmost gratitude to the residents of Windham for their continued support.

Respectfully submitted for the Commission,

Jim Finn

Jim Finn, Chair

DEPOT ADVISORY COMMITTEE

Started 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.

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

For 2012, some great work occurred on improvements to this historical showcase.

The final touches on the freight building deck were completed allowing for handicap accessibility; a staircase and a concrete path leading to the ramp. We thank Al Barlow and Jeff Galle for their work on the deck, which is used by many who now set up chairs and enjoy the scenery and shade.

A donation was received of an authentic railroad crossing signal complete with lights and bells that we will look to volunteers or an Eagle project to re-assemble. An offer to have on loan and set up a road crossing wig-wag is under consideration.

The Windham Historic Commission installed a tasteful plaque on the Depot building commemorating the building and railroad.

At the conclusion of the year, the Freight Wagon that was donated by George Frick of Durham is the focus of an Eagle project anticipated to be complete in 2013. As well, another Eagle Project will start that will clean up and showcase the Stickney General Store cellar hole behind the C-16. These represent Eagle projects 9 and 10 along the trail.

The Windham Depot Advisory Committee thanks the Town and community for its continued support and those who have donated their time and materials. We look forward to the upcoming year with an event to celebrate this significant accomplishment for the Town.

Respectfully submitted for the Committee,



Mark Samsel, Chair

— ECONOMIC DEVELOPMENT COMMITTEE —

The Windham Economic Development Committee (WEDC) worked throughout 2012 to build on the foundation it built during its first full year (2011) as a Town Committee. The Committee is actively pursuing its mission to *enhance the vitality of the local economy by supporting existing businesses and attracting new business to Windham, encouraging economic development consistent with the Windham Master Plan and promoting the spirit of the Town Motto: Old Values, New Horizons.*

We continued to build collaborative relationships with Town Boards by meeting jointly with the Board of Selectmen in June and the Planning Board in July. We shared our 2011 activities, our newly created strategic plan and gained valuable insights from both Boards.

Our Design Review Sub-Committee, with input and participation from the full Committee, continued working with the Planning Board on their Design Review Regulation project begun in early 2011. The resulting Design Review Regulations were adopted by the Planning Board on May 30, 2012. WEDC member Paul Gosselin was appointed a member of the Planning Board's first Design Review Committee.

Our first steps toward implementing our Strategic Plan included the formation of three Sub-Committees focusing on our key goals. Those Sub-Committees, their members and their activities are:

- Infrastructure – Chairman Ralph Valentine, Sy Wrenn, Bob Young
 - The Sub-Committee has been meeting with our Town's Infrastructure providers, learning their plans and concerns and assessing the Town's future needs.
- Land Use – Chairman Bev Donovan, Sally D'Angelo, Paul Gosselin
 - The WEDC appointed Sub-Committee Chairman, Bev Donovan, to the Planning Board's Village Center District Sub-Committee. Besides contributing to meetings every two weeks, she also participates in the Planning Board's Village Center workshops and public hearings.
 - Chairman Donovan and member Sally D'Angelo volunteered for the Planning Board's Non-Residential Zoning Sub-Committee and worked throughout much of the year on the project now going through the public hearing process for Town Meeting.
 - This Sub-Committee has also actively participated in the Planning Board's Site Plan Regulations Review now going through the public workshop process.
- Marketing, Education & Outreach– Chairman Al Letizio, Bruce Breton, Dianne Connolly, Jay Yennaco, Bob Young
 - The Sub-Committee is drafting informational and educational messages to engage community members on topics of importance to the community. They are also identifying venues and methods to generate that dialogue.

In addition to Sub-Committee work, our members attend Town Board meetings and represent the community at State and Regional meetings like the Annual NH Economic Development Summit and the Greater Salem Chamber of Commerce's (GSCC) 4th Annual Economic Development Breakfast & Pillar Awards event. We also provided recommendations to the Board of Selectmen on their action items including Regional Planning Commission membership, sale of Town and State owned land and the revision of the Sunday Ordinance.

ECONOMIC DEVELOPMENT COMMITTEE

In Partnership with the Community Development Department (CDD), the Greater Salem Chamber of Commerce (GSCC) and the Windham High School, we helped present *The Business of Education & Community Expo* held at the Windham High School and drawing over 70 Windham business exhibitors. We also supported and participated in the CDD grand opening and anniversary events for 10 new and growing Windham businesses.

Our members include ex-officio members Bruce Breton, Selectmen representative; Kathleen DiFruscia, Selectmen Alternate; Sy Wrenn, Planning Board representative; and Beverly Donovan, GSCC representative. Regular members include Chairman, Bob Young; Vice-Chairman Paul Gosselin; Secretary, Dianne Connolly; members, Sally D'Angelo, Al Letizio, Ralph Valentine and Jay Yennaco. We currently have an opening for and are seeking one more member. Other WEDC information including the Committee's rules, strategic plan, meeting agendas and minutes are posted on the Economic Development page of the Town's website.

We are moving forward on our economic development journey and the Committee is looking for your support in helping it choose the right path, follow the right guideposts and stay true to them. Our meetings are held the second Friday of every month at 7:30AM at the Community Development Department's Conference Room. Please feel free to join us.

Respectfully submitted for the Committee,

Robert Young

Robert Young, Chair

_____ HIGHWAY SAFETY COMMITTEE _____

The Highway Safety Committee, which is comprised of the Police and Fire Chiefs, Highway Agent, Maintenance Supervisor, Community Planner and a citizen's representative, 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, or access and egress points. Second, we review all requests from our residents and employees for such items as speed limit, stop, and yield signs, and other traffic related sign installations.

Over the course of the year, we reviewed site plans and submitted applicable comments to the Planning Board on items such as:

- Buttrick Road
- Range Road @ Route 111
- Sawtelle Road
- Grove Street
- Devlin Sub Division
- Dunkin Donuts
- Rockingham Road

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

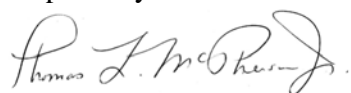
- Depot Road Speed Limit
- Guard Rail request, North Policy Street
- Street Light request Range Road
- Street Light and Intersection issues, Lowell Road @ Cobbetts Pond
- Golden Brook School Traffic Flow
- Traffic Safety issues at Range and Searles Road
- Traffic Enforcement, Oriole and Cardinal Road

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

If anyone has a recommendation or request for a highway safety measure, we encourage them to submit it to us using the "Highway Safety Request Form", which may be obtained from the Town Administrator's Office or email us at hsc@windhamnewhampshire.com. 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,



Thomas L. McPherson Jr., Fire Chief/Chair

HISTORIC COMMISSION

2013 will be the final payment on the loan we borrowed ten years ago; all payments for which were made via rental income from Searles School and Chapel.

We are requesting the Town to approve at the March Town Meeting a new loan for \$100,00 plus so we can continue restoration of the building, as well as projects to enhance the renting of the building. The latter includes such things as landscaping the back to encourage outdoor weddings such as we had this summer, and new clear windows in the East Room making it brighter and more appealing. Also under consideration is a potential bride's room in the area under the West Room. Necessary items include repairs to the tower, a new septic system and painting the outside of the building.

If approved, this loan will also be for ten years, and be paid by the renting of the building. Donna Markham, our Building Coordinator, is doing a great job renting the Searles and coordinating the events. As of now, 2013 looks to be a very busy year! In addition to functions, the Searles Chapel is also used by the Town for meetings, workshops, etc.

We were fortunate this year and received a very generous gift which was specified by the donor to be used to repair or replace the "Sallies", which are the tufted pulls utilized for the chimes. This was quite a job, however, we finally located the lady that had worked on the chimes many, many years ago and she gave us the name of the company that originally made the Sallies for Mr. Searles. We contacted them, and they agreed to make new Sallies. After receiving samples of the colors, the order was placed with the English company. They have since arrived and we are waiting to hang them. Their installation will be funded by the requested loan. As always, donations to the facility are put to good use.

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 Selectman. Its purpose is to preserve Windham's Historic Districts and Historic Landmarks, especially those that are included in the Archeological or Architectural Resource Lists.

The Historic Resource List is made up of 2 documents which can be viewed on the Town of Windham website:

- 18th, 19th, & 20th Century Buildings
- Archeological Sites and Structures

Much effort was put into rewriting the Demolition Review Ordinance. These changes clarified the applicant's responsibilities as well as the HDC/HC timelines and posting. Proposed demolition of buildings or structures on the historic resource list, as well as major exterior changes, are reviewed by the Commission and the Planning Department to decide if demolition should proceed. There were two requests for demolition in 2012, and there were no objections or concerns from the Commission on either request.

- Northland Farm at 183 Rockingham Rd; Map 3-B-625, was so compromised that preservation was not feasible or requested. A visit to the Farm with the new owner, Tom Murray, and Joe Maynard took place as a Public meeting 5/22/12.
- A home at 26 Range Road lot 13-A-100 (near Roulston Rd) was not compromised but there were no objections to its demolition by the Commission, following a walk-through on 1/11/12.

The Presbyterian Church requested input on repairing their steeple. Information was provided by the Commission to the Church representative, Doug Murray, on resource options. These included grants through the Preservation Alliance and private organizations, such as the North Bennett School in Boston.

The Commission is working on a Master Plan Historic Chapter. This is a project that has never been done for the Master Plan before. Although this extra effort is not required for the ten year Master Plan Update, the Commission believes that it needs to be included as an important element. Full color maps, a history of each section of town including architectural changes, along with the Historic Resource Lists will be part of the chapter.

Preservation of stone structures is an important part of the Commission's responsibility. The historic Town Pound (related to "stone structures") built around 1861, in the original town center, next to the old Fire Station, was cleared of brush and overgrowth this year. This work was paid for from the HDC budget. Most towns had a pound in which stray animals were



"impounded" but only a few of these historic structures survive. Fortunately Windham has one of them.

HISTORIC DISTRICT/HERITAGE COMMISSION

There are two cellar holes of great importance to our history. The Simpson cellar on Marblehead Road is in a small Historic District and has connections to the Revolutionary War, as well as the mill on Moeckel Pond. This area also includes the well site and a small brook.

The Stickney Store at the newly restored Depot is a large, well-preserved cellar foundation. It includes barn and horse stall foundations. An Eagle Scout project is ongoing to clear and mark the entire area.

Changes were made to the Windham Depot, including adding stairs to the corner of the deck and removing a railing to continue the ramp. These changes were consistent with ADA requirements. There will be a Historic District plaque attached to the Depot building.

Carol Pynn maintains ongoing communication with Elizabeth Muzzey: Director and State Historic Preservation Officer: NH Division of Historical Resources, for any issues that arise.

The Commission has membership on the Technical Review Committee (TRC) and one member serves on the Moeckel Pond Village District Board.

Respectfully submitted for the Commission,

Carol Pynn

Carol Pynn, Chair

— JOINT LOSS MANAGEMENT COMMITTEE —

The mission of the Joint Loss Management Committee (JLMC) is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in all Town government workplaces. As a way of meeting this mission, JLMC was involved in the following activities in 2012:

- 1) Reviewed and commented on all incident reports where Town employees were injured on the job and provided recommendations on how to avoid such injuries in the future;
- 2) Conducted building and fire inspections of all Town-owned facilities and made recommendations to the Board of Selectmen and Department Heads of corrective actions that should be taken;
- 3) Made specific recommendations for Automated External Defibrillator (AED's) and Carbon Monoxide (CO) detectors for Town-owned facilities, a majority of which were purchased and installed in 2012 with the remainder to be completed in 2013;
- 4) Prioritized items for corrective action in the annual Facility Maintenance report and provided that to the Board of Selectmen and Department Heads based on safety and health concerns;
- 5) Inspected First Aid Kits in all Town facilities to ensure that they were sufficiently stocked;
- 6) Submitted the bi-annual NH Department of Labor Safety Summary Form for the Town; and
- 7) Ensured that all Departments/staff are provided with JLMC meeting agendas and minutes to keep them informed of the Committees work.

The current members of the JLMC are listed below for your information.

Laura Scott, Chair	Management
Pat Robertson, Vice Chair	Labor, Fire Union
Cheryl Haas, Secretary	Labor, Non-Union
Deputy Chief Bill Martineau	Management
Mike McGuire	Labor, Municipal Union
Dave Poulson	Management
Bruce Breton	Board of Selectmen Liaison

In 2012, we had two members resign from the Committee, which were Al Barlow (Management) and Jessica Flynn (Labor, Police Union).

The Committee will continue to work in 2013 to improve the safety and health of all Town employees through trainings, revised policies and procedures, equipment purchases and upgrades, and facility maintenance.

All of our meetings are open to the public and we welcome your comments, suggestions and participation. If you have any questions, or would like additional information, please feel free to contact any of the JLMC members listed above.

Respectfully submitted for the Committee,

Laura Scott

Laura Scott, Chair

NESMITH LIBRARY TRUSTEES

The Nesmith Library Board of Trustees strives to make Windham's library a vibrant progressive aspect of our community not only by providing excellent traditional library services, but by offering programs and support that enhance the lives of our patrons. In 2012, Nesmith Library operated at level funding for the 3rd consecutive year. Yet despite this fact several significant advances were made:

- In January, 2012 a new Nesmith Library Mission Statement was adopted by the board:

The Nesmith Library advances knowledge and promotes literacy, lifelong learning, and the love of reading by providing exceptional services and materials in a variety of formats and technologies. Our mission is to inspire, empower, and enrich the lives of readers of all ages; to be a space where the community comes together to share ideas; and to promote and defend intellectual freedom.

- GMILCS or How big is my library?

Also in January, 2012 Nesmith Library became an active member of the Greater Manchester Integrated Library Cooperative System (GMILCS). This action, which represents the biggest advance in Windham library services since the opening of the present building in 1997, was accomplished without increase to the library's budget. Before GMILCS, Windham residents had access to about 85,000 books, DVDs, CDs, and other library materials. As a GMILCS member, Nesmith Library Card holders are welcome borrowers in 12 other libraries and now have access to over 1 million library items. And with the new Polaris catalog and Polaris Mobile Catalog, these library collections can be explored 24/7 from any connected computer, smart-phone, or tablet.

The Board of Trustees expresses a hearty thank you to the library's Director and the staff for the professional, efficient way in which the transition was accomplished. This was a steep learning curve for all involved (including patrons!), but the staff's willingness to embrace this change and put in substantial extra effort made this tremendous advantage a reality for Windham residents.

- Strategic Plan

In February, 2012 the Nesmith Library Strategic Plan was adopted by the Board. The simple goal of the plan is to provide a blueprint for the library's future. Information needs are constantly changing. Evolving technologies and varying resident preferences need to drive our objectives. This Strategic Plan is a fluid document which will be evaluated and modified annually via a systematic process for measuring progress on the plan, and identifying new objectives.

- Development of e-reader and iPad Programs

As times change and new technologies emerge, the library has kept pace with supporting patrons in using and taking advantage of free library electronic materials, including hardware. The e-reader program has been expanded to include support, via workshops and staff expertise for Kindle, iPad, and tablets. Kindles have been available for borrowing from the library and now, thanks to a generous grant from Makromed of Salem, iPads are also available.

- Computer Replacement

In December the decision was made to replace the library's computers under a lease program which will not only update and enhance our technology, but make it possible to stay ahead of the curve by replacing outdated hardware on a regular basis at little extra cost.

NOTABLE EVENTS AND PROGRAMS OF 2012:

- Friends of the Library of Windham (FLOW)

On June 2nd the Friends of the Library of Windham sponsored the 29th Annual Strawberry Festival. The rainy weather did not dampen the spirits of the thousands of people who came to Windham High School to socialize with their fellow townspeople in what has become one of the premier community events of Windham. There were raffles, games, community program booths, entertainment, the largest Book Fair of the year, food, and of course strawberry shortcake. The festival generates income for the library and FLOW programs for which we are very grateful. But most importantly, it fosters our goal of bringing the community together on many levels.

Throughout the year, FLOW sponsored several well attended programs for both children and adults, from indoor miniature golf, to music, travel, and craft programs for adults and kids. FLOW has excelled in bringing additional entertaining and meaningful programming to Nesmith Library, which would not have been fiscally feasible otherwise.

- Library Programs

In 2012 a great many children's and young adult programs were available at Nesmith Library. While there are too many to list here, some of the most popular were Story Hour, Toddler Times, School Vacation and Summer Reading Programs. These included experiences such as Dinoman Science, Wildlife Encounters and the Young Adult Read-a-thon.

Many book discussion groups for adults took advantage of support from the library in the form of book procurement, organizational help, and a comfortable place to meet.

Two adult craft groups, the Nesmith Knitters and Nesmith Quilters were also very active in 2012. The Knitters produced afghans to be given as prizes in the Summer Reading Program, and the Quilters produced a quilt that was raffled off at the Strawberry Festival. The Board of Trustees greatly appreciates the beautiful, as well as beneficial efforts made by these two groups.

- Volunteers

In 2012 Nesmith Volunteers compiled an impressive 971 hours of service. They shelved over 164,000 items, representing a work equivalent value of more than \$20,000. Many thanks go to our volunteers for their dedication.

The Town of Windham has a great asset in the Nesmith Library. The board of Trustees strives to keep our offerings and facilities up to date and relevant for all of our citizens. Please continue to visit and enjoy the "bricks and mortar" library as well 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 find out about all we have to offer.

Respectfully submitted for the Trustees,

Norman Boutillette

Norman Boutillette, Chair

PLANNING BOARD

SUMMARY: Although the country, including New Hampshire, is still experiencing difficult economic times, Windham is continuing to grow. The Board held hearings on 38 applications in 2012, approving 34, denying 1, and have 3 applications pending in 2013. These include 6 new subdivisions, 2 Workforce Housing applications, and 7 major site plans. There is new business development in our commercial zones, particularly around the Range Road, Route 111 area. We are seeing several new buildings in Town, notably the new Urgent Care facility at this intersection, the remodeling of an existing building in the same area, and the planned expansion of A. J. Letizo, Inc. We also saw conceptual designs for a new educational facility on a 37 acre site on Roulston Rd. and a significant conceptual plan for future development on Range Road, between that road and the new road planned by the NH DOT. Since many of these sites are in the Cobbett's Pond/Canobie Lake Watershed district, the Board paid particular attention to the potential impact on these water bodies.

This past year also saw a decision to change Windham's Regional Planning Commission affiliation, from Rockingham to Southern New Hampshire. It was felt that the Rockingham Commission was more focused on the Seacoast and Southern New Hampshire would be more capable of addressing our inland concerns.

The Board also appointed a new Design Review committee, composed of citizens rather than Board members, to review site plans for conformance to our new Design Review regulations. The Board worked with professionals to rewrite both the Design Review Regulations and the Site Plan Ordinance. We took time to revise our own Rules of Procedure. Members served on the CIP subcommittee, worked to implement the goals of the 2005 Master Plan, as well as do careful analysis of all the applications which come before the Board. As a reminder, although the Planning Board is elected, serving on it is strictly voluntary, with no pay.

The most important work the Board does is to examine the Zoning Ordinance each year for amendments to recommend for Town Meeting. To further this work, we organized in subcommittees, consisting of Board members (including alternates) and citizens, with staff support. This year, we worked on zoning map updates, non residential zoning definitions, sign regulations, demolition delay ordinance, open space overlay district, workforce housing ordinance, and sexually oriented businesses.

In addition, the Board set up a completely new committee to review and make recommendations for the Village Center District. This committee consisted of Board members, property owners in the district, and citizens. Support for this project was provided by Rockingham RPC through a grant implementing the Wall Street/Route 111 Corridor study. If that seems like a great deal to tackle, it truly was. This Board has been incredibly hard working, with members not only attending meetings, but also spending a great deal of personal time doing research for their subcommittees.

It has been a true pleasure to serve as Chair of this Board for the past year. Although I have served many years on the Board as the Selectman member, this year is my first as Chair. (NOTE: the Selectman member, by State Statute, cannot serve as Chair). I would like to thank everyone on the Board for their hard work, and also the Community Development Department staff for making this year so successful. It has been a memorable year and it is an honor to help guide the Town through these growth year.

Respectfully submitted for the Board,

Margaret McKee Crisler
Margaret McKee Crisler, Chair

RECORD RETENTION COMMITTEE

The purpose of the Record Retention committee, which meets monthly, is to ensure that the Town of Windham's records are being stored properly, retained correctly, and to manage the destruction of the official records.

Currently, the Committee is still going over various departments and committees to see what records they have. At the moment, we are trying to cut down on duplicate records, make sure each department has accurate records, that requirements regarding destruction of the records are being properly followed, and that departments are following the retention law as established in NH RSA 33-a.

Members of this Committee include, Nicole Merrill Town Clerk, Ruth Robertson Tax Collector, Rex Norman Town Assessor, Dana Call Finance Director, Bob Skinner Town Treasurer, Gerald Lewis Police Department representative, Selectman Roger Hohenberger, Alternate Selectwoman Kathleen DiFruscia, citizen Margaret Case, and citizen Doreen Demone.

Respectfully submitted for the Committee,



Town Clerk Nicole Merrill, Chair

SOUTHEASTERN NH

HAZARDOUS MATERIALS DISTRICT

ABOUT THE DISTRICT: The Southeastern New Hampshire Hazardous Materials Mutual Aid District's membership is comprised of 14 communities, covering approximately 350 square miles with a population of over 175,000 people within the Route 93 corridor. Essentially the District is bordered in the east by Route 125 and the Merrimack River to the west. North and south borders are defined by Manchester, Route 101 and the Massachusetts state line. The District was formed in 1993 to develop a regional approach in 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, which consists of representatives from local government, industry, and the general public, is working with industry to comply 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 2012 operating budget for the District was \$97,118.00. Additionally, in 2012 the District applied for and received federal grants for equipment, training, and operational expenses totaling \$196,714.91. The Fire Chiefs from each of the member communities' make-up the Operations Committee of the District. This Operations Committee is overseen by a Board of Directors consisting of elected representatives from each community, who approve the budget and any changes to the bylaws. 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 administration functions of the District, including grants management, financial management, and emergency planning.

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's 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 32 members drawn from the ranks of the fire departments within the District. The team consists of 6 Technician Team Leaders, 18 Technician Level members, 5 Communication Specialists, and 3 Information Technology Specialists. In addition to members drawn from member fire departments, the team also includes members from various backgrounds that act as advisors to the team in their specific areas of expertise. These advisors include an industrial chemist, and several police officers.

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, 2 Response Trucks, 2 Spill Trailers, a Technician Trailer, an Operations/Spill Trailer and a Mobile Decontamination Trailer.

SOUTHEASTERN NH HAZARDOUS MATERIALS DISTRICT

With the use of State Homeland Security Program Grant funds, this year we added a Firefighting Foam Trailer which carries 500 gallons of specialized firefighting foam that is capable for use on gasoline fires containing ethanol, as well as providing a vapor suppressing blanket for chemical spills. The trailer also has firefighting hoses, nozzles, a generator and floodlights. This new trailer is an important asset to the District members, as all gasoline used in the State is blended with ethanol. This unit is the only resource of this type within the State.

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 team equipment is stored at various



locations within the District, allowing for rapid deployment when the team is activated. 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 2012 the Emergency Response Team completed 1970 hours of training, during monthly training drills and specialized classes attended by team members. This included hazardous materials refresher training, "Hot Zone" operations, cargo tank workshop, public safety sampling procedures, facility familiarization, transportation emergencies, and Incident Command.

The Team provided training to member fire departments, in various Hazardous Materials subjects. In addition, the District received a grant to provide training to all member departments on the operation of the Firefighting Foam Trailer and ethanol fires.

EMERGENCY RESPONSES: In 2012 the Team responded to 15 incidents within the District. These incidents included requests for technical assistance for member departments where a Response Team Leader provides consultation to the fire department on the handling of an incident. Additionally, team responses included hydrocarbon fuel spills and assisting the NH State Police Bomb Squad and local police departments with identifying unknown substances. The mobile command post was also used to support member departments during large scale incidents.

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

Respectfully submitted,

Richard H. Snow

Selectman, Candia
Chair, Board of Directors



Respectfully submitted,

Chief Thomas McPherson, Jr.

Windham Fire Department
Chair, Operations Committee

—STORM WATER MANAGEMENT COMMITTEE —

Since 2003, Windham continues to monitor its storm water discharge systems within our urbanized area to comply with the US Environmental Protection Agency's (EPA) Phase II Storm Water Regulation and Windham's Storm Water Management Plan. Windham submits an annual report to US EPA and NH Department of Environmental Services (DES). A new US EPA Storm Water NPDES Permit is expected during 2013 with updated mandates.

The intent of this EPA Storm Water Regulation is to protect water resources from non-point source pollution from water runoff caused by rain or snow melt. We urge Windham residents to become involved and take personal steps to reduce and police runoff contamination within their property and the community.

Members continue to be involved with NH DES, NH Department of Transportation (DOT), and the Towns of Derry, Londonderry, and Salem on road salt (chloride) reduction efforts impacting the Route 93 corridor and surrounding water resources. Members also continue to monitor the I-93 construction project, and are involved with the Cobbetts Pond Improvement Association (CPIA) to improve the water quality of Cobbetts Pond through a Pond restoration plan.

COMMITTEE MEMBERS

David Poulson, T/R Station Manager

David Sullivan, Town Administrator

Al Barlow, Maintenance Supervisor

Jack McCartney, Highway Agent

Respectfully submitted for the Committee,



David Poulson, Chair

ZONING BOARD OF ADJUSTMENT

For 2012, the Zoning Board of Adjustment handled a total of 39 cases, as always providing a busy and challenging year. The cases heard represented 34 variances (28 granted, 4 combination granted/denied, 1 denied, 1 denied without prejudice); 4 appeals of administrative decision (1 granted, 1 combination granted/denied, 2 denied); 1 Equitable Waiver (granted) and 4 re-hearing requests (4 denied).

Elected members at the conclusion of the year were: Mark Samsel (2014) - Chairman, Heath Partington (2013) - Vice Chairman, Betty Dunn (2013) - Secretary, Regular Members – Jim Tierney (2015) and Jay Yennaco (2015). Alternates include Tony Pellegrini (2013), Mike Mazalewski (2014), and Michael Scholz (2015). In the March election Mr. Tierney and Mr. Yennaco were each elected to a 3-year term. All Alternates were appointed this past year to staggered terms.

For challenging cases, we had four cases appealed to Superior Court. Three cases reaffirmed the Boards decision, and the fourth case which was filed on December 6 is pending. We have two cases that were appealed to Supreme Court; both are pending.

Members attended a series of three New Hampshire Local Government Center Municipal Law Lectures held locally in Derry that presented timely topics including, “Procedural Basics for Planning and Zoning Boards”, “Religion and Land Use Controls: What Are the Legal Limits?”, and “Innovative Land Use Controls: Re-examining Your Zoning Ordinance.”

The Zoning Board of Adjustment has quasi-judicial powers, serving in its role “as the lowest court in the land” relative to land use issues. The purpose of the ZBA is to properly apply Windham’s Zoning Ordinance in a fair manner when called upon by an applicant to provide relief, if necessary, from the strict interpretation of the Ordinance while preserving the spirit and intent of the Ordinance. Following New Hampshire State Law, the Board must decide what is lawful, not necessarily popular, in determining the balance between the constitutional rights of property owners to the reasonable use of their land and the public rights of others. In addition to the responsibility of reviewing Variance requests, the Board is charged with granting Equitable Waivers, Special Exceptions, and 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 Public Hearing Notices, Agendas, Minutes and annual meeting schedule.

The Board thanks Nancy Prendergast (ZBA/Code Enforcement Administrator) for handling ZBA general business, Cathy Pinette, ZBA Minute Taker, and Colleen King, ZBA/Conservation Committee Assistant, for their attendance 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,



Mark Samsel, Chair

— 2011 FINANCIAL STATEMENTS/AUDIT —



CERTIFIED PUBLIC ACCOUNTANTS
608 Chestnut Street • Manchester, New Hampshire 03104
(603) 622-7070 • Fax: (603) 622-1452 • www.vachonclukay.com

Pages 128-155 have been removed due to file size.

CART - WINDHAM

The Cooperative Alliance for Regional Transportation (CART), a regional public transportation agency established by the legislature in 2005, provides shared-ride demand-response and flex-route public transportation service to six (6) communities within the Greater-Derry Salem area including the communities of Londonderry, Derry, Salem, Hampstead, Windham and Chester.

The benefits of CART transportation are broad and include: providing independence and mobility options; supporting access to economic opportunities; promoting regional connectivity; and serving as an economic catalyst for towns and cities. Funding for CART is through a combination of federal, municipal and private sector dollars. Federal Transit Administration (FTA) grant funding covers approximately 50% of CART's operating expenses.

The Town of Windham's cost share of for CART is \$12,900, which has been the same for the past four fiscal years. Those funds are matched dollar for dollar by FTA funds. Trips during CART's fiscal year 2012 (October 2011 to September 2012) totaled 14,082 across contributing communities, with a total of 269 (2%) provided to Windham residents. The most common uses of CART transit by Windham residents include medical trips (40%), employment (34%), and groceries/shopping (12%).

CART's current demand-response service available to all residents operates Monday through Friday 8:00 a.m. to 5:00 p.m. Passengers are asked to schedule their trip at least 24 hours in advance by contacting the CART call center at 603-434-3569. A zone based fare structure is in place for travel. Fares are between \$3.00 and \$5.00 per one way trip depending upon destination. Half fare passes are available for individuals who possess a valid Medicaid card, or receive town welfare assistance, or reside in HUD subsidized public housing/Section 8, or children with Healthy Kids Gold coverage. Out of region medical destinations, including to Manchester Hospitals, are provided on Tuesday and Thursdays.

Ridership system-wide in 2012 was up 28.5% over 2011. In 2012 CART introduced several service changes. These included piloting regularly scheduled flex-route shuttles, with a goal of transitioning away from open demand-response service to improve cost-effectiveness and broaden access. The other key service innovation in 2012 was launch of the Early Bird/Nite Owl service, a taxi voucher program launched in July with funding from FTA and NHDOT. The taxi voucher program expands transportation options for seniors and people with disabilities beyond the regular service hours of CART. Early Bird/Nite Owl service is available Mon-Fri 5:00am-8:00am, and 5:00pm-8:00pm, and Saturdays 8:00am-Noon.

CART has also been successful in the past year in increasing revenues from on-vehicle advertising, providing a valuable source of match for federal funding and limiting the need for increased funding requests from CART member communities. As CART moves into 2013, it will look toward maintaining a firm foundation for growth through innovative service modes, and better communication with passengers and the towns it serves.

Respectfully submitted,

Scott Bogle

Scott Bogle, CART Board of Directors

F.L.O.W.

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

The Friends enhance the library and our community by offering a wide spectrum of educational and cultural programs at the Nesmith Library. Each year, the Friends activities and programs touch hundreds of Windham children and their families. The Friends offer children'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,

Pam Skwiot

Pam Skwiot, President

WINDHAM'S HELPING HANDS, INC.

ORGANIZATION MISSION: Windham's Helping Hands, Inc. is a non-profit 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 non-profit 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 school staff members, local clubs and church groups, library staff, the Police and Fire departments, and town employees. Over the years these people have and continue to provide support.

2012 HIGHLIGHTS: Celebrating 10 years serving the Windham community

- Our website: www.windhamshelpinghands.org
- The generosity of the Windham community
- The many volunteer hours
- Receiving a generous donation from "The Turkey Trot"
- Partnering with Common Man Restaurant for our fundraising
- Ice Cream Social
- Partnering with the Windham Schools for the Thanksgiving food drive
- Partnering with the Windham Women's Club 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
- Christmas Tree Collection
- Teaming with local clubs and organizations.
- Working with our Seniors. We are continuing to identify and provide assistance to seniors in need.
- Assisting a record number of families throughout the year due to economic hardship and illness
- All donations are 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 have a variety of resources and can respond to many situations. If you wish to contact us please call Kathy Davis at 432-7732, or Sally Hunt at 898-9586 or you can e-mail 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.

Respectfully submitted for the Executive Board,

Susan Hebert / Sally Hunt

Susan Hebert / Sally Hunt, Co-Presidents

LIONS CLUB

The Windham Lions Club was organized on December 2, 1969 and chartered on January 24, 1970. The Windham Lions Club is governed by Lions Clubs International, a secular organization, with over 46,000 clubs and more than 1.35 million members in 206 countries around the world; making Lions the world's largest service club organization.

Windham Lions continues to provide support, commitment and financial assistance to its charitable endeavors within the Windham Community, the State of New Hampshire and the National and International Lions.

Local Windham Service Projects and activities for the year ending 2012:

- \$4500 in Scholarships awarded to 4 high school seniors in the furtherance of their college education
- Recognition of 2012 Middle School Graduates for outstanding effort in Drama, Writing and Public Speaking
- Windham Middle School Camp Bourndale campership
- Children's Halloween Party
- Monthly support and \$1000 Holiday donation to Shepherd's Pantry
- Christmas Caroling to residents in nursing homes and senior housing
- Christmas Toy Collection for Windham Helping Hands
- Windham Helping Hands Christmas Mittens
- Operation Kid-Sight (Eye Testing of Preschoolers)
- Donation of eye-exams and glasses to local residents
- Collection of used eyeglasses donated at one of the collection boxes at the Windham Transfer Station, the Nesmith Library and Shaw's Supermarket
- Donation and support of NH/ME Blind Bowler's Tournament
- Can Tab Fundraiser in conjunction with Shiners' Hospital for Children
- Gas Card donations
- Annual Strawberry Festival
- Adopt-A-Highway.

New Hampshire Lions District Level Projects this year have included:

- Donations to NH Lions "Hands, Feet, Head Challenge" where Club members and friends donated hats, gloves, mittens, socks, boots, scarves, or coats to a charity within the Windham Community
- Donations to NH Lions Sight and Hearing Foundation
- Donations to FIDELCO Foundation or Seeing Eye Dogs for a New Hampshire residents
- Financial and Volunteer Support to NH Lions Camp Pride www.camppride.nhlions.org in New Durham, New Hampshire – a Camp for Special Needs Children & Adults and Camp Carefree – a Camp for Children with Diabetes.

Lions International Projects for 2012 have included:

- Donation to Lions Measles Vaccination through Lions Club International Foundation (LCIF)
- Donation to LCIF Immediate Disaster Relief Fund.

Windham Lions Fundraisers have included:

- The annual Christmas Wreath & Kissing Ball Sales
- Concession Tables at Town Events
- The annual 52 Week Raffle
- The Essence of Windham – stain glass raffle
- Windham Decals.

Who Are the Lions?

Lions are men and women volunteers throughout the world who are serious about their commitment to humanitarian service and believe that by working together they will accomplish far more than would be possible as individuals. Lions dedicate part of their free time to help other people all over the world and try to make their own communities a better place to live.

Membership Benefits and Rewards include:

The real satisfaction that comes from helping others; a chance to fulfill one's responsibility to society and to fellow man; the opportunity to share in the growth of the community; pride of accomplishment of worthwhile goals; the camaraderie shared with fellow Lions and Membership in the World's Largest Service Club Organization.

The Windham Lions meet the first and third Wednesdays of the month at the Windham Senior Center beginning at 7:00 p.m. Windham Lions is always looking to recruit new members – if you would like to join us, please contact President Marie Russo at 603-882-3649 or Secretary Patricia Provenzano at 603-881-9494. Please visit our website at www.windhamlions.org for additional information.

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

Respectfully submitted on behalf of The Windham Lions Club,

Patricia A. Provenzano

Patricia A. Provenzano, Secretary



WINDHAM PTA

The Windham PTA is a non-profit volunteer organization whose mission is to enhance and support the educational environment of the students, school staff, and families of Windham. This is accomplished through the following endeavors:

Community Outreach:

The Windham PTA hosts and coordinates social events in order to strengthen the relationship between the students, the schools, and the Windham community

Teacher Involvement:

The Windham PTA strives to maintain a mutually supportive relationship with school staff

Educational Programs:

The Windham PTA provides curriculum enhancement, within the school environment, as well as hosting educational seminars and events for the Windham community

Civic Cooperation:

The Windham PTA fosters involvement with other community organizations in order to maintain a more cohesive and united approach to the educational environment in Windham

Volunteer Programs:

The Windham PTA volunteer programs, at each school, establish a significant volunteer base from which school staff can draw support as needed

The Windham PTA is making pathways for a better education for our children by supporting and organizing programs, fundraisers, and events. The Windham PTA is responsible for the following: ice cream socials, book fairs, teacher appreciation week, movie nights, bowling nights, teacher conference dinners, essay contests, poetry slams, WMS Academic Recognition, WHS PTA Scholarship, various presentations, and that is just to name a few.

Membership for the PTA is open to everyone in our community. For more information, please visit the Windham PTA website at www.windhampta.org

Respectfully submitted,

Jennifer Simmons

Jennifer Simmons, President

WINDHAM RAIL TRAIL ALLIANCE



Founded in 2004, the Windham Rail Trail Alliance is dedicated to the development and management of this section of abandoned rail bed as a paved rail trail which is part of the Granite State Rail Trail (formerly the Salem to Concord Rail Trail.)

With the connection with Derry, the 2 trails offer 8 miles of paved trail; at this writing the longest stretch along an abandoned rail bed in New Hampshire! The vision we brought to Windham has now expanded to Salem, and Londonderry is bringing a funding request to their 2013 Town Meeting for starting 1.5 miles of development. The WRTA is represented on 2 state and regional rail trail organizations. The New Hampshire Rail Trail Coalition meets quarterly and hosts an Annual meeting in November attended by typically 15 – 20 rail trail organizations. Mr. Samsel serves as Vice President and Mr. Morris is a Director. On the Regional Trails Council that represents trails along the Manchester and Lawrence corridor, Mr. Samsel serves as Treasurer. The committee is hosted by Southern

NH Regional Planning.

Our 5th annual “Flat n’ Fast” 5k road race was held on Sunday June 12, with a record of 317 participants. The certified USATF race was won by Connor Habib of Methuen with a time of 17:06, and the women’s winner was Mary Garrity of Manchester at 19:01. Mary also established the new women’s record with her performance.

Approximately 432 hours were spent on maintenance by the WRTA and several trail supporters on brush cutting, trash removal, cutting downed trees, and the critical chore of clearing the trail and drainage lines of leaves, as well organizational activities. Our general trail clean-up day was in May, which we will repeat in 2013. We also recognize and thank those users who contribute in their own way, picking up and keeping the trail clean.

We had 3 generous bench donations this year, one by Dave and Deb Mallon and two by Stephern Paquette. The granite bench donation program has offered an opportunity for a heartfelt remembrance that directly supports the trail. We are honored that folks look at the picturesque trail in this manner and to see the many that take advantage of a break at one of the bench sites. Please contact any of the WRTA board members for additional information.

The development of our final half mile starting at Roulston Road is still planned, however has not progressed to the point we anticipated. We strive to blend the development cost in a Public (Transportation Grant)/Private approach. The longest timeline that section of trail would complete is in the summer of 2014.

At the conclusion of the year, the Freight Wagon that was donated by George Frick of Durham is the focus of an Eagle project anticipated to complete in 2013. As well, another Eagle Project will start that will tidy up and showcase the Stickney General Store cellar hole behind the C-16. These represent Eagle projects 9 and 10 along the trail.

As always, the Windham Rail Trail Alliance is thankful for the support from town officials and accolades from our users. Windham should take pride in that the success of the Windham Rail Trail has spread to neighboring towns, 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 SENIORS, INC.

The year 2012 has been a very interesting and fun year for our members. We continue to offer programs each week, which are aimed to serve the aging population in Windham.

As a matter of information, Windham Seniors, Inc. has a 25 year lease with the town for use of the building that we occupy. As stated in this lease, Windham Seniors is responsible to maintain the inside of the building and the town supports the Senior Center with heat, electricity, half of the phone billing, trash removal and emergency repairs. Therefore, the treasury of Windham Seniors, Inc. is responsible for the funding of things such as liability insurance, cleaning the rooms, bottled water, the part of the phone not related to the alarm system, etc. The annual yearly dues of \$10.00 per person, makes up the majority of the support for our expenses.

Seniors meet each Tuesday and Thursday for meals provided by Rockingham Nutrition Meals on Wheels. A \$2.00 donation for these meals is suggested. The Windham meals site is entirely operated by volunteers with no one receiving financial remuneration for their efforts. Since Windham Seniors, Inc. is a separate entity from the meals program, monthly business meetings are held to conduct the business of the group.

Because the visiting nurses are no longer functioning as a group to supply monthly health checks, we have engaged the services of Personal Touch to supply a nurse on our meeting days to screen those who wish to consult on issues. We pay for this service from our treasury, while the previous service was a free one for many years.

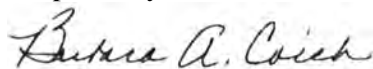
The center is always busy with activities of other groups that we allow with permission to use the facility. Nonprofit groups such as Lions, Toastmasters, Boy and Girl Scouts, Republican Committee and the 912 Group are permitted use on a regular basis. Others who wish to use the building are permitted if space is available for a donation similar to the amount charged to rent Town Hall.

Our members, along with all seniors of Windham, enjoyed the two annual functions organized by Recreation Director Cheryl Haas. In December at the annual Christmas party at Castleton, Mary Glance was named the 14th Senior Angel for her many, continuous volunteer efforts at the center. Each and every volunteer is special and it is important for me to recognize volunteer efforts that keep our center moving.

For the second year, our members helped to bring cheer to the troops in Afghanistan by purchasing items for stockings sent by the members of the Pelham VFW Post Ladies Auxiliary. A letter of great thanks was received from the Auxiliary for our very generous support.

We wish everyone a healthy New Year and invite all seniors to join us.

Respectfully submitted,



Barbara Coish, President

WINDHAM SOCCER ASSOCIATION

This past year, the Windham Soccer Association provided organized soccer opportunities for roughly 800 players at both Recreation (teams play each other; all teams are within the Town) and Travel (competitive Town teams play teams from other towns, under the auspices of the Granite State Youth Soccer League) levels, and also supported co-ed adult pickup games, competitive Men's age-graded teams, and a competitive men's open team. Additionally, the Windham Soccer Association provided opportunities for youth referees to referee Recreation and Travel (GSYSL) games.

As part of our endeavor to provide soccer opportunities, we offered training sessions, Tot soccer, and professional trainers. Our older Recreation teams played against Recreation teams from some of the surrounding neighbor towns and the Travel teams additionally participated in playoffs and several tournaments. Several Travel teams had very successful tournament runs, in tournaments that draw teams from neighboring New England states. In the off season, we had more youths try out for spots on Travel teams than last year, and we will be fielding 22 Travel teams this spring – providing a strong baseline for continued growth and depth in our program.

We also had a very successful Evening at Castleton where so many people were able to enjoy an exciting evening out. It was our first such fundraiser in many, many years and we are very grateful to everyone who either attended or provided support. As a fundraiser, its success enabled us to continue to provide a quality program at very competitive prices and we look forward to providing another successful Evening at Castleton this February.

Our organization depends on the collective efforts of many individuals. If you would like to be involved in helping us achieve our mission, please contact any one of us for more information.

Respectfully submitted,

Ross McLeod

Ross McLeod, President

Executive Board: Joe Connelly, Derek Deveau, Gary Garfield, Sandi Kane, Ross McLeod, Karen Moltenbrey, Dan Pascarella, Tony Pfeiffer, Ann Senibaldi

Directors: Chris Burke, Jon Colvin, Robyn Harris, Tara Picciano, Scott Rust, Page Johnson Tsao

SUZDAL SISTER CITY COMMITTEE

In August, I was delighted to travel to Suzdal to visit our friends there and bring some assistance to the orphanage and to the polyclinic. Except for my first day there, it was a very cloudy, cool week; unusual for August. Initially, I went to the festival for the blessing of honey and apples, which is held on the grounds of the monastery. It is an event somewhat like we would experience at any festival held at Griffin Park or the high school. There was music, games, food and ceremonies. Almost everyone in Suzdal was there as well as many visitors.

I met with both Mayors, who greeted me together in the same conference room, and we shared updates and exchanged gifts. I then checked out the progress of the basketball court built on the school grounds by a young man from Holy Cross who had received a grant to do this project. There were some issues on the court surface that were taken care of shortly after my visit, and now the play area is being used by the students.

I went to visit the library, which is always on my list, and presented them with many editions of the magazine Russian Life, which is published here in Vermont. This publication is very popular in Suzdal with teachers and students who wish to read articles in English.

As always, I carried monetary gifts from Windham and from individuals meant for the benefit of the orphanage and other general health related assistance. This year, I had a donation of \$1500.00 (3 years of \$500.00 in the town budget) as well as several hundred dollars from individuals to distribute while there. I visited the orphanage and presented half of the donated money there. Many of the children there are severely handicapped and are being taken care of very well.

The balance of the money was donated to my host Olga Kitaeva, who is the head doctor of the polyclinic in Suzdal. She knew exactly what she could purchase that would be of great assistance to all people of Suzdal and a gift that would cause her fellow doctors to be thrilled. She went to Vladimir and purchased 20 automatic blood pressure monitors. Needless to say, I was able to witness the joy on the faces of the doctors as they gazed at the pile of boxes containing the new monitors.

I was presented with a video about Suzdal, which is in English and is a beautiful historical and cultural peek into Suzdal and life there. This video will be playing on local access shortly after the new year.

Many beautifully written wishes for Christmas and the New Year were sent to me by email and text. Yes, Suzdal is in the 21st century. The following is a text from Alexei Kitaev, the son of my host:

“Wishing you all the timeless treasures of Christmas, the warmth of home, the love of family and the memory of good friends. Have a blessed Christmas.”

I wish the same to all the people of Windham.

Respectfully submitted for the Committee,



Barbara Coish, Chair

Dear Mr. David Sullivan!

*Best wishes for a merry Christmas and
a happy and healthy New 2013 Year!*

Mayor of Suzdal Region
Michail Ivanov



WINDHAM WOMAN'S CLUB

The Windham Woman's Club, a charitable, non-profit organization was founded in 1911. The first meeting was held in what is now the Windham Restaurant. We have just completed our 101st year of service to the community. Our fundraisers this year included bake sales of home made treats at the January, March, September, and November elections, our Yard Sale in April, and a bake sale at the Harvest Festival, plus raffles of some great gift baskets. The community is very generous in helping us with these fund raising efforts. Monies raised provide funding for two high school scholarships, gifts to libraries at three schools, two eighth grade awards, tuition for two students at Lost River, and appreciation baskets for Town Hall. WWC also donates to other Windham organizations and supports various projects of the General Federation of Woman's Clubs-NH.

We make a monthly donation, during our meeting year, to Shepherd's Pantry. We also work with Helping Hands to provide Thanksgiving Baskets for families in town and work with the Town of Windham to provide Christmas gifts for Windham families. We collected school supplies in September and Halloween costumes in October for the Upper Room in Derry. Our coat drives in October and November aid four different local organizations in providing warm winter wear for those in need. In May we sponsor a "Baby Shower" to benefit the Upper Room in Manchester for babies and young families in need. Some of our members make monthly trips to the VA hospital in Manchester providing coffee, hot chocolate, mini-muffins and companionship to the veterans there. In December each veteran is provided with a bag of "goodies" made up of generous donations from our members and local businesses. In June, we honor these veterans with a picnic.

We continue to host Candidates Night at Town Hall before each election. This gives Windham candidates an opportunity to present their points of view and Windham residents a chance to ask questions about the candidates' platforms. The event is televised on local cable TV for the community to watch. Our book club provides enrichment for our members and our "Glam Gals" performing group provides entertainment for seniors and local groups. Our Quilt and Sew committee provides handmade clothing items such as sundresses, skirts, and shorts to agencies in South America, Asia, and Africa, baby hats for newborns to various local hospitals, and bibs and diaper bags to the Upper Room, just to name a few of their ongoing projects. Our monthly meetings consist of a luncheon, then an entertaining and informative program, followed by a business meeting and are held at Town Hall. The meetings are open to the community. More information can be found at www.windhamwomansclub.com. As always, we are so grateful for the support of the businesses and residents of Windham.

Respectfully submitted,

Rebecca Howard

Rebecca Howard, President

ABOUT WINDHAM

Area	27.2 square miles	Residential Homes	4217
Population	13,592 +/-	Residential Condos	595
Total Net Valuation	\$2,042,007,370	Multi-Family Units	49
2012 Tax Rate	\$23.05/thousand	Seasonal Homes	235
2012 State Ratio	100%	Commercial Parcels	162
Tax Billing	Semi-Annual	Acres in Current Use	1335

2013 Holiday Closings: *Please bookmark our "What's New" page on the web where, at a minimum, any unexpected closings throughout the year will be posted.*

January 1, New Year's Day; January 21, Martin Luther King, Jr. Day; February 18, Presidents Day; May 27, Memorial Day; July 4, Independence Day; September 2, Labor Day; October 14, Columbus Day; November 11, Veterans Day; November 28 & 29, Thanksgiving; and December 25, Christmas.

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 Land? *Yes, with the exception of Deer Leap and Foster's Pond 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@WindhamNewHampshire.com.*

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 (603) 893-6550, they can assist you.*

