

# 2013 Annual Reports Windham, New Hampshire



# ANNUAL REPORTS

OF THE  
OFFICERS, TRUSTEES, AGENTS, COMMITTEES  
AND ORGANIZATIONS

OF THE  
TOWN OF WINDHAM  
NEW HAMPSHIRE



FOR THE YEAR

# 2013

**On the Covers:** A tremendous “thank you” to Firefighter/Paramedic Diana Nault for allowing us to share these absolutely amazing pictures of Beaver Brook Falls (on the front) and one of Windham’s oldest farms – Ryan Farm.

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# IN MEMORIAM

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*“In the end, it's not the years in your life that count. It's the life in your years.”*

*Abraham Lincoln*

**M. VIRGINIA BRADY**  
**February 5, 2013 at age 84**

Virginia will always hold the distinction of being the first woman elected to the Board of Selectmen in Windham; where she served three (3) terms. Those who had the honor of knowing her, will remember her humor and her frank, spirited commitment to the Town and the residents.

**CAROLYN B. WEBBER**  
**June 11, 2013 at age 72**

There is little that Carolyn did not do in service to her community; both behind the scenes and in the public eye. Over the years, she served on the Board of Selectmen, Planning Board, Board of Adjustment, Historic District/Heritage Commission, as a Library Trustee, and also as a State Representative.

**WILLARD “BILL” WALLACE**  
**July 13, 2013 at age 65**

Bill retired from the position of Deputy Fire Chief after serving the Department for 31 years; working his way through the ranks. His family members described Bill best, when they wrote “He lived his life with integrity and true dedication to his family and the community.”

**VIRGINIA “GINNY” GRAY**  
**October 2, 2013 at age 76**

Ginny was, for nearly 25 years, a fixture in the Building/Community Development Department. Missed by all, she was not only dedicated to her job, but was devoted to her family. Particularly proud of her grandchildren, she was never without a story of their latest achievements.

**STANLEY J. MACKEY**  
**October 4, 2013 at age 83**

Former Fire Chief Mackey retired his post in 1989; after a total of 30 years of service to the Town. Stan began his career in Windham as both a volunteer firefighter and an auxiliary police officer. After being appointed the Town’s first full-time firefighter, Stan rose through the ranks to appointment as Chief in 1978.

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# TOWN OFFICIALS

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## BOARD OF SELECTMEN

*Phil LoChiatto, Chair – 2014*

Kathleen DiFruscia – 2014  
Ross McLeod – 2015

Roger Hohenberger – 2015  
Al Letizio – 2016

## TOWN ADMINISTRATOR

David Sullivan

## ASSISTANT TOWN ADMINISTRATOR – FINANCE

Dana Call

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### 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

Laura Scott

### IT DIRECTOR/GIS

Eric DeLong

### HUMAN SERVICES

Kathleen Davis

### TRANSFER STATION MANAGER

David Poulson

### RECREATION COORDINATOR

Cheryl Haas

### LIBRARY DIRECTOR

Carl Heidenblad

### MAINTENANCE MANAGER

Jack McCartney

### ANIMAL CONTROL OFFICER

Alfred Seifert

### CABLE STUDIO COORDNATOR

Kelly Yucupicio

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### TRUSTEES OF TRUST FUNDS

*Alphonse Marcil, Jr., Chair – 2014*

Karen Marcil – 2015

Jim Mentzer – 2016

### TRUSTEES OF THE CEMETERY

*Wendi Devlin, Chair – 2016*

Barbara Coish – 2014

Bruce Moeckel – 2015

### TRUSTEES OF MUSEUM

*Jean Manthorne, Chair – 2016*

Dennis Root – 2014

Kim Monterio – 2015

### SUPERVISORS OF THE CHECKLIST

*Robert Skinner, Chair – 2014*

Charles Russo – 2016

Eileen Mashimo – 2018

### TRUSTEES OF THE LIBRARY

*Peter Tousignant, Chair – 2014*

Mark Branoff – 2014

Karen Marcil – 2015

Tara Picciano – 2015

Patricia Barstow – 2016

Anne-Marie O'Neil – 2016

Cathy Robertson-Souter – 2016

**PLANNING BOARD**

*Kristi St. Laurent, Chair – 2016*  
Margaret Crisler – 2014  
Vanessa Nysten – 2014  
Jonathan Sycamore – 2015  
Pam Skinner – 2015  
Sy Wrenn – 2016  
Ross McLeod, Selectman – 2014  
Kathleen DiFruscia, Selectman Alternate – 2014  
Paul Gosselin, Alternate – 2014  
Jim Fricchione, Alternate - 2015  
Steve Bookless, Alternate – 2016  
Alan Carpenter, Alternate – 2016

**ZONING BOARD OF ADJUSTMENT**

*Heath Partington, Chair – 2016*  
Mark Samsel – 2014  
Jim Tierney – 2015  
Jay Yennaco – 2015  
Michael Scholz – 2015  
Anthony Pellegrini, Alternate – 2014  
Mike Mazalewski, Alternate – 2014

**CONSERVATION COMMISSION**

*Wayne Morris, Chair – 2014*  
Lisa Ferrisi – 2014  
Pam Skinner – 2014  
Bernie Rouillard – 2015  
Jim Finn – 2016  
Justin Pare, Alternate – 2016

**HIGHWAY SAFETY COMMITTEE**

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

**HISTORIC DISTRICT/HERITAGE CMSN.**

*David Appleby, Chair – 2016*  
Carol Pynn – 2014  
Nancy Kopec – 2014  
Peter Griffin – 2015  
Kathleen DiFruscia, Selectman – 2014  
Russell Montenero, Alternate – 2016

**CAPITAL IMPROVEMENTS COMMITTEE**

*Rob Gustafson, Citizen Member, Chair*  
Sy Wrenn, Planning Board Member  
Alan Carpenter, Planning Board Member  
Neelima Gogumalla, Citizen Member  
Jennifer Simmons, Citizen Member  
Jerome Rekart, School Board  
Dennis Senibaldi, School Board Alternate  
Al Letizio, Selectman  
Roger Hohenberger, Selectman Alternate

**CABLE ADVISORY BOARD**

*Margaret Case, Chair – 2015*  
Mary Griffin – 2014  
Leo Hart – 2014  
Alan Shoemaker – 2015  
Nicole Bottai – 2016  
Barbara Coish – 2016  
Bob Coole – 2016  
Donna Mauro, Alternate – 2015

**RECREATION COMMITTEE**

*Chris O'Neil, Chair – 2014*  
Ben Fidler – 2014  
Fred Connarn – 2014  
Dennis Senibaldi – 2016  
Mark Lucas – 2016

**HISTORICAL COMMISSION**

*Marion Dinsmore, Co-Chair*  
*Patricia Skinner, Co-Chair*  
Elizabeth Dunn  
Fred Linnemann  
Peter Griffin  
Sally D'Angelo  
Carol Pynn  
George Dinsmore, Jr.  
Marilyn Bailey  
John Mentuck  
Donna Markham

**DEPOT ADVISORY COMMITTEE**

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

**LOCAL ENERGY COMMITTEE**

*Neelima Gogumalla, Chair - 2016*

- Josh Hebert – 2014
- Dianna Fallon – 2015
- Tom Barstow – 2015
- Mark Kovacs – 2016

**HOUSING AUTHORITY**

*Charles McMahon, Chair – 2016*

- John Alosso – 2014
- Mary Griffin – 2015
- Leo Hart – 2017

**ECONOMIC DEVELOPMENT COMMITTEE**

*Ralph Valentine, Chair -2016*

- Dianne Connolly – 2014
- Paul Gosselin – 2015
- Susan Denopoulos – 2015
- Ed Gallagher – 2015
- Bruce Breton – 2016

Jim Coburn – 2016

- Sy Wrenn – Planning Board
- Beverly Donovan – GSCOC
- Al Letizio – Selectman
- Kathleen DiFruscia – Selectman Alternate

**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, 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 at 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, conduct interviews, 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, 2013

The Town of Windham Deliberative Session was called to order at 7:05 p.m. by School District Moderator Elizabeth “Betty” Dunn and the Salute to the flag was executed by Moderator Betty Dunn as well. Moderator Dunn was appointed by Town Moderator Peter Griffin due to a recent illness.

Introductions were made by Moderator Dunn. In attendance were Town Clerk Nicole Merrill, Selectman Ross McLeod, Selectman Philip LoChiato, Selectman Kathleen DiFruscia, Selectman Roger Hohenberger, Finance Director Dana Call, Town Council Bernard Campbell and Town Administrator David Sullivan. Chairman Bruce Breton was excused. Sympathies were made to Selectman Bruce Breton for a speedy recovery. Condolences were also made for Virginia Brady, who passed away. She was a Selectman at a previous time.

Moderator Dunn went over details and instructions to the public regarding Deliberative Session procedure. DISCUSSION FOLLOWED:

ARTICLE 3. To see if the Town will vote to raise and appropriate the sum of One Hundred Thousand, Nine Hundred and Fifty Eight and no 100ths (\$100,958.00) Dollars for the purpose of making renovations and repairs to the Searles Building and purchasing equipment, materials and furnishings of a lasting nature for said construction and payment of costs associated with the financing of said project; said sum to be in addition to any federal, state or private funds made available therefor, and to raise the same by issuance of not more than \$100,958.00 in bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and to apply toward the cost any interest earned from the temporary investment of any bond or note and to take any other action as may be necessary to carry out and complete financing of this project. *Recommended by Board of Selectmen (5-0)*

Selectman McLeod explained that this article is part of the Capital Improvement Program. It would allow the borrowing of \$100,958 through a ten (10) year bond, estimated at less than 3%, to be used towards making several needed interior and exterior repairs at the Searles Chapel. Repairs include, but are not limited to: New septic system, exterior painting, rebuilding tower floor, installing granite parking lot pavers, and replacing windows which have been boarded up with plywood with clear glass. The intent is for the town to spend the Searles Special Revenue Fund each year to make the payments, however if the Fund does not have enough money available to make a payment, we would have to pay it from general taxation. 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.

Article 3 to appear on the ballot as WRITTEN.

ARTICLE 4. To see if the Town will vote to raise and appropriate the sum of \$50,000 to be added to the Property Maintenance Expendable Trust Fund. *Recommended by Board of Selectmen (5-0)*

Selectman DiFruscia explained the Property Trust increase in requested appropriation from 2012 (the previous requests back to 2003 was \$30,000). Projects completed in 2012 included painting the exterior of the Community Development Dept as well as making weatherization improvements to various buildings (total expended was \$28,900). Current balance of Trust at 12/31/12 is \$29,228+/, much of these funds have already been committed to current projects. Funding for 2013 has not yet been allocated, but the following projects will receive priority – (1) Continued implementation of building energy audit recommendations including window/HVAC replacements and replacement of the garage doors at the Community Development Dept; (2) exterior painting at various buildings, including Police, Fire, Bartley and Senior Center; and (3) interior painting and carpet replacements.

Motion passed to have Article 4 put on the ballot AS WRITTEN.

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

Selectman DiFruscia stated that the intent of this article is to raise \$30,000 to be deposited into our Earned Time Trust account. This account, which was established in 1995 as a long term vehicle to be used to save for the costs of funding our employees accumulated leave benefit balances at time of employment separation, has had no request for funding submitted since 2009.

The following shows the history of the funds raised for this account:

\$30,000 was funded annually from 1995-2001;  
\$0 approved '02-03;  
\$30,000 approved '04-05;  
\$20,000 for 2006; \$30,000 '07-08;  
\$0 approved for 2009

No request was made by the Board for 2010, 2011 & 2012 as a cost saving measure. Current balance of Trust as of 12/31/12 is \$158,903+. Total liability as of 1/1/13 is \$951,079. Three (3) employees retired in 2012, and due to overall budgetary savings, their respective earned time buyouts (total \$74,278) were absorbed by the respective department budgets in order to preserve the Trust. To date in 2013 one other employee has retired.

Motion passed for Article 5 to appear on the ballot AS WRITTEN.

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. *Recommended by Board of Selectmen (5-0)*

Selectman LoChiatto explained that the intent of this 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. Some of the specific expenses paid from these funds include the salary of our part time coordinator to market the building, advertisement costs, maintenance related projects and services to maintain the building, and "set ups" for events. As of 12/31/12, the revenue fund has approximately \$5,355 in the account. This is the same level requested last year.

Motion passed for Article 6 to appear on the ballot AS WRITTEN.

ARTICLE 7. To see if the Town will vote to raise and appropriate the sum of \$12,064, 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 \$12,064. Approval of this article will have no additional impact to the tax rate. *Recommended by Board of Selectmen (5-0)*

Selectman LoChiatto explained that the intent of this article is to authorize expenditure of \$12,064 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 12/31/12, the revenue fund has approximately \$5,355 in the account. This payment represents the final payment on the 2003 bond.

Motion passed for Article 7 to appear on ballot AS WRITTEN

ARTICLE 8. To see if the Town will vote to raise and appropriate the sum of \$75,000 for the purpose of upgrading the Town's Computer Systems to include but not limited to Network and Infrastructure Improvements, Server Equipment and other Systems, and Management Software and Tools to remotely monitor security issues, downtime, and system failures in a virtualized environment as well as the necessary equipment and training needed to place this equipment into service. 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. *Recommended by Board of Selectmen (5-0)*

Selectman Hohenberger explained that the 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 desktop uses.

Administrator Sullivan explained that originally this Article was a part of the Capital Improvement Program. The Board felt that this Article wasn't in complete compliance to the CIP program, so the last sentence of the original Article was taken out.

Motion passed for Article 8 to appear on the ballot AS WRITTEN.

ARTICLE 9. To see if the Town will vote to raise and appropriate the sum of \$84,600 for the purpose of purchasing new Mobile Communications equipment to include twelve (12) mobile radios and seven (7) Mobile Data Terminals for the police vehicles and the necessary equipment and materials to place this equipment into service, and to raise the same by using \$23,348 to be taken from the Public Safety Contracted Services Detail Fund (by the Selectmen as agents to expend) with the balance of \$61,252 to come from general taxation. This will be a non-lapsing account per RSA 32:7, VI and will not lapse for a period of two (2) years. This article is part of the Capital Improvement Program. *Recommended by Board of Selectmen (5-0)*

Selectman LoChiatto expressed that this article is part of the Capital Improvement Program. Funds are to be used to replace twelve (12) mobile radios which are used in all Police Department vehicles as well as to replace seven (7) Mobile Data Terminals (MDT) for 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.

Motion passed for Article 9 to appear on the ballot AS WRITTEN.

ARTICLE 10. To see if the Town will vote to raise and appropriate the sum of \$202,867 for the purpose of purchasing new Self Contained Breathing Apparatus (SCBA) Gear for the Fire Department and necessary equipment, materials, and training to place this gear into service. 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. *Recommended by Board of Selectmen (5-0)*

Selectman DiFruscia explained that this article is part of the Capital Improvement Program. Funds are to be used to replace all the departments SCBA gear (25 units) which will reach its 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. The Town applied for a grant to offset 95% or \$192,723 of the cost of the equipment under the Department of Homeland Securities Assistance to Firefighters Grants program, however, the equipment is needed in 2013 regardless of any grant funding that may be awarded.

Fire Chief Thomas McPherson came to the podium and stated that they need to replace these apparatuses. If the grant is not awarded, this Article will become null and void. There has been substantial wear and tear on the current equipment. The Department is still waiting for a response from the State to see if the approval was made. Resident Alan Carpenter of Glenwood Road asks why it isn't in the budget, because it's needed. Administrator Sullivan explained that the Article was a part of the CIP.

Motion passed for Article 10 to appear on the ballot AS WRITTEN.

ARTICLE 11. To see if the Town will vote to raise and appropriate the sum of \$175,000 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 \$140,000 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 \$35,000 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. *Recommended by Board of Selectmen (5-0)*

Selectman LoChiatto explained that this article is part of the Capital Improvement Program. Funds are to be used to continue to replace aging trucks. The Town is applying for a grant to offset 80% or \$140,000 of the cost of the truck under the State and Federal Salt Reduction program. If approved, this will be the third truck purchased under this program.

Motion passed for Article 11 to appear on the ballot AS WRITTEN.

ARTICLE 12. 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, 2013 to the Conservation Fund in accordance with RSA 36-A:5. *Recommended by Board of Selectmen (5-0)*

Selectmen Hohenberger explained that this fund typically doesn't get touched, but in the event that it needs to be the funds are there. The 2013 Budget request for Conservation is \$2,350 representing an increase of \$0 or 0.00% from the 2012 appropriation of \$2,350.

Motion passed for Article 12 to appear on the ballot AS WRITTEN.

ARTICLE 13. To see if the Town will vote, in accordance with RSA 80:80 (V) to retain the following parcels of land and further to designate said parcels as Conservation Land under the care of the Conservation Commission.

3-B-355 – Flat Rock Road	20-D-1300A – Haverhill Road
8-B-3900 - Rockingham Road (Rte 28)	24-A-601 – Rock Pond Road
8-B-4100 - Rockingham Road (Rte 28)	24-A-650 – Rock Pond Road
8-B-4300 - Rockingham Road (Rte 28)	24-D-600 – Rock Pond Road
8-B-5800 - Rockingham Road (Rte 28)	24-D-701 – Moeckel Road
8-B-6000 - Rockingham Road (Rte 28)	24-E-100 – Rock Pond Road
14-A-850A – Haverhill Road	24-G-101 – Range Road
14-B-2350 – Londonbridge Road	25-R-6000A – Brookdale Road (Salem TL)
20-D-1300 – Haverhill Road	

*Recommended by Board of Selectmen (5-0)*

Selectman Hohenberger explained that this past year the Board solicited recommendations from the Planning Board, Conservation Commission, Economic Development Committee and staff as to the best use of several parcels of undesignated town land; specifically to sell or retain, and if retained for what purpose. As a result of this process all the parcels listed in this article, with the exception of those known as 8-B-XXX, were deemed appropriate to retain and further to designate them as Conservation Land to be managed by the Conservation Commission. All of these parcels were acquired by the Town through Tax Deeds issued between 1967 and 2011 (with much of them occurring in the 80's and 90's). Note that Parcels 14-A-850A, 24-A-650, and 24-D-701 were acquired in 2011 and therefore the former owners still retain their right to redeem the properties for all back taxes, interest, and fees for the balance of three years from the time of deeding which would occur in June 2014 for one and Nov 2014 for the other two. In addition, the five (5) parcels identified as 8-B-3900, 8-B-4100, 8-B-4300, 8-B-5800, and 8-B-6000, have historically been considered part of the Town Forest, however none of them have ever been officially designated as Conservation Land by the Town Meeting and are being requested to be so under this article. Note that 8-B-5800 and 8-B-6000 were acquired by Tax Deed in 1985 and 1977 respectively. No redemption rights remain on these lots. 1230 acres of conservation land for the Town of Windham.

Motion passed for Article 13 to appear on the ballot AS WRITTEN.

ARTICLE 14. To see if the Town will vote to change the composition of the Conservation Commission from the current membership of seven (7) regular members and up to three (3) alternate members to five (5) regular members and up to three (3) alternate members as allowed by RSA 36-A:3. *Recommended by Board of Selectmen (5-0)*

Selectman McLeod explained that the intent of this article is to reduce the membership of the Conservation Commission from 7 to 5 regular members. The article was requested by the current Commission based on difficulties over the past few years maintaining quorums for meetings. It is believed that with 5 members and a quorum needed of 3 vs 4 (with 7 regular members) this issue will cease. Conservation Commission offers a lot of key information for the Planning Board.

Motion passed for Article 14 to appear on the ballot AS WRITTEN.

ARTICLE 15. Shall the Town vote to accept the donation of NYZ Landholdings, LLC of a parcel of land of 2.737 acres, situated off of Buttrick Road, which was subdivided from Lot 20-E-135 as shown on a Plan of Land entitled "Subdivision Plan of Lot 20-E-135", and recorded in the Rockingham County Registry of Deeds as Plan #D-34681. Said parcel to be combined with Town lot 20-D-1600 and not separately conveyed. *Recommended by Board of Selectmen (5-0)*

Selectman McLeod explained that the intent of this article is to accept a donation of 2.737 acres of land which was subdivided off of lot 20-D-135 at the time this parcel was subdivided into two lots in 2007. Part of the Planning Board subdivision approval was conditioned on this land being subdivided off and donated to the town for conservation purposes.

Motion passed for Article 15 to appear on the ballot AS WRITTEN.

ARTICLE 16. Shall the town modify an Exemption for the Disabled under the provisions of RSA 72:37-b as follows: the exemption from assessed value for qualified taxpayers shall be \$160,000. To qualify, the person must be eligible under Title II or Title XVI of the Federal Social Security Act, or otherwise as provided in RSA 72:37-b (1-b); must be a resident of the State for at least five (5) years, must occupy the property as his/her principal place of abode, must own the property (as defined in RSA 72:27 (VI)) individually or jointly, or if owned by a spouse, they must have been married for at least five (5) consecutive years, had in the calendar year preceding April 1 a net income from all sources, of not more than \$45,000 if single and \$55,000 if married; own net assets not in excess of \$160,000, excluding the value of the person's residence as described in RSA 72:37-b (III) (b). *Recommended by Board of Selectmen (5-0)*

Selectman Hohenberger explained that the intent of this article is to amend the eligibility criteria for receiving exemptions for the disabled by increasing the income threshold allowances for singles from \$40,000 to \$45,000; for married couples from \$50,000 to \$55,000, and the allowed assets from \$150,000 to \$160,000. Similar changes were made to the elderly exemptions in 2010. Currently there are 10 residents who will receive the exemptions which is \$160,000 off the properties assessed valuation.

Motion passed for Article 16 to appear on the ballot AS WRITTEN.

ARTICLE 17. Shall the town modify an Exemption for the Deaf under the provisions of RSA 72:38-b as follows: the exemption from assessed value for qualified taxpayers shall be \$15,000. To qualify, the person must meet the definition of a "deaf person or person with severe hearing impairment" under RSA 72:38-b(II); must be a resident of the State for at least five (5) years; must occupy the property as his/her principal place of abode; must own the property (as defined in RSA 72:27 (VI)) individually or jointly, or if owned by a spouse, they must have been married for at least five (5) consecutive years; had in the calendar year preceding April 1 a net income from all sources, of not more than \$45,000 if single and \$55,000 if married; own net assets not in excess of \$160,000, excluding the value of the persons residence as described in RSA 72:38-b (III). *Recommended by Board of Selectmen (5-0)*

Selectman Hohenberger explained that the intent of this article is to amend the eligibility criteria for receiving exemptions for the deaf by increasing the income threshold allowances for singles from \$40,000 to \$45,000; for married couples from \$50,000 to \$55,000, and the allowed assets from \$150,000 to \$160,000. Similar changes were made to the elderly exemptions in 2010. Currently there are 2 residents who will receive the exemption of \$15,000 off the properties assessed valuation.

Motion passed for Article 17 to appear on the ballot AS WRITTEN.

ARTICLE 18. To see if the Town will vote to adopt a comprehensive amendment to the Town's Sunday Sales Ordinance #5:04:01:67 as follows: To Delete the present ordinance in its entirety and adopt in place thereof the following:

“ORDINANCE: SUNDAY SALES:

SECTION I: PURPOSE:

Pursuant to RSA 332-D:4, the Town of Windham shall permit and regulate retail business, plays, games sports and exhibitions on Sundays to the same extent as on all other days of the week with no unique regulations applying to Sundays.

SECTION II: AUTHORITY:

This Ordinance is adopted by the Windham Town meeting under authority in RSA 332-D:4.

SECTION III: EFFECTIVE DATE:

This Ordinance shall be effective upon passage at Town Meeting.”

*Recommended by Board of Selectmen (5-0)*

Selectman McLeod explained that the intent of this article is to amend the exiting Town Regulations on Sunday Sales, adopted in 1967, to be reflective of what currently exist in terms of allowing Sunday operations. With its adoption the new Ordinance will regulate the sale or entertainment regulations of Sunday no differently than other days of the week.

Motion passed for Article 18 to appear on the ballot AS WRITTEN.

ARTICLE 19. To see if the Town will vote to authorize the Board of Selectmen to sell, for the greater of \$20,000 or the then current appraised value as determined by an appraiser mutually selected by the Board and purchaser, a parcel of Town owned land, designated as parcel #14-B-2101, containing .09 acres (4,094 sq ft) located at the intersection of Route 111 and London Bridge Road; and to discontinue completely (subject to reserved easements noted below) and then authorize the sale of .68 acres (29,744 sq ft) of the existing right of way of London Bridge Road adjacent to/in front of Lots 14-B-2100 and 14-B-2101; reserving to the Town existing utility, drainage, and other easements; and further to authorize the Board of Selectmen to negotiate other terms and conditions of the sale. Said authorization to expire on December 31, 2013. *Recommended by Board of Selectmen (5-0)*

Selectman LoChiatto explained that the intent of this article is to provide the Board of Selectmen the authority to sell town lot 14-B-2101 (.09 acres), a small triangular piece of land at the intersection of London Bridge Road and Haverhill Road along with approximately 29,744 sq ft of the existing R.O.W. of London Bridge road which runs from the intersection of Haverhill Road westerly along Lots 14-B-2100 and 14-B-2101. The minimum to be realized from the sale would be no less than \$20,000. All legal fees and appraisal fees would be the responsibility of the purchaser at the time of sale.

Motion passed for Article 19 to appear on the ballot AS WRITTEN.

ARTICLE 20. Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$12,253,466.79. Should this article be defeated, the operating budget shall be \$12,172,351.79 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 \$12,064 (Long Term Debt line).

## ANNUAL SENATE BILL 2 SESSIONS

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Town Officers' Salaries	\$ 3,690	Emergency Management	6,400
Administration	508,160	Community Development	455,780
Town Clerk Expenses	239,250	Town Highway Maintenance	1,139,830
Tax Collector Expenses	133,310	Street Lighting	14,940
Election and Registration	15,620	Solid Waste Disposal	931,675
Cemeteries	41,200	Health and Human Services	31,775
General Gov't Buildings	437,820	Animal Control	20,065
Appraisal of Properties	202,250	General Assistance	57,040
Information Technologies	203,170	Library	994,345
Town Museum	5	Recreation	192,445
Searles Building	13,250	Historic Commission	3,000
Legal Expenses	52,400	Senior Center	6,050
Retirement	4,000	Cable TV Expenses	98,080
Insurance	218,320	Interest Expenses (TANs)	500
Contracted Services	5	Long Term Debt	210,486.79
Police Department	2,423,325	<i>(Principal \$207,167.50 &amp; Interest \$3,319.29)</i>	
Dispatching	398,850	Capital Outlay – Roads	300,000
Fire Department	2,896,430	<i>(Part of CIP)</i>	

*Recommended by Board of Selectmen (5-0)*

Administrator Sullivan went over particular areas for reasons for increases. Police and Fire Union unfortunately have not come to an agreement for contracts.

Motion passed for Article 20 to appear on the ballot AS WRITTEN.

Brief comments were made from Administrator Sullivan, welcoming residents to ask any questions or concerns regarding the budget. He also expressed sympathies for Selectman Chairman Bruce Breton and Town Moderator Peter Griffin. He also expressed thanks to Moderator Betty Dunn stepping up to be Town Moderator.

Selectman Vice Chairman McLeod expressed thanks to David Sullivan, Dana Call, Department Heads and to all Town employees.

Roger Hohenberger motioned to adjourn and seconded by many. Adjourned at 8:00pm.

Respectfully submitted,

*Nicole L. Bottai*

Nicole L. Bottai, Town Clerk

**ANNUAL TOWN ELECTION**  
**March 12, 2013**

On March 12th, 2013 at 7:00 am, Peter J Griffin, Moderator opened the Election polls at Windham High School's Gymnasium. Those Election Officials present included Town Moderator Peter Griffin, School Moderator Betty Dunn, Election assistant Galen Stearns, Selectmen Roger Hohenberger, Kathleen DiFruscia, and Philip LoChiatto, Town Clerk Nicole Merrill, Deputy Nancy Charland, School Clerk Mary-Ann Horaj, Supervisors of the Checklist and Ballot Clerks.

At 1:00 pm 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, Ballot Clerks, and Election assistant Stearns and Hohenberger. There were 150 Absentee Ballots.

The following were duly elected:

**Board of Selectmen** (1 position for 3 years)

Al Letizio	*1939
Alan Carpenter	1494

**Trustees of the Trust Fund** (1 position for 3 years)

**Trustees of the Cemetery** (1 position for 3 years)

Wendi Devlin	*2625
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**Trustees of the Library** (3 positions for 3 years)

Cathy Robertson-Souter	*1551
Patricia Barstow	*1712
Mimi Kolodziej	1282
Anne-Marie O'Neil	*1710

**Planning Board** (2 positions for 3 years)

Sy Wrenn	*1766
Kristi St. Laurent	*2314

**Board of Adjustment** (2 positions for 3 years)

Michael Scholz	*1892
Heath Partington	*1857

The following **Town articles** were voted on as follows:

Article 3.	Yes 1757	No 1808	Article Failed
Article 4.	Yes 1782	No 1711	Article Passed
Article 5.	Yes 1497	No 1915	Article Failed
Article 6.	Yes 2228	No 1294	Article Passed
Article 7.	Yes 2419	No 1111	Article Passed
Article 8.	Yes 2107	No 1375	Article Passed
Article 9.	Yes 2050	No 1434	Article Passed
Article 10.	Yes 2210	No 1284	Article Passed
Article 11.	Yes 1938	No 1514	Article Passed
Article 12.	Yes 2174	No 1228	Article Passed
Article 13.	Yes 2828	No 598	Article Passed

## ANNUAL SENATE BILL 2 SESSIONS

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Article 14.	Yes 2623	No 753	Article Passed
Article 15.	Yes 2709	No 623	Article Passed
Article 16.	Yes 2511	No 883	Article Passed
Article 17.	Yes 2445	No 937	Article Passed
Article 18.	Yes 2740	No 723	Article Passed
Article 19.	Yes 2507	No 862	Article Passed
Article 20.	Yes 2120	No 1172	Article Passed

Article 2.	Planning Board Amendment # 1.	Yes 2374	No 908	Article Passed
	Planning Board Amendment # 2.	Yes 2232	No 1052	Article Passed
	Planning Board Amendment # 3.	Yes 1815	No 1410	Article Passed
	Planning Board Amendment # 4.	Yes 1763	No 1403	Article Passed
	Planning Board Amendment # 5.	Yes 2032	No 1248	Article Passed
	Planning Board Amendment # 6.	Yes 2313	No 845	Article Passed
	Planning Board Amendment # 7.	Yes 2316	No 761	Article Passed
	Planning Board Amendment # 8.	Yes 1895	No 1150	Article Passed
	Planning Board Amendment # 9.	Yes 2176	No 877	Article Passed
	Planning Board Amendment #10.	Yes 2214	No 847	Article Passed
	Planning Board Amendment #11.	Yes 2277	No 773	Article Passed
	Planning Board Amendment #12.	Yes 2270	No 758	Article Passed
	Planning Board Amendment #13.	Yes 2283	No 748	Article Passed
	Planning Board Amendment #14.	Yes 2292	No 737	Article Passed
	Planning Board Amendment #15.	Yes 2331	No 756	Article Passed
	Planning Board Amendment #16.	Yes 2400	No 751	Article Passed
	Planning Board Amendment #17.	Yes 2192	No 932	Article Passed
	Planning Board Amendment #18.	Yes 2388	No 718	Article Passed

The moderator closed the polls at 8:00 pm.

Respectfully submitted,

*Nicole L. Bottai*

Nicole L. Bottai, Town Clerk

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# BOARD OF SELECTMEN

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We are pleased to submit our 2013 annual report, encompassing some of the more notable accomplishments and activities that took place this past year. With the Board's oversight, several projects were completed through the efforts of many different individuals, departments, and committees.

**Goal Setting:** Following the Town Meeting of 2013, the Board held a strategic planning session with the Town Administrator and Department Heads, as well as a similar discussion amongst themselves. As a result, it was the ultimate consensus of the Board to establish three (3) goals for the year; each of which, we are pleased to note, was met.

*Goal #1. Review of the Town's compensation package including contracts, earned time, and health insurance:* As detailed in the Town Administrator's report, tentative agreements were reached with the three employee unions which the Board will be submitting to Town Meeting for ratification. Although negotiations have been challenging over the past several years during these difficult economic times, particularly with the Fire and Police Unions, we are gratified that both sides came together this year and worked hard to come to agreement. We believe these contracts not only provide employees with reasonable wage adjustments, but that they also address long-term town liabilities via adjustments to earned time benefits for new employees and capping of the amount of same that employees can accumulate. Additionally, changes have been made in the area of health insurance, including increasing employee co-pay amounts from 20 to 25% of premiums and making new plans available that are potentially more affordable for both the employee and the Town.

The Board made similar changes to the non-union employees' earned time benefit plan; limiting the amount of time that can be accumulated. Further, potential financial liabilities and extended absences (requiring coverage) that could accompany the departure of long-term employees were reduced. This was accomplished by paying those already over the allowed limits for those hours, at their current rates of pay, rather than allowing them to remain available for use or pay-out at a higher rate of pay upon exit from the Town's employ.

*Goal #2. Review of/planning for the Town's facilities including support of a non-CIP equipment/infrastructure management plan as developed by staff, analysis of the Town's funds (e.g. Property Maintenance), and means to maintain our overall infrastructure in the long-term:* While still in the development stage, the Board supports the ongoing efforts of the Town Administrator and his staff to develop a new "Operations Plan" to be fashioned along the lines of the Capital Improvement Plan (CIP). The intent of this Plan is to address the Town's equipment, vehicle, and physical facility needs; which are not generally eligible for inclusion in the CIP. As we close out 2013, the Board has reviewed a draft plan outlining these needs, and it is expected that a final plan will be completed for presentation by the summer of 2014.

*Goal #3. Review of our safety program to ascertain if the Town is in line with where it should be right now, including any future impacts that changes to the major roadways may cause:* The Board adopted several amendments to the Town's overall Safety Plan in 2013; and has continued to work with Police and Fire, and other Departments where appropriate, to ensure Windham is both a safe community and that our employees have the tools to perform in a safe environment. Two (2) of the notable achievements by our Departments toward that end include obtaining of grant funds for an emergency response trailer, and application for a grant to install new mobile data terminals in our Police and Fire Supervisor vehicles. Additional safety related needs, such as replacement of some of our personnel protective gear for the Fire Department, will be addressed through the 2014 budget.

Along with focusing on the above goals, the Board was heavily involved with a myriad of other items through 2013. Some of the more notable items included:

*Skate Park:* After much discussion as to whether or not the Skate Park at Griffin Park should be retained, followed by three (3) unsuccessful attempts to dispose of the equipment via sealed bid, the Board ultimately opted to sell a few of the ramps to the Town of Salem. The remaining equipment/fencing was then exchanged for a no-cost removal of all items from the site. Previously, the Board had secured a price quote to remove the materials and have them stored off site, which was in excess of \$10,000. In light of that, coupled with the final decision of the Board to no longer provide a skate facility, it was determined that the best and most fiscally prudent course of action was to “sell” the remaining materials for the cost of removal.

*Impact Fees:* As a result of information presented to the Planning Board by Impact Fee analyst Bruce Mayberry; the Board and Administration, along with Community Development staff, spent considerable time this past year reviewing our Public Safety and School Impact Fee procedures and collections. As a result of this analysis we learned that, since 2008 when Public Safety Impact fees were first authorized, approximately \$17,500 in fees involving eleven (11) properties went uncollected; due to how the vesting schedule on properties had been interpreted. Also, \$6,300 in Public Safety impact fees went uncollected on commercial building permits based on how the space was classified. In addition, approximately \$83,000 in School Impact Fees were not collected for twenty-seven (27) properties that underwent conversion from seasonal to year round. A fee on seasonal conversions was not originally imposed when impact fees were first established, however, this changed in 2008 when the impact fee ordinance was amended. As this report goes to print, staff is working to complete their analysis and audit of the final component of the Impact Fee process; that being residential School Impact fees.

Both Administration and the Community Development Department have added and/or amended internal procedures to ensure that, in the future, the appropriate fees are collected; incorporating further checks and balances into our procedures. While the Board was certainly disappointed that this occurred, we are confident that our staff has acted appropriately to correct the situation moving forward.

*Policy Adoptions/Revisions:* The Board continued to work with the department head Policy Committee over the past year to amend several policies including: the Proof of Residency Policy; the Town’s Hazard Mitigation Plan; the Personnel Policy, including revisions to the Maternity and Authorized Leave provisions and establishing limits on how much Earned Time leave an employee can accumulate; the Purchasing Policy increasing authority levels of department heads to make purchases, as well as increasing the spending limits allowed before a formal bid process is required; the Vehicle Maintenance Policy outlining when certain preventative maintenance measures are required to be performed; updating our Licenses for Utility Companies to install poles and conduits within the town right of way, and; updates to our Sexual Harassment and Safety Policies. New policies were also adopted regarding Junkyard License Applications, a Citizen Complaint process, and Ambulance Billing and Collecting. The Board also approved submission of four (4) warrant articles to the 2014 Town Meeting to rescind the Town’s ordinances dealing with Swimming Pools, Tattoo and Body Piercing, Class C Fireworks, Land Application of Sewage Biosolids, and Acceptance of Credit Cards. These Ordinances, adopted by previous town meetings to ensure regulation in such areas are now either State-regulated or, in the case of the Credit Card Ordinance, no longer require a town meeting ordinance to allow the Board to establish its own policy regarding same.

*Use of Property Maintenance Trust Funds:* Several maintenance needs were addressed this past year including replacing the windows in the Police Department with more energy efficient ones; exterior painting of the Police, Fire, Administration, Senior Center, and Searles buildings; re-shingling the west side roof of the Senior Center; repairing the radiant heat in the Fire Department apparatus bays; and replacing a heat exchanger at the Fire Station and a well pump at the Town Hall. Next year, we plan to use funds in the Trust

to continue various energy efficiency measures as outlined in the Energy Audit, including replacing the garage doors at the Community Development Department; re-shingling the Community Development Department roof; replacing carpeting in several buildings; and refinishing the wood floor in the Town hall meeting room.

*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: Settlers Ridge, Glen Denin, Butternut, Poplar, Appleton, Sagamore, Mitchell Pond Extension, and Taylor Farm Road. Additionally, the Board entered into an inter-municipal agreement with the Town of Derry relative to winter maintenance of a 200' section of Nathan Road, which extends into Derry.

*Personnel:* The Board spent considerable time this past year reviewing and discussing the most appropriate management structure for the Maintenance Department. Since the retirement of our previous Maintenance Director in 2012, our Highway Agent Jack McCartney has been serving in both capacities. The Board reviewed several structural options from combining, in one form or another, the Transfer Station, Highway Department, and Maintenance Departments to simply having the Highway Agent continue to oversee both the highway and maintenance staff. Ultimately, the Board agreed on a structure in which the Highway Agent would handle the management oversight duties for both departments and one of the current custodians would be promoted to maintenance foreman to assist in the daily coordination of the other maintenance staff. Jeff Galle, who has worked for the town since 2008, was promoted to this foreman position, and we wish both he and Jack well in their new roles.

We also added two new part-time driver positions to our staff, who are responsible for transporting town residents to doctor visits and group shopping trips using the town van or sedan. These employees are paid based on the demand for rides, which can fluctuate significantly from one week to the next.

Employees starting employment in 2013:

- Dennis Root – Transportation Driver (PT)
- Al Righini – Transportation Driver (PT)
- Jeffrey Antista – Police Officer

Employees terminating employment in 2013:

- Wendy Foley – Police Sergeant – Retired in June
- Ralph Parsons – Solid Waste Operator – Retired in September

We welcome our new employees to our community and wish them every success in their new positions. To Ms. Foley and Mr. Parsons, who served the town for 22 and 12 years respectively, we extend our heartfelt appreciation for their service and wish them the best in their retirement.

*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:

- \$24,528 in cash donations and \$1,450 in materials to the Searles Building to be used for repairs and renovations.
- \$7,000 in value for laptops for the Selectmen from Mr. and Mrs. Ashar.
- \$6,000 in value for work at Nashua Road soccer fields from Windham Soccer Association.
- \$2,375 in value for Lighting Balloon system for Fire Department from Nault's Windham Motorcycles.
- \$1,800 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.

## BOARD OF SELECTMEN

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- \$1,800 in cash donations to sponsor the WEDC Website from area businesses.
- \$1,170 in cash donations towards mosquito spraying at town sports fields from the Windham sports leagues.
- \$1,400 in value of labor and materials for Welcome to Windham sign from AP Dailey and the Picnic Table Factory.
- \$600 in cash donations for Adopt the Spot and Business Visitation Programs run by the Community Development Department from area businesses.
- \$500 in cash donations towards recreation field maintenance from the Windham Wolverines.
- \$500 in cash donations to Police Department from Walmart.

A special note of gratitude is extended to Margaret Case for her tireless efforts in coordinating a fundraising campaign for the Searles Building. Her efforts, and the generosity of the individuals and businesses who contributed, have resulted in many needed repairs and improvements being made to the building over this past year.

We also extend sincere thanks to our own Al Letizio, and his wife Patti, for their generous donation of flags for the meeting room; including the first ever Town flag. The latter, bearing the Town seal, now holds a prominent place of honor alongside a new U.S. and State flag.

As we enter into 2014, we look forward to continuing the momentum we established this past year in implementing new programs and initiatives. Along with the multitude of issues that will certainly present themselves along the way, we expect to be engaged in assisting our staff in the Operational Plan development; continuing implementation of additional energy and weatherization measures, and; reviewing potential town lands to be sold and placed back on the tax rolls. We pledge our commitment to work in the best interest of the town and its residents and, as always, we welcome the involvement of all.

In closing, we wish to express our appreciation and support to the many volunteers who serve the town, our fellow elected officials, and to the employees who have chosen the Town of Windham as their career destination. We are truly blessed to have a group of people working and serving who are passionate about what they do and who are committed to making Windham a truly wonderful place to live, work, and play.

Respectfully submitted,

*Phil LoChiatto*

Phil LoChiatto, Chairman

For the Entire Board:

Kathleen DiFruscia

Roger Hohenberger

Ross McLeod

Al Letizio

# TOWN ADMINISTRATOR

It is my pleasure to present my annual report for 2013. This report is intended to focus on our budget recommendations for the upcoming year, while the Board of Selectmen's Report contained herein is written with the intention of highlighting the accomplishments achieved by Town departments and staff this past year.

## **2013 TAX RATE DISCUSSION:**

As shown in the table below, the overall total tax rate for 2013 was higher than the total tax rate in 2012 by (\$.55/1000) valuation; an increase of 2.4%. The following detailed breakdown of the 2013 tax rate, as compared to 2012, fully illustrates how the individual components of the Town's tax rate impacted the overall rate adjustment.

### **2013 TAX RATE HIGHLIGHTS** (assumes valuation changes [real rate])

	2013 Net Appropriation	2013 Tax Rate	2012 Net Appropriation	2012 Tax Rate	% Increase (2013-2012)
Town	\$7,649,619	\$ 3.70	\$7,439,840	\$3.64	1.6%
Local School	\$33,813,000	\$16.37	\$32,417,117	\$15.88	3.1%
State School	\$5,006,733	\$ 2.44	\$4,979,627	\$2.46	(0.8%)
County	\$2,244,125	\$ 1.09	\$2,193,758	\$1.07	1.9%
Total Property Tax assessed	\$48,713,477	\$23.60	\$47,030,342	\$23.05	2.4%
Net Assessed Valuation	\$2,065,724,410		\$2,042,007,370		

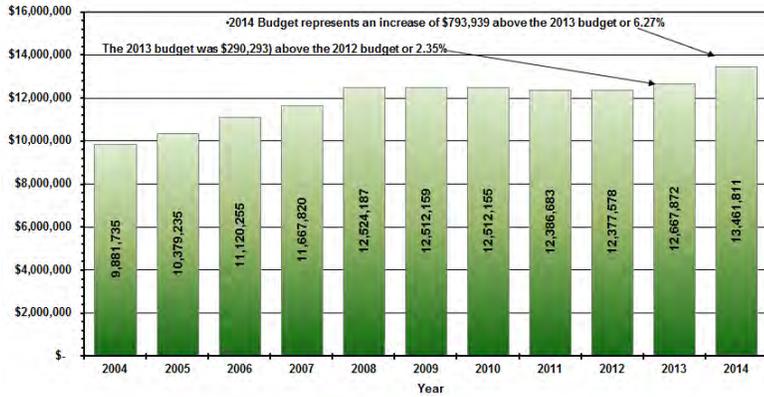
As part of the overall rate increase of \$.55/1000, the Town's portion increased, as well, by \$.06/1000 or 1.6%. This followed a reduction in the town rate of (\$.15/1000) in 2012, and several prior years of reductions in the town portion, as well; and was predominantly due to a significant increase in the Town's portion of the Capital Improvement Program in 2013.

## **2014 BUDGET DISCUSSION:**

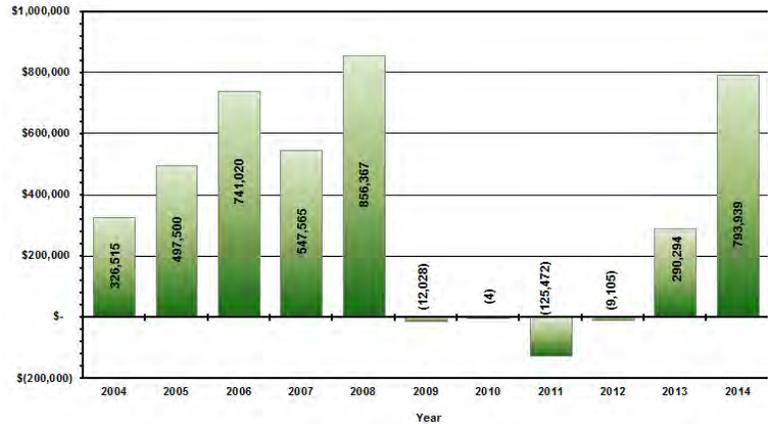
As we developed our budget proposal for 2014, we were presented with three, distinct challenges. First, the town's portion of the Capital Improvement Program, as approved by the Planning Board, reflected a significant increase over 2013. Secondly, our Operating Budget had to address several statutorily required costs, including those attributable to higher state retirement rates passed in July 2013, and an extra week of payroll; the latter of which is a situation occurring only once every four or five years. Lastly, while we are pleased with the results of our collective bargaining efforts this past year, the resultant list of special warrant articles were expected to grow in order to fund the cost of three new contracts with our police, fire, and municipal unions.

In total, the budget recommendation for 2014 as submitted to the Deliberative Session has increased \$793.939, or 6.27%, from 2013. For the purpose of comparing year to year, the charts on the next page highlight our annual appropriations and differences from 2004 to 2014; exclusive of any petitioned warrant articles, which are not included in the overall budget as recommended by the Board and staff.

**Town Appropriation History 2004 - 2014**

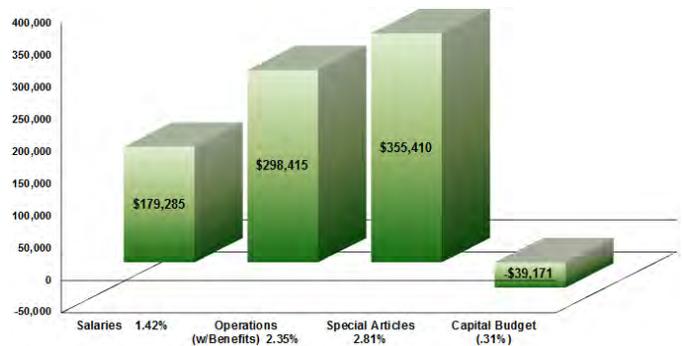
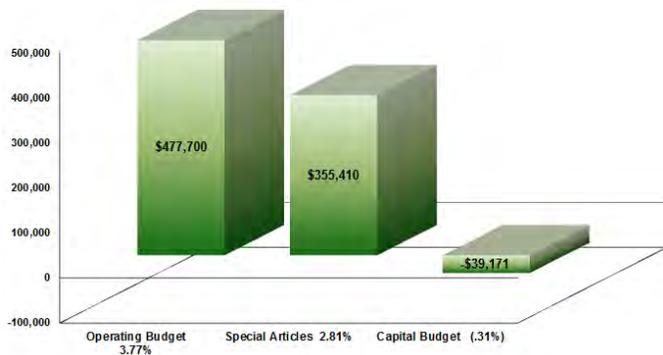


**Differences in Appropriation 2004-2014**



As depicted below, \$477,700 of the overall 2014 budget increase is due to increases in our Operating Budget (*further broken down between salaries of \$179,285 and all other operating costs of \$298,415*); \$355,410 due to increases within special warrant articles; and \$39,171 less in the town’s portion of the Capital Improvement Program (CIP) expenditures.

**BREAKDOWN OF BUDGET IMPACT - 2014**



**OPERATING BUDGET:**

*Personnel Salaries:* The overall increase in salary appropriations is due primarily to a 53<sup>rd</sup> week of payroll expected in 2014; equating to about \$110,000. Additionally, the budget reflects a new Community Services Officer position within the Police Department and the increasing of a current part time Library employee to full time. The budget also includes a general wage adjustment of 2.5% for all non-union personnel, totaling \$69,400. Salary reductions within the Solid Waste Department, due to the retirement of a full time employee who was replaced by a part time individual, somewhat offset these other increases.

*Operations:* This year's operating costs reflect a net increase of \$298,415 over two areas: \$70,200 more in benefit related expenses, and; \$228,215 more across all other operational areas. Benefit increases are due almost exclusively to higher State Retirement costs – up \$129,725 from 2013 – attributable to a full year impact of the increased retirement rates effective July 1, 2013; along with overall higher wages based on adjustments made in 2013. These increases are partially offset by savings due to a few staffing changes made as noted previously.

Although Health insurance rates increased an average of 5.3% across all plans offered by the Town, our net overall budget for same is actually (\$69,000) less than last year. This is due to a combination of the following: (1) additional employee contributions offsetting the town costs; (2) staff members choosing less costly, alternative plans; (3) using some of the accumulated funds in our health insurance trust account towards the cost of premiums, and; (4) return of excess funds from the Health Trust.

The remaining overall net increase of \$228,215 in our general operations is spread across all departments, some of which include:

- \$100,000 in the Assessing department to hire a contracted data collector to assist the Assessor in updating all property valuations, as required to be completed by 2015
- \$29,390 in vehicle equipment for the Police Department to replace a supervisor vehicle
- \$20,000 in recreational facility improvements
- \$19,790 towards purchase of a replacement utility truck for the Fire Department
- \$14,450 in advanced EMT training for the Fire Department
- \$13,500 to complete Phase 1 of a Master Plan update
- \$10,400 to replace five (5) sets of personnel protective gear for the Fire Department

**CAPITAL PROJECTS:**

The following eight (8) individual projects make up the town's portion of the CIP budget. Combined, the dollars needed to fund these projects has decreased \$39,171 from what was allocated in our 2013 CIP; the lower overall amount being predominantly due to moving one project recommended by the CIP Committee out to a future year. In addition, the financing of a few other projects has been spread out over multiple years rather than absorbing their full cost in the 2014 budget.

- \$360,000 for road improvements, which is the annual allocation for both complete and partial reconstructions of town roadways based upon a prioritized plan submitted by the Highway Agent. The recommended budget reflects an increase of \$60,000 from last year. While several projects are being considered for 2014, final determination of which is to be done will not be made until the spring.

- \$180,000 to purchase a new Five Ton Truck for the Highway Department; funds to be used to add a vehicle to our fleet. The Town has received a grant to offset 80%, or \$144,000, of the cost of the truck under the State and Federal Salt Reduction program; leaving a balance to be raised in 2014 of \$36,000. Should the grant not be finalized, the article requesting the funding will be declared null and void.
- \$850,000 to purchase a new Quint Truck for the Fire Department. The Quint, which is a combination tanker/engine/aerial vehicle, will replace our 1980 Sparten ladder truck that was donated to the town in 2002. We have applied for a grant to offset 95% (\$807,500) of the cost of the truck under the Federal Assistance to Firefighters Grant program, with the balance of \$42,500 to come from the 2014 appropriations. Should the grant not be finalized the article requesting the funding will be declared null and void.
- \$80,000 as the first of three lease payments to purchase a new Ambulance for the Fire Department; funds to be used to replace a 2001 ambulance. The principle costs of the ambulance, \$220,000, will be paid over a three year lease. It is important to note that the lease will contain a non-appropriation clause; meaning should the second or third annual payment(s) not receive town meeting support in the applicable year, the town will be required to return the vehicle to the leasing company and forfeit any previous payments made.
- \$180,000 to complete the Windham Rail Trail; funds to be used to finish the final 2000 linear feet of the rail trail. We have received a grant to fund 75%, or \$135,000, of the cost of this project under the State Transportation Enhancement Grant program; with the balance of \$45,000 to come from the 2014 appropriations.
- \$80,000 to purchase a Loader for the Solid Waste Department to replace a 2006 JCB Loader.
- \$94,871 to purchase a new HVAC system for the Library; funds to be used to replace the building's sixteen (16) year old HVAC system. The new system will be more energy efficient and will decrease the ongoing maintenance costs associated with the present system.
- \$275,000 to construct a recreational field; funds to be used to construct a multi-use recreational field on town lot 3-B-601 (Spruce Pond Area) to accommodate such sports as soccer and lacrosse. The work will include, but not be limited to: necessary site work, field development, fencing, loaming and sodding, installation of a sprinkler system with an associated pump house and water storage tank, and an area for off-street parking. The overall cost of the project will be funded both through a bond issuance of \$180,000, payable over two years (2015 and 2016), and the use of current appropriations in 2014 of \$95,000.

**SPECIAL WARRANT ARTICLES:**

In addition to funds within the town's operating and capital budgets, the following four (4) special warrant articles requesting funding make up the balance of the town's overall budget request.

- \$30,000 - Earned Time Trust. We are 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. A similar request was not supported at the 2013 town meeting; however we feel it is imperative that the town once again start putting aside some annual funding towards this Trust to ensure that we are able to cover our liabilities, which currently exceed \$1 million, in the future. The balance in the Trust as of December 2013 is less than \$160,000.

- \$50,000 - Property Maintenance Trust. This amount is the same as appropriated in 2013. The following projects will receive funding priority in 2014: (1) continued implementation of building energy audit recommendations including replacement of the garage doors at the Community Development Department; (2) re-shingling of the Community Development building, and; (3) carpeting and floor refinishing in a few buildings.
- \$16,290 - Municipal Union Contract. This amount represents the cost to fund the 2014 costs of the tentative collective bargaining agreement between the town and our municipal employee's union. The contract is for three (3) years with the anticipated additional cost for 2015 to be \$20,340, \$20,460 for 2016, and \$5,020 for 2017 at the current staffing level. Some of the applicable provisions within the proposed agreement include: (1) wage increases of 2.0% in each of the three contract years; (2) increases in the stipends to waive health insurance coverage from \$5,600 to \$6,000 for two person plans and from \$5,600 to \$8,000 for family plans; (3) a new \$500 per year stipend for the maintenance employee required to deal with bio-hazard cleanups, and; (4) the part time Deputy Tax Collector position will receive thirty (30) hours of annual leave and two (2) holidays.
- \$74,820 - Fire Union Contract. This amount represents the cost to fund the 2014 costs of the tentative collective bargaining agreement between the town and our fire union. The contract is for six (6) years, with the anticipated additional cost for 2015 to be \$33,990, \$34,230 for 2016, and \$9,150 for 2017 at the current staffing level. Some of the applicable provisions within the contract include: (1) no wage increases for 2011-2014, increases of 2.5% beginning with the first day of the contract for 2014, and 2.0% for 2015 and 2016; (2) increases in the stipends to waive health insurance coverage from \$5,000 to \$6,000 for two person plans and from \$5,000 to \$8,000 for family plans; (3) employee's co-payment amounts will increase from 20% to 25% of premiums as of April 1, 2015 and employees will be also given the choice to select between three alternative plan options as of June 1, 2014; (4) implementation of a "hard cap" of accrued earned time of 1,200 hours, also, new employees will have a lower earned time benefit and be only allowed to accumulate up to 700 hours, and; (5) a new longevity stipend for new employees of \$2,000 for 20-24 years of service, and \$2,500 for over 25 years.
- \$195,770 - Police Union Contract. This amount represents the cost to fund the 2014 costs of the tentative collective bargaining agreement between the town and our police union. The contract is for six (6) years, with the anticipated additional cost for 2015 to be \$58,010, \$48,520 for 2016, and \$9,350 for 2017 at the current staffing level. Some of the applicable provisions within the contract include: (1) no wage increases for 2011-2014, increases of 2.5% beginning with the first day of the contract for 2014 and 2015, and 2.0% for 2016; (2) no retroactivity for step increases not paid during the past three years without a contract, however the town will pay a lump sum payment not to exceed a combined total of \$55,410 to eight employees who had step increases frozen over that time; (3) increases in the stipends to waive health insurance coverage from \$5,000 to \$6,000 for two person plans and from \$5,000 to \$8,000 for family plans; (4) employee co-payment amounts will increase as of April 1, 2014 to 25% of the premiums (currently the employees pay 20% of rates from 2010) and employees will also be given the choice to select between three alternative plan options as of June 1, 2014; (5) implementation of a "hard cap" of accrued earned time of 960 hours, also new employees will have a lower earned time benefit and be only allowed to accumulate up to 480 hours, and; (6) in years without a contract, both step increases and the employee's health insurance co-payments will continue, including any additional amounts due based on increases in premium rates.

- \$35,000 - Water Supply Study; for the purpose of completing a study to evaluate the feasibility of supplying municipal water in the areas of the Route 93-Exit 3 interchange and Route 111, including along Route 111 westerly to the area of the Village District near the Town Center. It is expected that the study will provide an estimate of water demands, identify and evaluate water sources, rank the alternative sources, develop opinions of probable costs and identify sources of funding.

**IN CONCLUSION:**

Football great Vince Lombardi once said: “Individual commitment to a group effort - that is what makes a team work, a company work, a society work, a civilization work.” It has been my good fortune as your Town Administrator to be supported by a team whose dedication is, in my opinion, unsurpassed.

I extend my sincerest gratitude to my administrative staff for their efforts over this past year. It continues to be a genuine pleasure to work daily with such a dynamic and knowledgeable group of individuals. Likewise, my thanks go to the collective of Department Heads, employees and volunteers who continue to excel in their service to the residents and the Town.

To the Board of Selectmen, I offer my gratitude for their selfless expense of time and energy toward the betterment of Windham. My appreciation, also, for their support and trust in not only my efforts, but those of the employees and volunteers as a whole.

Lastly, and most importantly, I thank the Windham residents and business owners for their ongoing interest and support. Your involvement and feedback allows us to better understand where we are excelling in our efforts and, conversely, where we might improve toward ensuring the best for our community. Therefore, we encourage you to stop by the Administrative offices with any questions, concerns, or comments.

Respectfully submitted,



David Sullivan, Town Administrator

# 2013 EMPLOYEE WAGES & BENEFITS

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2013 TOTAL GROSS PAY	2013 BENEFITS	2013 SALARY & BENEFITS	
<u>TOWN OFFICERS</u>													
Coole, Robert	Deputy Treasurer	150.00	-	-	-	-	-	-	-	150.00	11.48	161.48	
DiFruscia, Kathleen	Selectmen	-	-	-	-	-	-	-	-	-	-	-	
Hohenberger, Roger	Selectmen	-	-	-	-	-	-	-	-	-	-	-	
Letizio Jr, Al	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 T.A.-Finance	83,286.19	-	-	-	-	-	-	54.00	a	83,340.19	39,525.34	122,865.53
Cerri, Adel-Marie	Bookkeeper	22,908.52	-	-	-	-	-	-	-	-	2,898.00	25,806.52	
Davis, Kathleen	Human Resources	28,738.99	-	-	-	-	-	-	200.23	h	28,939.22	3,660.80	32,600.02
Devlin, Wendi	Admin Assistant	48,811.10	-	1,791.30	-	-	-	-	2,241.42	ad	52,843.82	31,101.67	83,945.49
Sullivan, David	Town Administrator	101,735.37	-	-	-	-	-	-	26,105.84	abeg	127,841.21	23,367.45	151,208.66
<u>INFORMATION TECH</u>													
DeLong, Eric	Info Tech Director	83,286.19	-	-	-	-	-	-	124.20	a	83,410.39	40,691.42	124,101.81
<u>TOWN CLERK</u>													
Bottai, Nicole	Town Clerk	85,592.98	-	-	-	-	-	-	-	-	6,547.87	92,140.85	
Charland, Nancy	Deputy Town Clerk	44,509.77	-	-	-	-	-	-	2.76	a	44,512.53	25,919.41	70,431.94
Dillon, Maria	Asst Town Clerk	40,375.14	-	-	-	-	-	-	-	-	14,198.90	54,574.04	
<u>TAX COLLECTOR</u>													
Bergeron, Rita	Deputy Tax Collector	28,538.96	-	-	-	-	-	-	-	-	3,609.80	32,148.76	
Robertson, Ruth	Tax Collector	62,133.85	-	-	-	-	-	-	183.36	ag	62,317.21	18,694.44	81,011.65
<u>MAINTENANCE</u>													
Barlow, Allan*	Maint. Director	541.46	-	-	-	-	-	-	25,715.28	e	26,256.74	4,004.14	30,260.88
Galle, Jeffrey	Maint. Foreman	39,864.76	-	667.67	-	-	-	-	400.00	c	40,932.43	21,737.97	62,670.40
Garabedian, Joanne	Custodian	37,828.81	-	150.41	-	-	-	-	400.00	c	38,379.22	15,851.30	54,230.52
Lorentzen, Wendy	Custodian	38,437.91	-	1,468.93	-	-	-	-	400.00	c	40,306.84	27,521.68	67,828.52
Montgomery, Bruce	Custodian	38,437.80	-	1,870.44	-	-	-	-	400.00	c	40,708.24	16,229.03	56,937.27
<u>ELECTIONS</u>													
Griffin, Peter	Moderator	150.00	-	-	-	-	-	-	-	-	11.48	161.48	
Mashimo, Eileen	Supervisor	300.00	-	-	-	-	-	-	-	-	22.95	322.95	
Russo, Charles	Supervisor	300.00	-	-	-	-	-	-	-	-	22.95	322.95	
Skinner, Robert	Supervisor	300.00	-	-	-	-	-	-	-	-	22.95	322.95	
<u>ASSESSING</u>													
Norman, Rex	Assessor	83,286.11	-	-	-	-	-	-	232.20	(a)	83,518.31	39,522.53	123,040.84
Zins, Jennifer	Admin Asst	39,326.11	-	-	-	-	-	-	2,352.57	(d)	41,678.68	31,689.47	73,368.15

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNV PAY	OT/HOLI RECALC	OTHER	2013 TOTAL GROSS PAY	2013 BENEFITS	2013 SALARY & BENEFITS	
<u>POLICE</u>													
Antista, Jeffrey	Patrolman	22,340.81	270.72	2,534.58	1,780.79	3,672.86	-	27.76	-	30,627.52	19,100.91	49,728.43	
Bliss, Bryan	Sergeant	56,824.64	1,294.60	27,194.79	4,596.46	24,545.16	2,855.58	2,324.00	767.28	ac	120,402.51	57,975.81	178,378.32
Caron, Michael	Captain	82,952.29	-	-	-	270.00	-	-	27,013.21	ace	110,235.50	43,679.18	153,914.68
Clark, Daniel	Sergeant	57,111.60	885.50	20,342.39	3,953.88	8,731.53	2,855.58	1,594.66	766.32	ac	96,241.46	53,654.60	149,896.06
Comeau, David	Special Officer	228.12	-	133.67	-	30,312.37	-	-	-	-	30,674.16	2,346.53	33,020.69
Cryts, Laura	Secretary	41,384.38	-	29.20	-	-	-	-	-	-	41,413.58	28,394.18	69,807.76
Dawe, Daniel	Patrolman	41,064.40	1,703.39	14,161.34	3,158.80	9,432.06	-	718.45	375.00	c	70,613.44	27,610.95	98,224.39
Dzierlatka, Jason	Patrolman	55,034.25	1,134.04	25,321.08	3,810.06	24,070.91	1,375.86	1,328.56	421.66	ac	112,496.42	59,007.46	171,503.88
Eddy, Nicholas	Patrolman	55,986.72	985.88	32,101.35	4,110.63	19,352.38	1,375.86	1,746.54	906.50	ac	116,565.86	39,943.09	156,508.95
Fedele, Edward	Captain	71,509.91	10.23	23.23	247.84	16,518.21	-	-	870.00	acg	89,179.42	47,248.89	136,428.31
Flynn, Jessica	Sergeant	56,598.36	730.65	16,143.20	4,353.25	6,483.52	2,855.58	1,304.82	763.44	ac	89,232.82	32,376.94	121,609.76
Foley, Wendy*	Sergeant*	4,086.90	-	-	-	-	-	-	24,812.43	ae	28,899.33	19,781.87	48,681.20
Iworsky, Gregory	Patrolman	55,034.24	422.80	17,978.78	4,021.73	5,576.19	-	169.02	763.44	ac	83,966.20	31,012.43	114,978.63
Kinyanjui, Allison	Patrolman	41,064.41	961.26	14,421.94	3,158.80	2,354.32	-	411.54	750.00	c	63,122.27	45,734.11	108,856.38
Landry, Brian	Patrolman	6,100.82	-	-	-	-	-	-	25.20	a	6,126.02	32,775.58	38,901.60
Lawton, Karen	Records Clerk	14,783.35	-	-	-	-	-	-	-	-	14,783.35	1,870.23	16,653.58
Lewis, Gerald	Chief	91,838.85	-	-	-	-	-	-	1,008.00	ac	92,846.85	43,997.84	136,844.69
Mirisola, Shane	Patrolman	41,077.05	813.16	14,148.08	2,527.04	9,594.91	1,026.62	782.70	3,471.21	bc	73,440.77	18,266.68	91,707.45
Moore, Theresa	Patrolman	37,919.45	322.81	4,698.57	2,963.38	3,889.45	1,375.88	242.40	4,596.01	acd	56,007.95	43,516.84	99,524.79
Newell, Heather	Prosecutor	72,335.59	-	-	-	-	-	-	30.72	a	72,366.31	21,971.33	94,337.64
O'Loughlin, Philip	Patrolman	45,628.46	868.27	22,544.25	3,158.89	17,785.23	1,140.71	1,171.31	755.40	ac	93,052.52	54,075.07	147,127.59
Record, Glenn	Special Officer	39.39	-	76.38	-	28,392.07	-	-	726.97	h	29,234.81	2,236.46	31,471.27
Smith, Bryan	Sergeant	57,111.65	841.27	18,307.59	3,734.22	16,721.65	2,855.58	1,429.49	3,423.44	ach	104,424.89	44,794.48	149,219.37
Van Hirtum, Chris	Patrolman	43,342.24	1,126.51	11,406.55	3,351.62	3,597.21	-	417.67	752.88	ac	63,994.68	46,395.44	110,390.12
Yameen, George	Patrolman	25,180.13	222.91	1,396.31	2,894.27	774.03	-	22.83	20,715.00	bcd	51,205.48	10,113.12	61,318.60
<u>DISPATCHING</u>													
Bodenrader, Brian	PT Dispatcher	19,396.35	905.97	-	-	-	-	-	-	-	20,302.32	1,553.17	21,855.49
Gallant, Jason	Dispatcher	44,609.12	529.14	5,195.49	3,088.33	-	2,230.45	512.45	401.92	ac	56,566.90	32,525.73	89,092.63
Gauthier, Jesse	Dispatcher	34,635.75	706.51	6,529.22	2,115.36	-	-	177.48	400.00	c	44,564.32	17,248.53	61,812.85
Lelievre, Kathleen	Dispatcher	43,949.87	486.21	3,740.00	3,380.79	-	-	78.78	405.16	ac	52,040.81	37,158.92	89,199.73
McGuire, Patricia	Dispatcher	34,633.89	1,307.62	4,126.29	2,773.96	-	-	262.62	200.00	c	43,304.38	14,407.76	57,712.14
<u>FIRE DEPARTMENT/EM</u>													
Brown, James	Lieutenant	59,351.26	-	20,330.69	2,717.59	326.11	1,068.32	716.11	1,550.48	acf	86,060.56	44,494.73	130,555.29
Brown, William	Callfirefighter	5,761.20	-	-	-	188.12	-	-	-	-	5,949.32	455.15	6,404.47
Campbell, Gordon	Firefighter	52,379.80	-	21,010.00	2,357.60	9,676.82	3,350.96	2,103.12	680.36	ac	91,558.66	49,369.79	140,928.45
Curran, Joseph	Callfirefighter	2,188.59	-	-	-	-	-	-	-	-	2,188.59	167.39	2,355.98
Decker, Lisa	Callfirefighter	1,970.58	-	-	-	-	-	-	-	-	1,970.58	150.78	2,121.36
Delaney, Scott	Lieutenant	59,351.31	-	18,221.19	2,717.59	468.78	4,392.00	1,674.33	934.20	acf	87,759.40	51,558.56	139,317.96
Demarco, Ralph	Firefighter	52,394.00	-	13,790.92	2,397.40	359.61	5,445.31	1,732.11	680.36	ac	76,799.71	49,158.44	125,958.15
Doherty, Daniel	Firefighter	44,475.06	-	4,976.76	2,036.43	719.27	4,191.82	723.11	6,896.00	bc	64,018.45	17,953.76	81,972.21
Dubowik, Danielle	Firefighter	52,358.80	-	6,329.08	2,397.40	-	2,408.50	401.42	656.72	ac	64,551.92	26,502.02	91,053.94
Dunn, Timothy	Lieutenant	59,351.35	-	22,307.71	2,717.59	-	3,086.27	1,301.31	6,205.44	abc	94,969.67	26,611.43	121,581.10
Fisher, Paul	Firefighter	49,793.61	-	8,217.02	2,397.40	1,586.82	5,864.18	1,374.12	9,879.03	abcd	79,112.18	19,800.74	98,912.92
Hildebrandt, Eric	Firefighter	52,358.80	-	11,947.94	2,828.92	2,277.72	5,654.75	1,842.52	736.88	acg	77,647.53	49,685.60	127,333.13
Horaj, Mary Ann	EM Secretary	389.34	-	-	-	-	-	-	-	-	389.34	29.77	419.11

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2013 TOTAL GROSS PAY	2013 BENEFITS	2013 SALARY & BENEFITS	
<u>FIRE DEPARTMENT/EM</u>													
Kurgan, Gary	Firefighter	52,358.80	-	10,527.47	2,397.40	287.68	3,350.96	827.19	669.80	ac	70,419.30	45,145.30	115,564.60
Lundergan, Charles	Firefighter	52,358.79	-	13,656.08	2,397.40	215.76	2,408.50	748.38	656.72	ac	72,441.63	28,614.10	101,055.73
Martineau, William	Deputy Fire Chief	67,078.67	-	-	-	-	-	-	7,608.36	ab	74,687.03	20,859.99	95,547.02
McPherson, Tom	Fire Chief	91,838.84	-	-	-	-	-	-	51,390.27	ae	143,229.11	63,767.63	206,996.74
Merrill, William	Firefighter	52,358.80	-	8,711.45	2,157.66	107.88	3,036.81	632.49	680.36	ac	67,685.45	42,073.31	109,758.76
Misuraca, Charlotte	Secretary	41,384.35	-	-	-	-	-	-	5,604.00	b	46,988.35	8,731.78	55,720.13
Moltenbrey, Jay	Lieutenant	58,821.39	-	22,103.86	3,098.05	509.54	6,409.94	2,885.14	934.20	acf	94,762.12	54,302.83	149,064.95
Morgan, Edward	Assistant Fire Chief	79,656.46	-	-	-	-	-	-	11,472.35	abd	91,128.81	24,544.34	115,673.15
Nault, Diana	Firefighter	52,358.80	-	10,653.36	2,733.03	341.63	3,874.55	1,015.87	680.36	ac	71,657.60	39,952.91	111,610.51
Norton, David	Callfirefighter	30.14	-	-	-	-	-	-	-	-	30.14	2.31	32.45
Richards, Kimberly	Callfirefighter	1,973.57	-	-	-	-	-	-	-	-	1,973.57	150.99	2,124.56
Robertson, Patrick	Firefighter	52,358.80	-	17,638.70	2,437.19	179.80	2,722.66	1,045.82	5,650.40	abc	82,033.37	21,465.63	103,499.00
Savard, Scott	Firefighter	52,394.02	-	5,762.70	2,397.40	1,200.23	4,817.01	861.19	663.20	ac	68,095.75	47,177.83	115,273.58
Sliver, Jason	Firefighter	44,454.97	-	2,370.72	2,036.43	451.30	5,495.94	604.58	5,642.00	bc	61,055.94	16,960.80	78,016.74
Specian, Michael	Firefighter	52,358.79	-	27,330.13	2,733.03	4,113.25	3,769.83	2,391.74	680.36	ac	93,377.13	54,057.55	147,434.68
Taylor, Robert	Firefighter	52,358.80	-	11,714.20	2,876.87	593.35	1,884.92	546.64	669.80	ac	70,644.58	47,550.29	118,194.87
Zins, Scott	Firefighter Mechanic	53,358.72	-	25,341.67	2,443.19	109.94	5,549.30	2,517.07	671.60	ac	89,991.49	53,079.45	143,070.94
<u>COMMUNITY DEV</u>													
Accaputo, Laura	Minute Taker	900.00	-	-	-	-	-	-	-	-	900.00	68.85	968.85
Ferrisi-Guttman, Lisa	Intern	790.25	-	-	-	-	-	-	-	-	790.25	60.47	850.72
King, Colleen	ZBA/CC Secretary	15,377.19	-	35.44	-	-	-	-	-	-	15,412.63	1,179.12	16,591.75
Kolodziej, Mimi	Admn Asst to PB	17,874.19	-	-	-	-	-	-	-	-	17,874.19	2,261.13	20,135.32
Kovolyan, Patricia	Comm Dev Dpt Sec	18,874.88	-	-	-	-	-	-	-	-	18,874.88	2,387.66	21,262.54
McGuire, Michael	Bldg Inspector	68,750.50	-	313.55	-	-	-	-	149.64	a	69,213.69	33,543.63	102,757.32
Pinette, Catherine*	Minute Taker	4,472.58	-	-	-	-	-	-	-	-	4,472.58	342.15	4,814.73
Prendergast, Nancy	Zoning/Code Enf Offcr	31,954.19	-	-	-	-	-	-	-	-	31,954.19	2,444.49	34,398.68
Scott, Laura	Dir Community Dev	84,973.98	-	-	-	-	-	-	38.88	a	85,012.86	23,939.19	108,952.05
Wood, Elizabeth	Community Planner	59,644.63	-	268.85	-	-	-	-	10.56	a	59,924.04	20,381.42	80,305.46
<u>SOLID WASTE</u>													
Dobson, Robert	Operator 2	49,353.36	-	450.55	1,329.06	-	-	-	455.44	ac	51,588.41	27,210.57	78,798.98
Holm, Wayne	Laborer	23,772.87	-	-	-	-	-	-	-	-	23,772.87	1,818.76	25,591.63
Parsons, Ralph*	Operator 2	4,790.63	-	-	743.86	-	-	-	22,787.60	acd	28,322.09	9,278.23	37,600.32
Poulson, David	Transfer Stat. Manager	83,286.26	-	-	-	-	-	-	6,077.80	abc	89,364.06	11,817.50	101,181.56
Senibaldi, Dennis	Supervisor/Driver	54,661.03	-	-	1,252.95	-	-	-	418.00	ac	56,331.98	34,529.88	90,861.86
Tarmey, Brian	Truck Driver	46,727.15	-	200.31	1,252.14	-	-	-	407.20	ac	48,586.80	30,034.68	78,621.48
<u>ROADS</u>													
Beauchesne, Ron	Temporary Laborer	1,231.10	-	-	-	-	-	-	-	-	1,231.10	94.19	1,325.29
Finch, Aaron	Temporary Laborer	5,211.28	-	-	-	-	-	-	-	-	5,211.28	398.67	5,609.95
Gagne, Brian	Temporary Laborer	4,861.78	-	-	-	-	-	-	-	-	4,861.78	371.97	5,233.75
Hindes, Steven	Highway Laborer	44,509.79	-	8,981.44	-	-	-	-	402.76	ac	53,893.99	27,400.22	81,294.21
McCartney, John	Highway Agent	88,065.45	-	-	-	-	-	-	23,562.93	acegh	111,628.38	37,576.10	149,204.48
Spaziano, James	Highway Laborer	20,317.17	-	241.56	-	-	-	-	400.00	c	20,958.73	2,651.28	23,610.01
Stogryn, William	Temporary Laborer	886.80	-	-	-	-	-	-	-	-	886.80	67.86	954.66

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFF	OT	HOLIDAY	** CONTR SVCS	INCNTV PAY	OT/HOLI RECALC	OTHER	2013 TOTAL GROSS PAY	2013 BENEFITS	2013 SALARY & BENEFITS
<u>ANIMAL CONTROL</u>												
Seifert, Alfred	AC Officer	12,317.85	-	-	-	-	-	-	-	12,317.85	942.33	13,260.18
Lutz, Paul	Deputy AC Officer	-	-	-	-	-	-	-	-	-	-	-
<u>RECREATION</u>												
Boormeester, Kristina	Park Ranger	1,824.93	-	-	-	-	-	-	-	1,824.93	139.62	1,964.55
Brown, Robert	Beach Staff	1,904.23	-	-	-	-	-	-	-	1,904.23	145.69	2,049.92
Cordova, Jamie	Beach Staff	3,586.09	-	-	-	-	-	-	-	3,586.09	274.34	3,860.43
Dibona, Kristyna	Beach Staff	1,732.01	-	-	-	-	-	-	-	1,732.01	132.49	1,864.50
Gallo, Erica	Beach Staff	4,240.70	-	-	-	-	-	-	-	4,240.70	324.42	4,565.12
Goldsmith, Samantha	Beach Staff	3,204.62	-	-	-	-	-	-	-	3,204.62	245.14	3,449.76
Haas, Cheryl	Recreation Coord	53,701.34	-	-	-	-	-	-	13.20	53,714.54	19,720.63	73,435.17
Lutz, Paul	Park Ranger	2,654.94	-	-	-	-	-	-	-	2,654.94	203.11	2,858.05
Michal, Brian	Beach Staff	3,956.87	-	-	-	-	-	-	-	3,956.87	302.71	4,259.58
Moser, Kristin	Beach Staff	3,294.87	-	-	-	-	-	-	-	3,294.87	252.06	3,546.93
Stearns, Gena	Beach Staff	3,240.74	-	-	-	-	-	-	-	3,240.74	247.93	3,488.67
Terry, Rebekah	Beach Staff	1,584.40	-	-	-	-	-	-	-	1,584.40	121.21	1,705.61
<u>LIBRARY</u>												
Brikiatis, Sylvie	Youth Svcs Specialist	34,650.20	-	-	-	-	-	-	-	34,650.20	4,383.31	39,033.51
Day, Jena	Library Admin Asst	44,195.96	-	-	-	-	-	-	7.92	44,203.88	18,648.32	62,852.20
Duve, Cathy	Library Assistant	15,210.76	-	-	-	-	-	-	-	15,210.76	1,163.62	16,374.38
Freeston, Lois	Co-Asst Director	59,192.05	-	-	-	-	-	-	259.08	59,451.13	28,565.17	88,016.30
Frey, Karen	Children's Librarian	20,511.18	-	-	-	-	-	-	-	20,511.18	1,569.02	22,080.20
Heidenblad, Carl	Library Director	83,286.14	-	-	-	-	-	-	356.40	83,642.54	22,875.58	106,518.12
Kalenderian, Melissa	Library Assistant	5,667.51	-	-	-	-	-	-	-	5,667.51	433.60	6,101.11
Kingsley, Maureen	Library Assistant	15,124.53	-	-	-	-	-	-	-	15,124.53	1,157.00	16,281.53
Marietta, Terrie	Circulation Coord	46,397.63	-	-	-	-	-	-	73.76	46,471.39	17,319.50	63,790.89
Mayr, Diane	Co-Asst Director	51,793.06	-	-	-	-	-	-	71.28	51,864.34	17,942.77	69,807.11
McCue, Angela	Lead Children's Librarian	52,290.78	-	-	-	-	-	-	16.56	52,307.34	18,321.24	70,628.58
Miloro, Michael	Library Assistant	12,017.10	-	-	-	-	-	-	-	12,017.10	919.28	12,936.38
Montgomery, Laura	Library Assistant	15,071.72	-	-	-	-	-	-	-	15,071.72	1,152.95	16,224.67
Nagle, Barbara	Library Assistant	25,948.51	-	-	-	-	-	-	-	25,948.51	1,985.04	27,933.55
Rittenhouse, Elaine	Tech Services Librarian	53,701.36	-	-	-	-	-	-	167.64	53,869.00	18,742.96	72,611.96
Shea, Carolyn	Tech Services Librarian	53,701.35	-	-	-	-	-	-	271.92	53,973.27	19,341.12	73,314.39
Williams, Sarah	Library Assistant	13,882.42	-	-	-	-	-	-	-	13,882.42	1,062.03	14,944.45
<u>SEARLES SCHOOL&amp;CHAPEL</u>												
Markham, Donna	Function Coordinator	8,436.31	-	-	-	-	-	-	-	8,436.31	645.43	9,081.74
<u>VAN DRIVERS</u>												
Righini, Alfred	Driver	792.46	-	-	-	-	-	-	-	792.46	60.61	853.07
Root, Dennis	Driver	333.25	-	-	-	-	-	-	-	333.25	25.48	358.73
<u>CABLE</u>												
Yucupicio, Kelly	Cable Coordinator	49,138.96	-	1,426.34	-	-	-	-	0.72	50,566.02	26,814.93	77,380.95
		5,004,993.31	16,529.45	563,362.72	118,033.68	255,787.67	98,730.23	40,667.34	331,775.59	6,429,879.99	2,698,269.05	9,128,149.04

### FOOTNOTES:

\* *Individual who left employment with Town during 2013*

\*\* *Wages reflected in the Contracted Services column are fully reimbursed through payments received from outside vendors requesting these services*

(a) *refers to non-cash payment representing employees factored portion of their life insurance policy over \$50,000*

(b) *refers to payment for waiver of health insurance benefits*

(c) *refers to taxable portion of clothing allowance*

(d) *refers to disability pay from insurance company*

(e) *refers to payout of accumulated earned time*

(f) *refers to longevity pay*

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

(h) *refers to payment for taxable stipend*

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

# SCHEDULE OF TOWN PROPERTY

Property Location	GIS ID	Acres	^Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
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	4.3	44,000				<i>Rec - Rockingham Trail</i>
Londonderry Road	1-C-2495	12	54,000				<i>Rec - Rockingham Trail</i>
Nashua Road	1-C-2500	163.5	730,000				<i>Cons - Fosters Pond</i>
Nashua Road	1-C-2500A	25.2	342,000	2,500			<i>Rec - Nashua Rd Field</i>
Beacon Hill Road	2-A-250	2.5	43,000				<i>Rec - Rockingham Trail</i>
Frost Road	2-A-1325	1.5	172,000		✓		
Beacon Hill Road	2-B-495	4.6	44,000				<i>Rec - Rockingham Trail</i>
Depot Road, 6	3-A-955	0.34	261,000				<i>Depot</i>
Quail Run Road	3-A-1000	12	195,000				
Rockingham Road	3-B-290A	8	10,000			✓	<i>Conservation</i>
Flat Rock Road, 35	3-B-355	8	120,000		✓		
Rockingham Road	3-B-375	10.78	38,000				
Rockingham Road, 179	3-B-601	22.86	195,000			✓	<i>Rec - Spruce Pond Facility</i>
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	43,000				<i>Conservation</i>
Depot Road, 8	3-B-998	0.3	129,000	130,000			<i>Depot</i>
Partridge Road	3-B-1001	3.3	190,000			✓	<i>Conservation</i>
Rockingham Road	3-B-1600	3.7	10,000			✓	<i>Conservation</i>
Londonderry Road, 43	5-A-200A	9.77	48,000			✓	<i>Conservation</i>
Londonderry Road	6-A-1000	8.2	47,000			✓	<i>Conservation</i>
Kent Street	6-A-1300	5.8	11,000				
Pine Hill Road	6-C-200	13	48,000			✓	
Gov. Dinsmore Road, 84	7-A-500	1.6	183,000			✓	
Mockingbird Hill Road	7-A-501	0.01	11,000				<i>Cemetery - Parker Fam.</i>
Governor Dinsmore Road	7-A-625	3.1	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	0.6	8,000		✓		
Coburn Road, 2	8-B-530	1.88	87,000			✓	<i>Conservation</i>
Rockingham Road, 98	8-B-850	4	161,000		✓		
Rockingham Road, 92	8-B-900	3.3	159,000		✓		
Rockingham Road	8-B-1860	0.46	24,000		✓		
Rockingham Road	8-B-3001	332.2	2,114,000				<i>Cons - Town Forest</i>
Rockingham Road	8-B-4000	4.7	10,000				<i>Cons - Town Forest</i>
Rockingham Road	8-B-4100	11	67,000		✓		<i>Cons - Town Forest</i>
Rockingham Road	8-B-4300	14	47,000		✓		<i>Cons - Town Forest</i>
Rockingham Road, 176	8-B-4401	1	34,000				
Rockingham Road	8-B-5000	8	40,000				<i>Cons - Town Forest</i>
Rockingham Road	8-B-6150	17	75,000				<i>Cons - Town Forest</i>
Rockingham Road	8-B-6301	0.88	48,000				
Searles Road	8-C-300	77.82	2,100				<i>Conservation</i>
Kendall Pond Road	9-A-652	0.05	9,000		✓		
Kendall Pond Road	9-A-655	0.69	190,000				<i>Rec - Railroad Bed</i>
Kendall Pond Road	9-A-770	4.8	44,000				<i>Rec - Railroad Bed</i>
Kendall Pond Road, 69	9-A-1600	11	45,000			✓	
Kendall Pond Road, 67	9-A-1604	1.51	9,000			✓	<i>Conservation</i>
Kendall Pond Road	9-A-1750	2.2	43,000				<i>Rec - Railroad Bed</i>
Ledge Road, 2	11-A-201	12.15	608,000	2,116,000			<i>Transfer Stn/Highway</i>
Haverhill Road	11-A-298	0.12	12,000			✓	
Haverhill Road	11-A-299	0.39	13,000				<i>Transfer Station</i>
North Lowell Road, 3	11-A-590	3	458,000	3,940,000			<i>Town Hall Complex</i>
Eastwood Road	11-A-634A	0.18	7,000		✓		
Indian Rock Road	11-C-350	4.35	32,000			✓	

## SCHEDULE OF TOWN PROPERTY

Property Location	GIS ID	Acres	^Assessed Land Value	*Appraised Bldg Value	Tax Deed	Gift	Description
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	1.5	10,000			✓	
North Lowell Road	11-C-3400	0.81	8,000			✓	
Pine Hill Road	11-C-3600	5.7	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	31.7	315,000				Conservation
Haverhill Road	14-A-230	3.9	11,000			✓	
Haverhill Road, 200	14-A-850A	1.8	153,000		✓		
Londonbridge Road	14-B-14A	3.8	18,000			✓	
Haverhill Road	14-B-2101	0.05	5,000			✓	
Atlantic Road	14-B-2350	10	28,000		✓		
Londonbridge Road	14-B-2500	1	10,000			✓	Cons - Gage Lands
Gaumont Road	16-C-5	0.3	38,000		✓		
Ash Street	16-F-8A	0.04	32,000		✓		
Indian Rock Road	16-L-50	1	128,000		✓		
Fellows Road	16-L-100	52.4	3,527,000	9,096,000			Fellows Rd. Complex
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		✓		
Fourth Street, 10	16-P-1010	0.14	21,000		✓		
Armstrong Road	17-I-49	1.4	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	2.4	44,000		✓		
Haverhill Road	20-D-1000	20	181,000				Water Supply
Haverhill Road	20-D-1300	7	39,000		✓		
Haverhill Road	20-D-1300A	1	9,000		✓		
Londonbridge Road	20-D-1550	14.5	1,400			✓	
Londonbridge Road	20-D-1600	110.74	515,000			✓	Cons - Gage Lands
Londonbridge Road	20-D-1800	20	115,000			✓	Cons - Gage Lands
Londonbridge Road	20-D-2000	10	45,000			✓	Cons - Gage Lands
Londonbridge Road, 16	20-D-2500	4.1	205,000		✓		
Bear Hill Road	20-E-350	10	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	3.3	180,000				Cemetery - Hill
Cobbetts Pond Road	21-U-100	6.3	225,000	5,000			Cemetery - Plains
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	6.4	113,000			✓	Conservation
Cobbetts Pond Road	21-W-6	8.15	235,000	2,500			Cemetery - New Plains
West Shore Road	22-L-75	0.1	48,000			✓	Conservation
West Shore Road	22-L-77	0.1	48,000			✓	Conservation
Settlers Ridge Rd	22-R-100A	0.51	2,000				

## SCHEDULE OF TOWN PROPERTY

Property Location	GIS ID	Acres	<sup>^</sup> Assessed Land Value	<sup>*</sup> Appraised Bldg Value	Tax Deed	Gift	Description
Spear Hill Road	22-R-250	0.7	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	3.7	10,000		✓		
Rock Pond Road	24-A-650	1.5	9,000		✓		
Rock Pond Road	24-D-600	5.6	10,000		✓		
Moeckel Road	24-D-701	1.2	9,000		✓		
Rock Pond Road	24-E-100	5	10,000		✓		
Rock Pond Road	24-E-5000	13	11,000			✓	Conservation
Timberlane Road	24-F-500	10	182,000			✓	Conservation
Castle Hill Road	24-F-501	17.6	55,000				Conservation
Castle Hill Road	24-F-800	20	57,000			✓	Conservation
Castle Hill Road	24-F-900	28	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	429,000			✓	Conservation
Range Road, 247	24-G-101	13	11,000		✓		
Moeckel Road	25-C-251	40	24,000				Conservation
Moeckel Road	25-C-253	0.93	9,000				Conservation
Moeckel Road/Pond - Island	25-C-255	1.2	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	0.3	29,000			✓	Conservation
Emerson Road	25-G-152	0.3	21,000		✓		
Osgood Street, 20	25-R-103	79.5	10,700				
Marblehead Road, 39	25-R-300	22	230,000				Old Landfill
Marblehead Road	25-R-500	0.23	6,000			✓	
Brookdale Road	25-R-6000A	5	10,000		✓		
Spear Hill Road	25-R-6500	70	428,000				Cons - SE Lands
Bayberry Road	25-R-7010	17	259,000		✓		Conservation
Spear Hill Road	25-R-7025	10	44,000				Cons - SE Lands
Bayberry Road	25-R-8000	19.9	156,000				Cons - SE Lands
		<b>1777.15</b>	<b>21,242,200</b>				

<sup>^</sup> As established by the Town Assessor

<sup>\*</sup> As determined by the Town's insurance provider.

<sup>~</sup> Portions are currently being utilized for recreational purposes for Rogers Memorial Field and Wonderland Playground.

# 2014-21 CAPITAL IMPROVEMENTS PLAN

## I. INTRODUCTION

New Hampshire Revised Statutes delegate to the Planning Board the responsibility for preparing a Master Plan to guide the development of the municipality. The Windham Planning Board adopted a Master Plan in 1985 and, has since, updated the plan every five years. The update for the 2005 Master Plan was completed during the first half of calendar year 2005. During the last year the Windham Planning Board completed a Benchmark Review of the 2005 Master Plan. No alterations were made to the 2005 Master Plan report. A Capital Improvement Program (CIP) is the financial counterpart to a Master Plan. The CIP is a financial master plan for charting a municipality's capital needs over a specified time frame. The programming of capital expenditures into a rational planning and budgeting process is an important management tool for the allocation of tax revenue.

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

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

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

- One Selectman appointed by the chairman of the Board of Selectmen whose term shall be one year.
- One School board member appointed by the chairman of the School Board whose term shall be one year.
- Two members of the Planning Board appointed by the chairman of the Planning Board whose term shall be one year.
- Three members of the general public appointed by the chairman of the Planning Board whose terms shall be three years, limited to a six-year tenure.

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

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

**JUNE:** Appoint new members and organize for the coming year.

**JULY:** Request written capital project proposals from town departments and School Board.

**AUGUST/SEPT:** Meet with all departments and committees to discuss their capital needs.

**SEPTEMBER:** Meet to review submitted capital projects and develop the plan.

**OCTOBER/NOV:** Conduct a workshop with the Planning Board followed by final presentation to the Planning Board and hold a public hearing.

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

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

For the purpose of this document, a capital improvement is defined as a major expenditure (usually non-recurring) for public facilities costing more than \$40,000. In previous years the minimum amount for a capital request was \$50,000. The amount was reduced last year.

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

- Land acquisition for public purpose
- New buildings or additions
- Vehicles and other machinery with a useful life of greater than five years
- Major building or facility renovations with a useful life of greater than ten years
- Road renovations resulting in long-term improvement in road capacity or conditions
- Special studies such as assessments or a Master Plan
- Studies or architectural plans costing more than \$40,000 for the above capital improvements

A Capital Improvements Program offers many advantages:

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

The CIP Annual Process:

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

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

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

**II. BACKGROUND: CIP 2013 PLAN**

*A. Method of Classification and Prioritization of Capital Projects*

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

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

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

*B. Year 2014 Available Capital Improvement Funds*

The CIP Sub-Committee used the official tax valuation less utilities figure for 2013 to determine the proposed CIP funding for the subsequent years in its plan. This official tax valuation is determined by the Windham Tax Assessor and approved by the New Hampshire Department of Revenue Administration. For year 2013 the town valuation figure was set at \$2,050,306,410.

To compute the available CIP funds for year 2014, the sub-committee used the actual 2013 valuation and applied a 0.5% increase to reach \$2,060,557,942 as an estimated tax valuation figure. For FY 2014-2021 planning, the sub- committee estimated available CIP funds using a range of increases each year to determine the valuation figures for the subsequent 2015 – 2021 years.

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

The CIP Sub-Committee has adopted a CIP rate of \$0.75 per thousand to fund the non-high school capital projects. It is required that the first year of the CIP plan be balanced to zero (2014 in this plan).

# 2014-21 CAPITAL IMPROVEMENTS PLAN

## III. CIP FY 2014 PLAN

### FUNDING AMOUNTS

2013 Actual Town Tax Valuation Less Utilities	\$2,050,306,410
2014 Estimated Town Tax Valuation less Utilities with 0.5% estimated growth	\$2,060,557,942
 CIP funding at \$0.75 per thousand of 2014 Estimate	 \$ 1,545,418
 Other CIP Contributions:	
Assistance to Firefighters Grant	\$807,500
State Transportation Enhancement Grant	\$135,000
State Highway Grant	\$144,000
Searles Bond	\$78,100
 TOTAL AVAILABLE CIP FUNDING FOR 2014	 \$1,164,600
 FIXED CIP OBLIGATIONS FOR 2014	 None
 REMAINING CIP FUNDS AVAILABLE FOR REQUESTED PROJECTS	 \$ 2,710,018

## IV. CIP FY 2014 – 2021 APPROPRIATIONS CHART

### CIP FY 2014 - 2021 APPROPRIATION CHART (SUMMARY)

	Notes	CRF Balances								
		2014	2015	2016	2017	2018	2019	2020	2021	
CIP Projected Availability		\$1,545,418	\$1,553,146	\$1,568,677	\$1,584,364	\$1,600,207	\$1,624,211	\$1,648,574	\$1,673,302	
Fixed CIP Obligations										
Searles Bond (2014-2021)	1		12,719	12,496	12,273	12,050	11,826	11,603	11,380	
<b>Total Fixed Obligations</b>		<b>\$0</b>	<b>\$12,719</b>	<b>\$12,496</b>	<b>\$12,273</b>	<b>\$12,050</b>	<b>\$11,826</b>	<b>\$11,603</b>	<b>\$11,380</b>	
Effective Availability Other		\$1,545,418	\$1,540,426	\$1,556,181	\$1,572,091	\$1,588,157	\$1,612,384	\$1,636,970	\$1,661,922	
Other CIP Annual Contributions		1,164,600	156,719	12,496	12,273	12,050	11,826	11,603	11,380	
<b>Net to Annual Appropriations</b>		<b>\$ -</b>	<b>\$2,710,018</b>	<b>\$1,697,146</b>	<b>\$1,568,677</b>	<b>\$1,584,364</b>	<b>\$1,600,207</b>	<b>\$1,624,211</b>	<b>\$1,648,574</b>	
<b>Annual Appropriations</b>										
HERITAGE COMMISSION		-	0	0	0	0	0	0	0	
FIRE DEPARTMENT	122	-	1,070,000	500,000	70,000	0	265,000	0	1,500,000	
HIGHWAY AGENT		-	540,000	570,000	545,000	485,000	520,000	760,000	900,000	
LIBRARY	24,875	-	175,721	0	0	0	0	0	0	
SELECTMEN		-	180,000	0	0	0	0	0	0	
SEARLES HISTORIC COMMITTEE		-	78,100	0	0	0	0	0	0	
SOLID WASTE MANAGEMENT		-	80,000	0	0	0	0	0	0	
RECREATION		-	275,000	0	0	0	0	0	0	
SCHOOL DEPARTMENT	196,884	-	311,197	0	0	0	0	0	0	
<b>Total Annual Appropriations</b>			<b>\$2,710,018</b>	<b>\$1,070,000</b>	<b>\$615,000</b>	<b>\$450,000</b>	<b>\$750,000</b>	<b>\$520,000</b>	<b>\$2,400,000</b>	
Variance			\$0	\$627,146	\$953,677	\$1,134,364	\$850,207	\$1,104,211	(\$726,698)	

# 2014-21 CAPITAL IMPROVEMENTS PLAN

## CIP FY 2014 - 2021 APPROPRIATION CHART (DETAILS)

	Notes	CRF								
		Balances	2014	2015	2016	2017	2018	2019	2020	2021
Effective Availability Other			\$1,545,418	\$1,540,426	\$1,556,181	\$1,572,091	\$1,588,157	\$1,612,384	\$1,636,970	\$1,661,922
<b>OTHER CIP ANNUAL CONTRIBUTIONS</b>										
Assistance to Firefighters Grant (Quint)	2		807,500							
State Trans. Enhancement Grant (Rail Trail)	3		135,000							
Searles Special Revenue Fund	4	4,000		12,719	12,496	12,273	12,050	11,826	11,603	11,380
State Hwy Grant (80% of cost Snow Rmvl Eq)	5		144,000							
State Hwy Grant (80% of cost Snow Rmvl Eq)	6			144,000						
Searles Bond	7		78,100							
<b>Total Other contributions</b>			\$1,164,600	\$156,719	\$12,496	\$12,273	\$12,050	\$11,826	\$11,603	\$11,380
<b>Net to Annual CIP Appropriations</b>			\$2,710,018	\$1,697,146	\$1,568,677	\$1,584,364	\$1,600,207	\$1,624,211	\$1,648,574	\$1,673,302
<b>ANNUAL APPROPRIATIONS</b>										
<b>HERITAGE COMMISSION</b>										
Continuing Windham History										
<b>Sub-Total</b>			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>FIRE DEPARTMENT</b>										
1980 Ladder 1 Replacement (Quint)	8	122	850,000							
2006 Ambulance Replacement			220,000							
1994 Engine-2 Replacement				500,000						
Mobil Data, Terminal & Software					70,000					
Ambulance Replacement							265,000			
Public Safety Substation										1,500,000
<b>Sub-Total</b>		\$122	\$1,070,000	\$500,000	\$70,000	\$0	\$265,000	\$0	\$0	\$1,500,000
<b>HIGHWAY AGENT</b>										
Road Improvements			360,000	390,000	420,000	450,000	485,000	520,000	560,000	600,000
Snow Removal Equipment - 5 Ton Truck			180,000							
Snow Removal Equipment - 5 Ton Truck				180,000						
Wood Chipper/F450 & F350 replacement					125,000					
Small Rubber Track Excavator										100,000
5 Ton Dump Truck Replacement								200,000		
5 Ton Dump Truck Replacement										200,000
<b>Sub-Total</b>		\$0	\$540,000	\$570,000	\$545,000	\$450,000	\$485,000	\$520,000	\$760,000	\$900,000
<b>LIBRARY</b>										
Replace carpet & paint interior			80,850							
Replace HVAC			94,871							
Arch. Design & Management	9	24,875								
<b>Sub-Total</b>		\$24,875	\$175,721	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SELECTMEN</b>										
Rail Trail			180,000							
<b>Sub-Total</b>			\$180,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SEARLES HISTORIC COMMITTEE</b>										
Searles School & Chapel Improvements			78,100							
<b>Sub-Total</b>		\$0	\$78,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SOLID WASTE MANAGEMENT</b>										
Wheel Loader			80,000							
<b>Sub-Total</b>			\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>RECREATION</b>										
Spruce Pond			275,000							
<b>Sub-Total</b>			\$275,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SCHOOL DEPARTMENT</b>										
Repair/Replace Septic	10	1,645								
Paving/Parking Repair	11	27,173								
Bldg Roof Repair/Replace	12	168,066								
Replace roofs at WCS and WMS			311,197							
<b>Sub-Total</b>		\$196,884	\$311,197	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL ANNUAL APPROPRIATIONS</b>			\$2,710,018	\$1,070,000	\$615,000	\$450,000	\$750,000	\$520,000	\$760,000	\$2,400,000
<b>VARIANCE</b>			\$0	\$627,146	\$953,677	\$1,134,364	\$850,207	\$1,104,211	\$888,574	(\$726,698)

## 2014-21 CAPITAL IMPROVEMENTS PLAN

OTHER ANNUAL APPROPRIATIONS									
Primary High School Bond		3,499,531	3,388,250	3,292,250	2,350,250	2,282,250	2,214,250	2,146,250	2,010,250
Secondary High School Bond		482,756	463,069	443,381	423,694	399,138	379,713	-	-
State Building Aid Received (Offset)		(953,986)	(949,486)	(830,361)	(616,596)	(596,023)	(576,590)	(477,071)	(461,956)
Total Payments		\$3,028,302	\$2,901,833	\$2,905,270	\$2,157,348	\$2,085,365	\$2,017,373	\$1,669,179	\$1,548,294
Total cost per thousand town valuation		1.47	1.40	1.39	1.02	0.98	0.93	0.76	0.69

### CIP FY 2014-2021 FOOTNOTES

- 1 Represents 7 year bond (2014 - 2021) of \$78,100 at 2.0% for Searles School & Chapel improvements.
- 2 Required 95% funding from Assistance to Firefighters Grant (AFG) through the Department of Homeland Security.
- 3 Required 75% funding from State Transportation Enhancement Grant.
- 4 Represents rental revenue from Searle's Chapel.
- 5 Required 80% funding from State of NH to purchase Snow Removal Equipment.
- 6 Required 80% funding from State of NH to purchase Snow Removal Equipment.
- 7 Anticipated Bond for Searles School & Chapel improvements.
- 8 Unexpended CIP funds from prior years.
- 9 Unexpended CIP funds from prior years.
- 10 Unexpended CIP funds from prior years.
- 11 Unexpended CIP funds from prior years.
- 12 Unexpended CIP funds from prior years.

### TAX VALUATION PROJECTION

PROPERTY VALUATION	% Increase	YEAR	PROJECTED CIP TAX RATE	\$ AVAILABLE
\$2,050,306,410		2013	\$0.75	\$1,537,730
\$2,060,557,942	0.5	2014	\$0.75	\$1,545,418
\$2,070,860,732	0.5	2015	\$0.75	\$1,553,146
\$2,091,569,339	1.0	2016	\$0.75	\$1,568,677
\$2,112,485,032	1.0	2017	\$0.75	\$1,584,364
\$2,133,609,883	1.0	2018	\$0.75	\$1,600,207
\$2,165,614,031	1.5	2019	\$0.75	\$1,624,211
\$2,198,098,242	1.5	2020	\$0.75	\$1,648,574
\$2,231,069,715	1.5	2021	\$0.75	\$1,673,302

### V: REQUESTED CAPITAL PROJECTS AND ACTION TAKEN

#### A. Heritage Commission

**Project Title:** Continuing Windham History

**Proposed by:** Carol Pynn

**Estimated Cost:** \$50,000 FY2014

**Proposal:** Continue the history of Windham in written and bound form. It has been many years since the history of Windham has been updated. The Heritage District Commission feels that because the Master Plan is being updated, it is the best time to update the Town's history in time for the celebration of Windham's 275th anniversary. The funds would be used for research and the cost of professionals to write up and correlate the information.

**CIP Recommendation:** The sub-committee found that the request was inconsistent with the purpose of the Capital Improvements Project and assigned this request a Classification of VI (Inconsistent) with no funding in the plan.

**B. Fire Department**

**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:** \$850,000 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 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. It is the department's intent to apply to the Department of Homeland Security Assistance to Firefighter's Grant. If awarded, this grant would provide for ninety five percent (95%) funding for the purchase of the vehicle, all necessary equipment and personal training costs. Should the department not receive this grant, this request would become null and void.

**CIP Recommendation:** The CIP Sub-committee assigned the request a Classification I (Urgent) with funding of \$850,000 in FY2014. However, the acquisition is contingent upon the Town receiving the 95% grant. Grant monies are shown in the plan under Other CIP Annual Contributions.

**Project Title:** 2006 Ambulance Replacement

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

**Estimated Cost:** \$220,000 Requested for 2014

**Proposal:** 2014 Replacement of Ambulance-2006 for \$220,000.00 based on Town Vehicle replacement policy

**CIP Recommendation:** The CIP Sub-Committee assigned this request a Classification of I (Urgent) 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:** \$500,000 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 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 II (Necessary) with funding of \$500,000 in FY 2015.

**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, and 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 II (Necessary) with funding in FY 2016.

**Project Title:** Ambulance Replacement

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

**Estimated Cost:** \$265,000 Requested for 2018

**Proposal:** Ambulance Replacement in FY 2018 for \$265,000 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 2018.

**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:** Public Safety Sub- Station

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

**Estimated Cost:** \$1,500,000.00 Requested year 2019

**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 2021 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:** \$360,000 in 2014, Total of \$3,785,000 for Years 2014-2021

**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 repave/reconstruct approximately 2.5 miles of roads per year. However, this is only half of what we should be addressing each year. Windham has just over 100 miles of Town maintained roads. A new road lasts 20-25 years before it needs to be repaved. Hence, we should be repaving 4 to 5 miles of roads per year.

By not keeping up with the repaving cycle, we are then forced to reconstruct additional miles of roads each year. It should be noted that the cost of reconstructing a mile of roadway is 10 times that of paving one.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding of \$360,000 in FY2014, \$390,000 in FY2015, \$420,000 in FY2016, \$450,000 in FY2017, \$485,000 in FY2018, \$520,000 in FY2019, \$560,000 in FY2020, and \$600,000 in FY2021.

**Project Title:** Snow Removal Equipment - Five Ton Truck

**Proposed by:** Jack McCartney, Highway Agent

**Estimated Cost:** \$180,000 in Year 2014

**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 reimbursement through a State Highway Grant. 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/Safety) with funding of \$180,000 in FY2014. However, the acquisition is contingent upon the Town receiving the 80% grant. Grant monies are shown in the plan under Other CIP Annual Contributions.

**Project Title:** Snow Removal Equipment - Five Ton Truck

**Proposed by:** Jack McCartney, Highway Agent

**Estimated Cost:** \$180,000 in Year 2015

**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 reimbursement through a State Highway Grant. 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 II (Necessary) with funding of \$180,000 in FY2015. However, the acquisition is contingent upon the Town receiving the 80% grant. Grant monies are shown in the plan under Other CIP Annual Contributions.

**Project Title:** Wood Chipper and F-350 and F-450 Replacements

**Proposed by:** Jack McCartney, Highway Agent

**Estimated Cost:** \$125,000 in Year 2016

**Proposal:** To purchase a wood chipper, an F-350 type and an F-450 type vehicles to replace existing equipment. These are used to do tree and brush work for normal maintenance and to deal with storm damage.

**CIP Recommendation:** The sub-committee assigned a Classification III (Desirable) with funding in FY 2016.

**Project Title:** Small Rubber 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 2021.

**Project Title:** Five Ton Truck Replacement

**Proposed by:** Jack McCartney, Highway Agent

**Estimated Cost:** \$200,000 in Year 2020

**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 good 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 2021

**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 good condition.

**CIP Recommendation:** The sub-committee assigned a Classification V (Premature) with funding in FY 2021.

#### *D. Library*

**Project Title:** Painting and Carpeting

**Proposed by:** Carl Heidenblad, Library Director

**Estimated Cost:** \$80,850 in Year 2014

**Proposal:** The carpet inside Nesmith Library is 16 years old and has not been changed since the library was constructed. The wear and tear on the carpet is not just unsightly but is also a tripping hazard especially in the high traffic areas. The Library will have to be closed for the installation of the new carpet and it would be the best time to paint the interior walls as they too are in need some repairs and a fresh coat. The cost of the carpeting including installation and the interior painting is \$80,850.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent/Safety) with funding of \$80,850 in FY2014.

**Project Title:** HVAC Repair and Replacement

**Proposed by:** Carl Heidenblad, Library Director

**Estimated Cost:** \$94,871 in Year 2014

**Proposal:** Based on recommendations of the Energy Audit, the Library has decided to replace the existing system with a Carrier Weather Series single-packaged rooftop unit (ground mounted on a pad) with a packaged VAV solution. This would include the roof top unit with Heating and Cooling and new DDC controls. The existing VAV boxes would be re-used. The present system is 16 years old (also installed during construction), is inadequate, temperamental and prone to breakdowns. The new system will decrease the cost of operations and maintenance, increase energy efficiency and provide a comfortable space for users and employees. The cost of upgrading the heating and air-conditioning systems and reconfiguring the ventilation systems is \$94,871.

**CIP Recommendation:** The sub-committee assigned a Classification II (Necessary) with funding of \$94,871 in FY2014.

#### *E. Board of Selectmen*

**Project Title:** Rail Trail Improvements

**Proposed by:** David Sullivan, Town Administrator on behalf of the Windham Board of Selectmen

**Estimated Cost:** \$180,000 in FY2014

**Proposal:** The town has received approval of a State Transportation Enhancement (TE) Grant to finish the remaining 0.6 miles of trail along the Windham Rail Trail located off Depot Road. The Town's 25% share of the grant is \$45,000, with the State contributing \$135,000 toward the project. In order for the project to move forward, the town needs to raise its \$45,000 at the 2014 Town Meeting. If funding is not raised, the grant funds will lapse and be allocated to another community's project.

This project completes the Windham Rail Trail to the Salem Town Line. The Town of Salem is a partner in the grant and will be constructing 2+ miles of trail improvements. Funding from the State through the TE Grant is limited in terms of availability and will be eliminated in 2015. Without support, the project would be at risk of not being completed.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding of \$180,000 in FY2014. However, the project is contingent upon the Town receiving the 75% grant. Grant monies are shown in the plan under Other CIP Annual Contributions.

**F. Searles Historic Committee**

**Project Title:** Searles School and Chapel Improvements

**Proposed by:** Peter Griffin and Marion Dinsmore

**Estimated Cost:** \$78,100 FY2014

**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 \$78,100, will be used for interior and exterior repairs and improvements. The seven 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 last payment, on the previous ten year bond for the West Room repairs, was made in 2013. That loan was paid for by income from Searles School and Chapel revenue, at no cost to the Town. 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 2014.

**G. Solid Waste Management**

**Project Title:** Wheel Loader

**Proposed by:** David Poulson

**Estimated Cost:** \$80,000 FY2015

**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. In addition, our loaders are used for snow removal, towing, lifting and other related tasks. Without an operational loader, the operation shuts down. The recommended replacement timeframe for a loader is approximately eight years. Our current loader is eight years old in 2014. 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.

**H. Recreation Committee**

**Project Title:** Sports Facility (Spruce Pond)

**Proposed by:** Dennis Senibaldi on behalf of the Recreation Committee

**Estimated Cost:** \$275,000 FY2014

**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 I of the Spruce Pond recreational project is the construction of a rectangular multi-use field to accommodate the needs of the Soccer and Lacrosse Organizations for their increase enrollment. Over the years, the participation in youth sports has increased significantly in Windham leading to scheduling conflicts and lack of maintenance to fields. All the permits and approvals for the project are in place and donations with an estimated value of \$250,000 to engineer, strip, prep and fill the 330' X 240' field have been secured. These donations are in addition to the funding requested and do not offset the requested funds for this project. Construction on the project is ready to begin.

**CIP Recommendation:** The CIP Sub-Committee gave this project a Classification II (Necessary) with funding in FY2014.

***I. Windham School District***

**Project Title:** Replacement of Roofs at WCS and WMS

**Proposed by:** Jerome Rekart on behalf of the Windham School Board

**Estimated Cost:** \$400,000 in FY2014

**Proposal:** To use \$400,000 to replace roofs at Windham Center School and Windham Middle School that have been identified as "poor" or worse by the District Administration. This request is aligned with the prediction of the 2011 comprehensive report of the Facilities Master Planning Committee for the Windham School District, which indicated that the roofs of Windham Center School would need replacement "within 1-2 years" (see p. 28; [http://www.windhamsd.org/schbdinfo/Masterplan-AppendixFG\\_05-16-2011.pdf](http://www.windhamsd.org/schbdinfo/Masterplan-AppendixFG_05-16-2011.pdf)) and is part of a larger, scheduled plan for replacing the aging roofs throughout the District.

**CIP Recommendation:** The sub-committee assigned a Classification I (Urgent) with funding of \$311,197 in FY2014.

Respectfully submitted on behalf of the Committee,

*Rob Gustafson*

Rob Gustafson, Chair

# STATEMENT OF APPROPRIATIONS

## General Government:

Town Officer's Salaries	\$ 3,690.00
Administration	508,160.00
Town Clerk's Expenses	239,250.00
Tax Collector's Expenses	133,310.00
Election and Registration Expenses	15,620.00
Cemeteries	41,200.00
General Government Buildings	437,820.00
Appraisal of Property	202,250.00
Information Technology	203,170.00
Town Museum	5.00
Searles Building	13,250.00
Legal Expenses	52,400.00
Retirement Service Charges	4,000.00
Insurance	218,320.00

## Public Safety:

Contracted Services	5.00
Police Department	2,423,325.00
Dispatching	398,850.00
Fire Department	2,896,430.00
Emergency Management	6,400.00
Community Development	455,780.00

## Highways, Streets and Bridges:

Town Maintenance	1,139,830.00
Street Lighting	14,940.00

## Sanitation:

Solid Waste Disposal	931,675.00
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## Health/Welfare:

Health and Human Services	31,775.00
Animal Control	20,065.00
General Assistance	57,040.00

## Culture and Recreation:

Library	994,345.00
Recreation	192,445.00
Historic Commission	3,000.00
Conservation Commission	2,350.00
Senior Center	6,050.00
Cable TV Expenses	98,080.00

## Debt Service:

Long Term Notes (Principal and Interest)	198,422.79
Interest Expense - Tax Anticipation Notes	500.00

STATEMENT OF APPROPRIATIONS

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<b>Capital Outlay/Special Articles:</b>	
Road Improvements	300,000.00
Highway 5 Ton Truck	175,000.00
Fire Breathing Apparatus Replacement	202,867.00
Information Technology Equipment	75,000.00
Police MDT Equipment	84,600.00
Use of Searles Revenue Fund	20,000.00
Searles Bond Payment from Revenue Fund	12,064.00
<b>Operating Transfers Out:</b>	
Property Maintenance Trust	50,000.00
	-----
<b>Total Appropriations:</b>	<b>\$12,863,283.79</b>

**2013 TAX RATE COMPUTATION**

<b>Total Town Appropriations</b>	<b>\$12,863,284.00</b>		
LESS: Revenues	5,558,407.00		
LESS: Shared Revenues	0.00		
ADD: Overlay	97,742.00		
ADD: War Service Credits	247,000.00		
	-----		
Net Town Appropriations	7,649,619.00		
Approved Town Tax Effort		7,649,619.00	
<b>Town Rate:</b>			<b>3.70</b>
Approved School Tax Effort		33,813,000.00	
<b>Local School Rate:</b>			<b>16.37</b>
State Education Taxes		5,006,733.00	
<b>State School Rate:</b>			<b>2.44</b>
Approved County Tax Effort		2,244,125.00	
<b>County Rate:</b>			<b>1.09</b>
		-----	
Total of Town, School, State and County		48,713,477.00	
LESS: War Service Credits		(247,000.00)	
PLUS: Village District Commitments		16,140.00	
		-----	
PROPERTY TAXES TO BE RAISED:		\$48,482,617.00	_____
<b>TOTAL TAX RATE</b>			<b>\$23.60</b>

# SUMMARY INVENTORY OF VALUATION

DESCRIPTION OF PROPERTY	2013 VALUATION
VALUE OF LAND ONLY:	
Current Use	\$ 170,800
Residential	908,507,050
Commercial/Industrial	<u>72,397,600</u>
Total of Taxable Land	\$ 981,075,450
VALUE OF BUILDINGS ONLY:	
Residential	\$ 993,373,050
Manufactured Housing	63,400
Commercial/Industrial	<u>89,603,940</u>
Total of Taxable Buildings	\$ 1,083,040,390
PUBLIC UTILITIES	<u>\$ 15,418,000</u>
VALUATION BEFORE EXEMPTIONS	\$ 2,079,533,840
IMPROVEMENTS TO ASSIST PERSONS W/DISABILITIES	<u>(524,430)</u>
MODIFIED ASSESSED VALUATION OF ALL PROPERTIES	\$ 2,079,009,410
Deaf Exemptions - 2 @ \$15K	\$ 30,000
Blind Exemptions - 4 @ \$15K	\$ 60,000
Elderly Exemptions -	
21 @ \$160K	\$ 3,265,500
14 @ \$190K	2,634,600
25 @ Full Exemption	5,722,400
Disabled Exemption - 10 @\$160K	<u>\$ 1,572,500</u>
TOTAL AMOUNT OF EXEMPTIONS	<u>(13,285,000)</u>
NET VALUATION ON WHICH TAX RATE IS COMPUTED	\$ 2,065,724,410
LESS: Public Utilities:	<u>(15,418,000)</u>
NET VALUATION ON WHICH STATE EDUCATION TAX RATE IS COMPUTED	\$ 2,050,306,410

# COMPARATIVE STATEMENT

	APPROPRIATIONS 2013 - INCLUDING 12 CARRYFWDs	RECEIPTS, REIMBS & GRANTS	TOTAL AMOUNT AVAILABLE	EXPENDITURES 2013	13 CARRYFWDs FORWARDED TO 2014	BALANCES UNEXPENDED (OVERDRAFTS)
<b><u>GENERAL GOVERNMENT</u></b>						
Town Officer's Salaries	3,690		3,690	3,230		460
Administration	524,772		524,772	495,527	4,213	25,032
Town Clerk's Expenses	239,250		239,250	227,417	13,612	(1,779)
Tax Collector's Expenses	133,310		133,310	124,024		9,286
Election and Registration	15,620		15,620	13,489		2,131
Cemetery	44,400		44,400	33,168	3,200	8,032
General Gov't Bldgs	448,615		448,615	465,748		(17,133)
Appraisal of Property	202,250		202,250	192,332		9,918
Information Technology	209,192		209,192	202,970		6,222
Town Museum	5		5	-		5
Searles Building	14,250		14,250	14,818		(568)
Legal Expenses	52,400	496	52,896	58,643		(5,747)
<b><u>PUBLIC SAFETY</u></b>						
Police Department	2,454,305	1,905	2,456,210	2,450,647	1,600	3,963
Contracted Details	5		5	-		5
Dispatching	398,850		398,850	379,870		18,980
Fire Department	2,907,380		2,907,380	2,946,577	1,600	(40,797)
Emergency Management	6,400		6,400	4,183		2,217
Community Development	457,780	1,800	459,580	431,892		27,688
<b><u>HIGHWAYS/STREETS/BRIDGES</u></b>						
Town Maintenance	1,230,207		1,230,207	992,254	91,574	146,379
Street Lights	14,940		14,940	14,826		114
<b><u>SANITATION</u></b>						
Solid Waste Disposal	931,675		931,675	882,752		48,923
<b><u>HEALTH</u></b>						
Health and Human Services	31,775		31,775	23,120		8,655
Animal Control	20,065		20,065	16,400		3,665
<b><u>WELFARE</u></b>						
General Assistance	57,040	3,260	60,300	53,346		6,954
<b><u>CULTURE AND RECREATION</u></b>						
Library	994,345		994,345	963,175		31,170
Recreation	194,045		194,045	190,688		3,357
Historic Comm.	3,000		3,000	420	1,840	740
Conservation Comm.	2,350		2,350	2,350		-
Senior Center	6,050		6,050	6,011		39
Cable TV Expenses	98,080		98,080	92,637		5,443
<b><u>DEBT SERVICE</u></b>						
Long Term Notes - P + I	198,423		198,423	198,359		64
Interest - TANS	500		500	-		500
<b><u>CAPITAL OUTLAY</u></b>						
Highway 5 Ton Truck (2013)	175,000		175,000	-	175,000	-
Fire SCBA Gear	202,867		202,867	195,306	4,320	3,241
Police MDT Equipment	84,600		84,600	80,959		3,641
IT Equipment	75,000		75,000	47,709	27,291	-
Road Improvements	300,000		300,000	296,690		3,310
<b><u>OPERATING TRANSFERS OUT</u></b>						
Capital Reserve Funds	-		-	-		-

## COMPARATIVE STATEMENT

	APPROPRIATIONS 2013 - INCLUDING 12 CARRYFWDs	RECEIPTS, REIMBS & GRANTS	TOTAL AMOUNT AVAILABLE	EXPENDITURES 2013	13 CARRYFWDs FORWARDED TO 2014	BALANCES UNEXPENDED (OVERDRAFTS)
<b>MISCELLANEOUS</b>						
Retirement Svc Charges	4,000		4,000	6,253		(2,253)
Insurance	218,320	11,791	230,111	185,865		44,246
Searles Bond Payment	12,064		12,064	12,064		-
Use of Searles Revenue Fund	20,000		20,000	20,000		-
Other Reimbursable Grants	-	12,344	12,344	12,344		-
Donations/Gifts	-	3,529	3,529	3,529		-
Property Maintenance Trust	50,000		50,000	50,000		-
Earned Time Trust	-		-	-		-
Refunds and Abatements	97,742	2,743	100,485	119,717		(19,232)
<b>OTHER GOVT'L DIVISIONS</b>						
School District	38,819,733		38,819,733	38,819,733		
County	2,244,125		2,244,125	2,244,125		
Village Districts	16,140		16,140	16,140		
<b>TOTALS</b>	<b>54,214,560</b>	<b>37,868</b>	<b>54,252,428</b>	<b>53,591,307</b>	<b>324,250</b>	<b>336,871</b>

# 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	
<b>CEMETERIES</b>									
Cemetery-on-Hill	1,189.03			1,189.03	-	0.18	0.18	-	1,189.03
Perpetual Care	61,890.00			61,890.00	1,067.22	11.34	11.34	1,067.22	62,957.22
Neglected Lots	500.00			500.00	-	0.08	0.08	-	500.00
Garaphelia Park	1,000.00			1,000.00	-	0.16	0.16	-	1,000.00
Martha Clark Fund	2,000.00			2,000.00	-	0.33	0.33	-	2,000.00
Dora Haseltine Fund	500.00			500.00	-	0.08	0.08	-	500.00
Cemetery-on-the-Plains	17,574.89			17,574.89	8,175.55	214.26		8,389.81	25,964.70
Cemetery Trustees	-			-	25,646.07	54.33		25,700.40	25,700.40
Maintenance Fund	53,300.00	1,900.00	100.00	55,100.00	154.57	8.03	8.03	154.57	55,254.57
Louise Anderson Hall Fund	1,300.00			1,300.00	-	0.19	0.19	-	1,300.00
<b>LIBRARY</b>									
Public Library Fund	3,000.00			3,000.00	-	0.48	0.48	-	3,000.00
Library Books	1,000.00			1,000.00	-	0.16	0.16	-	1,000.00
<b>ARMSTRONG MEM. BLD.</b>	1,157.34			1,157.34	994.49	1,895.41	1,895.16	994.74	2,152.08
<b>SCHOOLS</b>									
Searles School Repairs	-		-	-	408.75	0.08		408.83	408.83
Eliz. Wilson Fund	1,000.00			1,000.00	-	0.16	0.16	-	1,000.00
School Dist. 2,3,4,6	4,022.00			4,022.00	-	0.61	0.61	-	4,022.00
<b>MINISTERIAL FUNDS</b>	1,989.63			1,989.63	-	0.33	0.33	-	1,989.63
<b>NEEDY PERSONS</b>	1,400.00		-	1,400.00	4,436.97	0.88		4,437.85	5,837.85
<b>REPAIR TOWN BLDGS</b>	1,979.65			1,979.65	-	0.33	0.33	-	1,979.65
<b>IRENE HERBERT SCHSHIP</b>	14,075.00		-	14,075.00	673.58	2.17		675.75	14,750.75
<b>COBBETTS PD VILL. DIST.</b>	12,719.56			12,719.56	1,072.79	2.10		1,074.89	13,794.45
<b>CAPITAL RES. FUNDS</b>									
Fire Apparatus	122.45		-	122.45	0.02	-		0.02	122.47
Fire Station	-		-	-	1,475.42	0.24		1,475.66	1,475.66
Rte 111/Town Complex	-		-	-	6,082.16	0.91		6,083.07	6,083.07
Fire Station Renovation	1,384.00		-	1,384.00	3,349.30	0.71		3,350.01	4,734.01
Nesmith Library	20,481.67		-	20,481.67	4,393.34	3.72		4,397.06	24,878.73
S.D. Repair/Replace Septic	-		-	-	1,645.38	0.25		1,645.63	1,645.63
Salt Shed	-		-	-	169.01	0.01		169.02	169.02
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-Elem/HS	-		-	-	-	-		-	-
S.D. Paving/Parking Repair	25,957.68		-	25,957.68	1,215.79	4.07		1,219.86	27,177.54
S.D. Roof Repairs&Repl.	168,000.00		-	168,000.00	65.99	22.68		88.67	168,088.67
<b>EXPENDABLE TRUST FD</b>									
Property Maintenance	27,285.02	50,000.00	43,124.84	34,160.18	1,953.44	4.36		1,957.80	36,117.98
Earned Time	154,646.22		-	154,646.22	4,318.99	23.70		4,342.69	158,988.91
Town Museum	4,453.36		-	4,453.36	106.08	0.69		106.77	4,560.13
Fire Protection	-		-	-	-	-		-	-
School Bldg/Grounds Maint	17,673.45		-	17,673.45	911.91	2.81		914.72	18,588.17
<b>GRAND TOTALS:</b>	<b>601,600.95</b>	<b>51,900.00</b>	<b>43,224.84</b>	<b>610,276.11</b>	<b>68,316.82</b>	<b>2,255.84</b>	<b>1,917.62</b>	<b>68,655.04</b>	<b>678,931.15</b>

Respectfully submitted for the Trustees,

*Al Marcil, Jr.*  
Al Marcil Jr., Chair

# EXPENDABLE HEALTH TRUST FUND

MONTH	INCOME	PREMIUMS	CLAIMS	ADMIN FEE	INTEREST	BALANCE
						281,223.88
January	33,819.23	0.00	5,710.30	0.00	36.45	309,369.26
February	34,139.89	0.00	1,557.28	928.50	33.37	341,056.74
March	33,254.64	0.00	30,930.48	945.00	36.33	342,472.23
April	43,409.55	0.00	17,579.76	0.00	35.60	368,337.62
May	34,558.64	0.00	14,904.74	0.00	36.18	388,027.70
June	33,912.98	127,831.09	20,981.31	961.50	33.89	272,200.67
July	42,920.70	0.00	17,921.73	47.00	34.70	297,187.34
August	46,122.19	0.00	3,129.44	0.00	35.03	340,215.12
September	47,092.79	24,457.85	18,699.54	945.00	34.04	343,239.56
October	33,741.42	0.00	16,586.71	0.00	35.32	360,429.59
November	26,967.92	110,436.52	5,610.03	0.00	33.84	271,384.80
December	33,419.85	125,107.37	15,254.79	0.00	26.14	164,468.63
<b>TOTALS</b>	<b>443,359.80</b>	<b>387,832.83</b>	<b>168,866.11</b>	<b>3,827.00</b>	<b>410.89</b>	<b>164,468.63</b>

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

The Town’s general operating budget funds 75% of the monthly premium cost of the employees’ health insurance plans. The remainder is funded from the Health Expendable Trust, with a breakdown as follows for 2013 (net of reimbursements described below):

Funded from Town operating budget	\$1,028,605
Funded from trust (employee co-pays)	<u>\$360,453</u>
Total	\$1,389,058

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 2013, payments for retiree insurance premiums which were funded from the trust totaled \$26,878.02. Also during 2013, the Town received a Return of Surplus from its health insurance provider, representing return of past contributions for both health and dental insurance, totaling \$241,287. The Town portion of \$168,103 was recorded as a credit against monthly premiums (\$156,312 in budgetary savings) and revenue of \$11,791. The employee portion of this return, totaling \$30,858, was credited to active employees as a reduction of their weekly co-pay based on their proportionate share of premiums paid. The retiree portion, totaling \$42,326, was returned in its entirety to the retirees, as they are responsible for 100% of the cost of their health/dental insurance.

# FINANCE

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 2013, the Finance office has continued to work with other Town departments in streamlining certain town-wide cash collection and payment processing functions. We also provide continued oversight and departmental support and analysis, in order to ensure the overall Town finances are managed in a safe, accurate and professional manner. During the course of the year, our detailed analysis has provided assistance to the Town Administrator and Board, in meeting their goals of tracking infrastructure and equipment replacement needs. In addition, working with the Fire Department and Treasurer, Finance has strengthened the oversight and reporting of the ambulance fee revenue cycle. Lastly, we provided direct support during the Town’s annual independent audit, as this was the first year with our new audit firm, Plodzik and Sanderson, who gave the Town a favorable audit opinion.

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

Town Only Tax Rate Breakdown	2013	2012	2011
Gross Appropriations (Approved Budget)	\$12,863,284	\$12,541,690	\$13,032,319
Less: General Fund Revenues (see Chart A)	(\$5,558,407)	(\$5,480,643)	(\$5,758,834)
Plus: Overlay (abatements)	\$97,742	\$139,043	\$147,831
Plus: War Service Credits	\$247,000	\$239,750	\$243,500
Net to Raise via taxation	\$7,649,619	\$7,439,840	\$7,664,816
Town Tax Rate	\$3.70	\$3.64	\$3.79

Chart A – General Fund Revenue (for tax rate)	2013	2012	Difference
Licenses, Permits & Fees	\$3,081,300	\$2,902,800	\$178,500
State Revenues	\$891,034	\$889,359	\$1,675
Income from Depts., Other Taxes/Interest, Grants & Intergovernmental	\$672,000	\$648,760	\$23,240
Sale of Municipal Property	\$42,400	\$42,801	(\$401)
Cable Franchise Fees	\$235,000	\$222,000	\$13,000
Interest on Investments	\$3,500	\$7,500	(\$4,000)
Transfers In from other funds (Searles, Trust Funds)	\$33,414	\$33,112	\$302
Funds from Other Sources (Highway Truck Grant)	\$140,000	\$132,000	\$8,000
Funds from Other Sources (CRF, Revenue funds, etc)	\$23,348	\$0	\$23,348
Use of prior year fund balance to reduce the tax rate	\$436,411	\$602,311	(\$165,900)
<i>Total GF Revenue for tax rate (see chart above)</i>	\$5,558,407	\$5,480,643	\$77,764
Impact of Funds directly offsetting appropriations	(\$140,000)	(\$132,000)	(\$8,000)
<b>Net GF Revenue on which the tax rate is set</b>	<b>\$5,418,407</b>	<b>\$5,348,643</b>	<b>\$69,764</b>

**Revenue Highlight:** 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.

## FINANCE

The net increase in General Fund revenues is \$69,764. This is primarily due to an additional \$201,740 in permits, motor vehicle registration and departmental revenue in 2013, offset by a decrease of \$165,900 in fund balance available to be used to reduce the tax rate in 2013. As a result of the increase in net appropriations in 2013, slightly offset by an increase in revenues, the amount needed to be raised through taxation increased by \$209,770. Although some portions of the revenue budget 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 an 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 2013 through operations, 16% came from State funding (Meals & Rooms Distribution and Highway Block Grant), 8% was from use of fund balance, leaving approximately 76% 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 2013 can be found below.

**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 2013 was a State of NH EMPG grant of \$3,480, covering 50% of Fire Department replacement pagers, as well as \$8,864.35 received from the State of NH for 100% of the cost of E-Citation equipment for the Police Department, as well as reimbursement funds received from the LGC Healthtrust used towards the cost of employee health insurance in 2013, further discussed in the Health Expendable Trust report.

### REVENUE REPORT - COMPARATIVE ANALYSIS AS OF DECEMBER 31, 2013

<i>Unaudited</i>	Estimated Revenue For 2013	Actual Revenue @ 12/31/13	Actual Revenue @ 12/31/12	Increase (Decrease) 13-12	2013 % of Estimate Received
<b>SOURCES OF REVENUE</b>					
<b><u>TAXES</u></b>					
Yield/Excavation Tax	\$ 500	753	520	233	150.6%
Interest & Penalties on Taxes	211,428	268,522	239,373	29,149	127.0%
Boat Taxes	16,700	16,693	14,312	2,381	100.0%
<b><u>INTERGOVERNMENTAL REVENUES</u></b>					
Highway Block Grant	273,393	272,719	275,609	(2,890)	99.8%
Rooms and Meals	617,641	617,641	613,652	3,989	100.0%
<b><u>LICENSES AND PERMITS</u></b>					
M V Permit Fees	2,850,000	2,972,391	2,727,787	244,604	104.3%
Building Permits	172,000	192,741	150,501	42,240	112.1%
Other Licenses and Permits:					
Dog Licenses	19,500	19,530	20,773		
Animal Officer Fees	1,500	1,940	3,080		
Planning Board Fees	24,500	26,474	26,991		
Board of Adjustment Fees	6,000	6,598	5,887		
Town Clerk Miscellaneous	5,600	6,729	6,500		
Gun Permits	2,200	2,660	2,480		
Subtotal Other Licenses/Permits	59,300	63,931	65,711	(1,780)	107.8%
<b><u>CHARGES FOR SERVICES</u></b>					
Cable TV Fees	235,000	237,788	223,270	14,518	101.2%
Income from Departments:					
Special Duty-Contracted Police	20,000	30,263	11,556		
Welfare Reimbursements	3,260	3,260	360		
Community Dev Miscellaneous	5,000	5,502	6,683		

## FINANCE

<i>Unaudited</i>	Estimated Revenue For 2013	Actual Revenue @ 12/31/13	Actual Revenue @ 12/31/12	Increase (Decrease) 13-12	2013 % of Estimate Received
<b>SOURCES OF REVENUE</b>					
Police Dept Miscellaneous	6,000	11,936	5,947		
Ambulance Fees	270,000	258,600	247,075		
Fire Dept Miscellaneous	20,000	28,723	32,776		
Transfer Station Fees	60,000	72,511	83,866		
Police - Accident Reports	1,800	2,216	2,331		
Recreation - Swim Lessons	3,250	3,250	3,711		
Subtotal Income from Dept's	389,310	416,261	394,305	21,956	106.9%
<b>MISCELLANEOUS REVENUES</b>					
Interest on Deposits	3,500	3,059	6,156	(3,097)	87.4%
Sale of Town Property	42,400	17,314	49,580	(32,266)	40.8%
Other Miscellaneous Revenues:					
Intergovernmental Misc	-	7,221	25,330		
Other State/Fed Grants/FEMA	37,412	37,412	30,269		
Insurance/Other Reimb/Refunds	6,000	18,798	16,662		
Parking Fines	750	905	715		
Town Building Rent	3,500	3,950	3,625		
Selectmen Miscellaneous	5,000	3,173	16,446		
Donations	500	1,800	50		
Treasurer's Miscellaneous	800	1,130	1,963		
Town Clerk - Copy Fees	100	451	99		
Subtotal Other Miscellaneous	54,062	74,840	95,159	(20,319)	138.4%
<b>OTHER FINANCING SOURCES</b>					
Income from Trust Funds	1,350	1,352	908	444	100.1%
Proceeds from Bond Issuance	0	0	0	-	0.0%
Income from Capital Reserve Funds	0	0	0	-	0.0%
Income from Revenue Funds	32,064	32,064	32,112	(48)	100.0%
Income from Other Sources:					
Use of Special Rev Funds	23,348	23,348	-	23,348	100.0%
Highway Truck Grant Funds	140,000	-	125,285	(125,285)	0.0%
Grants/Donations Accepted/Expended	0	15,638	31,096	(15,458)	100.0%
<b>TOTAL REVENUES</b>	\$ 5,121,996	5,227,055	5,045,336	181,719	102.1%

**School District Payments:** Payments to Windham School District for 2013 are summarized as follows:

Due to School District as of December 31, 2012	\$15,896,744
Total School District Funds Raised through 2013 Tax Rate	\$38,819,733
Total Transferred Out to School District during 2013	(\$34,896,744)
Balance due to School District as of December 31, 2013	<b>\$19,819,733</b>

**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. The Board has codified this level of minimum fund balance in its Fund Balance Policy.

End of year budgetary basis fund balance (per annual audited financial statements):	2012	2011 (restated)	2010	2009
Available for tax rate setting	\$736,411	\$866,129	\$734,689	\$580,361
Amount used to reduce next year's tax rate	\$436,411	\$602,311	\$434,689	\$280,361
Remainder	\$300,000	\$263,818	\$300,000	\$300,000

***Balance Sheet:*** The following represents the General Fund balance sheet as of December 31, 2013 as prepared by the Town's Finance Department. This information is presented in draft form and has not been audited or reviewed by the Town's Independent Auditors.

This presentation omits substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included with the General Fund balance sheet, they might influence the user's conclusions about the Town's financial position. Accordingly, this General Fund balance sheet is not designed for those who are not informed about such matters.

**BALANCE SHEET**  
**General Fund as of December 31, 2013**

<b>ASSETS</b>	
Cash	\$18,370,509
Taxes receivable, net	2,666,809
Accounts receivable	179,138
Due from other funds	1,429
Due from other governments	7,221
Restricted cash - performance bonds	248,178
Other assets	41,929
<hr/>	
<b>Total Assets</b>	<b>\$21,515,213</b>
<b>LIABILITIES &amp; FUND BALANCES</b>	
<b>Liabilities</b>	
Accounts payable and accruals	\$ 172,798
Deposits	248,178
Deferred revenue	175,000
Due to other governments	19,842,417
<hr/>	
Total Liabilities	20,438,393
<b>Fund Balances</b>	
Nonspendable fund balance	28,692
Committed fund balance	117,639
Assigned fund balance	186,611
Unassigned fund balance	743,878
<hr/>	
Total Fund Balances	1,076,820
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$21,515,213</b>

***Town Debt:*** During 2013 the Town made its final payment on a two-year bond to fund the purchase of a new fire engine. In addition, the Town made its final payment on the \$100,000 renovation bond for the Searles building as shown below, which was fully funded each year through rental revenues from the operation of the building and not from the Town's operating budget.

The Town 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, however, the Town had no outstanding long-term municipal debt as of December 31, 2013.

## FINANCE

The full **Statement of Bonded Indebtedness** for 2013 is as follows:

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

	<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Payment</b>	<b>Balance</b>
					195,567.50
2013	10/30/13	195,567.50	2,855.29	198,422.79	0.00
		\$195,567.50	\$2,855.29	\$198,422.79	

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

	<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Payment</b>	<b>Balance</b>
					11,600.00
2013	6/3/13	11,600.00	464.00	12,064.00	0.00
		\$11,600.00	\$464.00	\$12,064.00	

Additionally, the Town entered into a \$2,000,000 Tax Anticipation note in 2013, which matured on December 30, 2013. 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 2013.

**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.

<b>Special Funds</b>	<b>Balance 1/1/13</b>	<b>Income</b>	<b>Disbursements</b>	<b>Interest</b>	<b>Balance 12/31/13</b>
Cable TV Trust Fund	287,611.56	22,000.00	30,237.25	508.29	279,882.60
Searles Special Revenue	5,355.17	27,086.46	24,504.45	1.02	7,938.20
Searles Donation Fund	0.00	24,528.00	19,146.83	0.98	5,382.15
Expendable Health Trust	281,223.88	443,359.80	560,525.94	410.89	164,468.63
Cemetery Operation Fund	107,544.21	1,900.00	200.00	199.18	109,443.39
Conservation Land Trust	520,631.00	250,059.27	132,140.15	832.59	639,382.71
Road Bond Fund	9,242.79	0.00	0.00	1.39	9,244.18
Law Enforcement Fund	969.82	0.00	0.00	0.16	969.98
Town Clerk Special Acct	2,181.61	24,428.50	23,567.00	0.28	3,043.39
Recreation – Lacrosse	18,152.46	47,866.35	44,273.04	1.37	21,747.14
Conservation Special	2,157.23	0.00	0.00	0.34	2,157.57
Recreation – Basketball	1,306.82	0.00	1,306.97	0.15	0.00
Recreation – Programs	9,344.64	69,494.45	69,780.49	1.98	9,060.58
Police Public Safety Rev	83,591.01	302,632.00	330,454.78	15.82	55,784.05
Police Fed Forfeitures	7,832.52	22,326.38	6,614.15	1.79	23,546.54
Fire Public Safety Rev	25,567.17	41,359.26	40,171.03	4.11	26,759.51
Subdivision Escrow	84,088.30	61,424.38	58,234.32	13.09	87,291.45
Misc. (Undefined)	5.06	1.18	0.00	0.00	6.24
School Impact Fees	24,178.56	65,254.12	24,000.00	6.39	65,439.07
High School Impact Fees	148,184.61	147,853.02	26,000.00	103.88	270,141.51
Rte 28 Emerg Resp Fund	11,226.74	0.00	0.00	24.18	11,250.92
Rail to Trail Fund	100.37	0.00	0.00	0.00	100.37
Police Impact Fees	29,395.16	24,420.03	514.00	5.35	53,306.54
Fire Impact Fees	20,084.32	43,806.45	1,107.00	4.61	62,788.38
<b>Grand Total</b>	<b>\$1,679,975.01</b>	<b>\$1,619,799.65</b>	<b>\$1,392,777.40</b>	<b>\$2,137.84</b>	<b>\$1,909,135.10</b>

## FINANCE

The collective cash balances for the above funds were invested as follows as of December 31, 2013 (represents bank statement balances exclusive of deposits in transit and outstanding checks):

<b>Citizens Bank Operating Accounts</b> – earning 0.01%	\$901,841.51
<b>Centrix Bank Investment Account</b> – earning 0.20%	\$1,000,172.00
<b>TD Bank Merchant Account</b> – earning 0.00%	\$11,688.35

**Performance Bonds:** As of 12/31/13, 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.

<b>Project</b>	<b>Type</b>	<b>Balance</b>
Atlantic Telecom (Cell Tower Removal Bond)	Insurance Co Bond	\$30,000.00
Castle Reach III	Letter of Credit	17,670.00
Comcast/Adelphia (Cable TV)	Insurance Co Bond	75,000.00
Cricket Ridge	Letter of Credit	332,411.76
D & S Builders	Cash	100.00
Jenny's Hill Rd	Insurance Co Bond	21,000.00
John Brown & Sons/Excavation	Cash	178.20
Johnny Hill Estates	Cash	101,238.19
Lewis Builders/Right of Way	Insurance Co Bond	5,000.00
McIntosh Hollow	Letter of Credit	192,862.00
Netherwood Rd	Insurance Co Bond	14,600.00
Outlook Rd	Cash	55,553.70
Pawtucket Rd	Letter of Credit	22,593.80
Pennichuck Water/Right of Way	Letter of Credit	10,000.00
Porcupine Rd	Cash	32,178.25
Quarry Brook Learning Center	Cash	2,000.17
RH White Construction/Right of Way	Insurance Co Bond	10,000.00
RH White Construction/Right of Way	Insurance Co Bond	10,000.00
RH White Construction/Right of Way	Insurance Co Bond	5,000.00
RH White Construction/Right of Way	Insurance Co Bond	5,000.00
RH White Construction/Right of Way	Insurance Co Bond	5,000.00
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	15,088.72
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 II	Letter of Credit	43,188.00
Spruce Pond Phase III	Letter of Credit	10,800.00
Stoneywyke Rd (Forfeited)	Cash	6,437.55
Taschereau Investment/Right of Way	Letter of Credit	5,000.00
Villages of Windham	Letter of Credit	42,834.00
Wall St/International	Cash	33,002.76
Weston Estates	Letter of Credit	408,988.00
Whelan Subdivision/Driveway	Cash	2,500.08
White Mountain Cable Construction (Cable TV)	Insurance Co Bond	20,000.00
Winslow Homes	Letter of Credit	238,266.25
<b>Total Performance Bonds</b>		<b>3,523,579.43</b>

## FINANCE

**Impact Fees:** In accordance with RSA 674:21, below is the annual report of impact fee revenue and expenditures.

### IMPACT FEES - AMOUNT ASSESSED & COLLECTED 2013

DATE	NAME	LOT #	STREET	SCHOOL	PUBLIC SAFETY
1/1/2013	H&B Homes, Inc	03B00867	14 Taninger Rd	\$3,436.34	\$0.00
1/1/2013	H&B Homes, Inc	03B00854	15 Taninger Rd	\$3,436.34	\$0.00
1/10/2013	White Water Mountain	19A00300	2-4 Wentworth Circle	\$0.00	\$1,316.00
1/14/2013	K.P. Bergeron	14B02402	51 London Bridge Rd	\$3,848.00	\$0.00
1/24/2013	H&B Homes, Inc	03B00863	22 Taninger Rd	\$3,436.34	\$0.00
1/30/2013	DiPietro Homes LLC	20D03014	38 Burnham Rd.	\$3,848.00	\$0.00
1/30/2013	H&B Homes, Inc	03B00855	17 Taninger Rd	\$3,436.34	\$0.00
2/15/2013~9/9/2013	DiPietro Homes LLC	20D03029	6 Bennington Rd	\$3,848.00	\$1,621.00
2/15/2013~10/17/2013	DiPietro Homes LLC	20D03012	40 Burnham Rd	\$4,288.00	\$1,621.00
2/19/2013	Maplevale Builders LLC	20D04009	24 Burnham Rd	\$3,848.00	\$0.00
2/27/2013	Kano Real Estate	21B00031	15 Porcupine Rd	\$3,848.00	\$0.00
3/14/2013	Diamond Edge Realty	03B00859	25 Taninger Rd	\$3,436.34	\$0.00
3/27/2013~10/21/2013	Great Mtn View Estates	24F00633	49 Ryan Farm Rd	\$4,288.00	\$1,621.00
4/16/2013	Tokanel Custom Homes	25C00101	9 Moeckel Rd	\$4,288.00	\$1,621.00
4/19/2013~11/18/2013	James Jamieson	03B00272	37 Flatrock Rd	\$4,288.00	\$1,621.00
4/19/2013	Bruce Moeckel	25C00102	3 Moeckel Rd	\$4,288.00	\$1,621.00
4/18/2013	H&B Homes, Inc	03B00830	19 Jacob Rd	\$3,436.34	\$0.00
4/19/2013	H&B Homes, Inc	03B00869	14 Buckland Rd.	\$3,436.34	\$0.00
4/30/2013	Dane Development LLC	03B00851	17 Mallard Rd	\$3,436.34	\$0.00
5/8/2013	H&B Homes, Inc	03B00846	20 Mallard Rd	\$3,436.34	\$0.00
5/8/2013	Jim Harvey	21Z00275	25 Cobetts Pond Rd	\$4,288.00	\$1,621.00
5/9/2013	H&B Homes, Inc	03B00853	21 Mallard Rd	\$3,436.34	\$0.00
5/9/2013	H&B Homes, Inc	03B00852	19 Mallard Rd	\$3,436.34	\$0.00
5/9/2013~10/28/2013	Great Mtn View Estates	24F00630	55 Ryan Farm Rd.	\$4,288.00	\$1,621.00
5/15/2013	Taschereau Investments	03B00848	16 Mallard Rd	\$3,436.34	\$0.00
5/20/2013	Maplevale Builders LLC	07A00804	15 Ludlow Rd	\$3,436.34	\$0.00
6/12/2013~11/21/2013	K.P. Bergeron	14B02300	53 Londonbridge Rd	\$4,288.00	\$1,621.00
6/12/2013	H&B Homes, Inc	03B00868	16 Buckland Rd	\$3,436.34	\$0.00
6/21/2013~12/9/2013	Great Mtn View Estates	24F00632	51 Ryan Farm Rd	\$4,288.00	\$1,621.00
6/24/2013	Nancy Devlin	01C02550	105 Londonderry Rd	\$4,288.00	\$1,621.00
6/26/2013	Pugliese Contracting	03B00625	183 Rockingham Rd	\$0.00	\$16,464.98
7/8/2013	DiPietro Homes LLC	20D03010	19 Bennington Rd	\$3,848.00	\$0.00
7/25/2013	Ricci Construction	13C00400	39 Roulston Rd	\$0.00	\$10,530.50
8/2/2013	H&B Homes, Inc	03B00837	30 Jacob Rd	\$3,436.34	\$0.00
8/6/2013	Maplevale Builders LLC	06C00816	38 Jackman Ridge Rd	\$4,288.00	\$0.00
8/13/2013	H&B Homes, Inc	03B00832	23 Jacob Rd	\$3,436.34	\$0.00
8/13/2013	H&B Homes, Inc	03B00836	32 Jacob Rd	\$3,436.34	\$0.00
8/13/2013	H&B Homes, Inc	03A00565	7 Mallard Rd	\$3,436.34	\$0.00
8/13/2013	Great Mtn View Estates	24F00631	53 Ryan Farm Rd	\$3,848.00	\$0.00
8/16/2013	JO-DE Dvlpmt	20D04005	16 Burnham Rd	\$4,288.00	\$0.00
8/23/2013	Chris SCO Corp	11A01440	6 Cricket Ridge Rd	\$3,848.00	\$1,621.00
9/19/2013	Sun Coast Prop LLC	10A00300	9-10 Wentworth Circle	\$0.00	\$1,316.00
9/23/2013	H&B Homes, Inc	03B00835	34 Jacob Rd	\$3,436.34	\$0.00
9/23/2013	H&B Homes, Inc	03B00888	6 Nathan Rd	\$3,436.34	\$0.00
10/7/2013	KCL Homes LLC	02D04015	9 Burnham Rd	\$4,288.00	\$1,621.00
10/7/2013	Advanced Design Const	22R00201	5 Settlers Ridge Rd	\$4,288.00	\$1,621.00
10/8/2013	Dane Development LLC	03B00831	21 Jacob Rd	\$3,436.34	\$0.00
10/11/2013	Marion Deluca	21H0016A	4 Cheryl Rd	\$4,288.00	\$0.00
10/11/2013	Sun Coast Prop LLC	19A00300	5-7 Wentworth Circle	\$0.00	\$1,316.00
10/17/2013	DiPietro Homes LLC	07B00038	14 Orchard Blossom Rd	\$4,288.00	\$1,621.00
10/17/2013	Joscon Mgmt Inc	07B00044	7 Orchard Blossom Rd	\$4,288.00	\$1,621.00
10/29/2013	Chris SCO Corp	10A01431	5 Cricket Ridge Rd	\$3,848.00	\$1,621.00
10/30/2013	Maplevale Builders LLC	06C00817	36 Jackman Ridge Rd	\$4,288.00	\$1,621.00
11/4/2013	Great Mtn View Estates	24F00612	54 Ryan Farm Rd	\$4,288.00	\$1,621.00
11/14/2013	DiPietro Homes LLC	20D03015	36 Burnham Rd	\$4,288.00	\$1,621.00

## FINANCE

DATE	NAME	LOT #	STREET	SCHOOL	PUBLIC SAFETY
11/20/2013	KP Bergeron Dev LLC	14B02301	55 Londonbridge Rd	\$4,288.00	\$1,621.00
12/2/2013	Lebel Construction	16R0177C	18 Second St	\$4,288.00	\$0.00
12/4/2013	H&B Homes, Inc	03B00834	27 Jacob Rd	\$3,400.00	\$0.00
12/6/2013	Mesti Ryan Farm LLC	24F00302	12 Ryan Farm Rd	\$4,288.00	\$1,621.00
12/13/2013	DiPietro Homes LLC	20D03024	16 Bennington Rd	\$4,288.00	\$1,621.00
				\$213,107.14	\$68,226.48

### IMPACT FEES - AMOUNT DISBURSED 2013

DATE	NAME	TYPE	PURPOSE	AMOUNT
3/18/2013	Windham School District	School	Annual request	\$50,000.00
10/16/2013	Marion Winmill	Public Safety	Refund-incorrectly assessed in 2009	\$1,621.00
				\$51,621.00

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 for questions or for more specific Town financial information as needed.

Respectfully submitted,



Dana Call, Assistant Town Administrator-Finance

# TOWN TREASURER

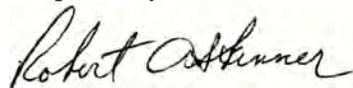
The following represents a cash-basis summary of all transactions administered through the Town's General Fund, as compiled by the Town's Finance Department, working with collaboratively with our Town Treasurer, Robert A. Skinner.

General Fund Cash Balance on January 1, 2013	\$13,835,697.79
Cash Receipts:	
Tax Collector – Property Taxes, Interest, Etc.	49,205,234.83
Tax Collector – Land Use Change Taxes	249,878.25
Town Clerk	3,017,733.25
Community Development	231,314.98
Transfer Station	70,326.20
Police Department	47,980.21
Fire Department	287,322.85
Cable Franchise Fees	237,788.44
State of NH – Meals & Rooms Distribution	617,640.52
State of NH – Highway Block Grant	272,718.60
State of NH /Fed Highway Salt Reduction Grant	125,285.60
Other Intergovernmental –FEMA, State Grants, Etc.	49,756.77
Sale of Town Property	22,314.00
Insurance & Other Miscellaneous Reimbursements	223,539.64
Donations	3,293.54
Administration & Miscellaneous Revenues	55,810.02
Interest on Investments	3,095.75
Transfers In from Special Revenue, Property Trust Funds	66,472.84
Proceeds from Issuance of General Obligation Bonds	0.00
Proceeds from Issuance of Tax Anticipation Notes	0.00
Subtotal Cash Receipts	54,787,506.29
Cash Disbursements:	
Selectmen's Warrants & School District Transfers	(49,938,846.42)
Transfer Out to Conservation Land Fund (2013 collections)	(221,378.25)
Transfer Out to Conservation Land Fund (2012 collections)	(26,331.02)
Transfer Out to Property Trust Fund	(50,000.00)
Transfer Out to Village District	(16,139.67)
Payoff of Tax Anticipation Notes	(0.00)
Subtotal Cash Disbursements	(50,252,695.36)
<b>General Fund Cash Balance on December 31, 2013</b>	<b>\$18,370,508.72</b>

The general fund cash, held in custody by the Town Treasurer, was invested as follows as of December 31, 2013 (represents bank statement balances exclusive of deposits in transit and outstanding checks):

Citizens Bank Operating Account – earning 0.01%	\$14,216,977.44
Centrix Bank Investment Account – earning 0.20%	\$4,000,044.39
TD Bank Ambulance Account – earning 0.0%	\$16,307.78

Respectfully submitted,



Robert Skinner, Town Treasurer



Dana Call, Assistant Town Administrator-Finance

# TAX COLLECTOR

## DEBIT REPORT

	2013	Levies of Prior
UNCOLLECTED TAXES BEGINNING OF YEAR:		
Property Taxes	\$ 0.00	\$ 2,092,831.98
Land Use Change Taxes	0.00	0.00
Yield Taxes	0.00	0.00
Excavation Taxes	0.00	0.00
TAXES COMMITTED THIS YEAR:		
Property Taxes	48,579,331.58	0.00
Land Use Change Taxes	395,500.00	0.00
Yield Taxes	1,339.10	0.00
Excavation Taxes	0.00	0.00
OVERPAYMENTS:		
Property Taxes	73,106.36	1,506.64
Miscellaneous	198.00	37.81
INTEREST COLLECTED ON DELINQUENT TAXES:	29,276.99	111,069.04
COLLECTED PENALTIES/FEES	330.00	4,502.50
	-----	-----
TOTAL DEBITS	\$49,079,082.03	\$2,209,947.97

## CREDIT REPORT

	2013	Prior
REMITTED TO TREASURER:		
Property Taxes	\$ 46,718,370.91	\$2,092,831.98
Land Use Change Taxes	249,000.00	0.00
Yield Taxes	768.30	0.00
Interest	29,276.99	111,069.04
Penalties/Fees	330.00	4,502.50
Overpayments/Refunds	73,106.36	1,506.64
Miscellaneous	198.00	37.81
Excavation Tax	0.00	0.00
ABATEMENTS MADE:		
Property Taxes	82,316.80	0.00
Yield Taxes	0.00	0.00
Land Use Change Taxes	0.00	0.00
UNCOLLECTED TAXES END OF YEAR:		
Property Taxes	1,778,643.87	0.00
Land Use Change Taxes	146,500.00	0.00
Yield Taxes	570.80	0.00
Excavation Taxes	0.00	0.00
	-----	-----
TOTAL CREDITS	\$49,079,082.03	\$2,209,947.97

TAX COLLECTOR

SUMMARY OF TAX SALE/LIEN ACCOUNTS

DEBIT REPORT

	2012 Levies	2011 Levies	Prior Levies
UNREDEEMED LIENS:			
Beginning of Year	\$ 0.00	\$620,073.31	\$319,759.56
LIENS EXECUTED:			
During Fiscal Year	844,655.03	0.00	0.00
INTEREST & COSTS:			
Collected After Execution	12,474.09	81,112.70	81,668.31
	-----	-----	-----
TOTAL DEBITS	\$857,129.12	\$701,186.01	\$401,427.87

CREDIT REPORT

REMITTANCE TO TREASURER:			
Redemptions	\$264,563.49	\$343,149.00	\$235,681.21
Interest/Costs	12,474.09	81,112.70	81,668.31
ABATEMENTS:	0.00	0.00	0.00
UNREDEEMED LIENS:			
Balance End of Year	580,091.54	276,924.31	84,078.35
	-----	-----	-----
TOTAL CREDITS	\$857,129.12	\$701,186.01	\$401,427.87

Respectfully submitted,



Ruth A. Robertson, Tax Collector

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# TOWN CLERK

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## GENERAL FUND REVENUES COLLECTED:

	2013	2012
Motor Vehicle Permits	\$2,905,136.33	\$ 2,665,684.10
Mail-in Registrations	17,580.00	15,584.00
State Motor Vehicles	44,016.50	41,295.10
Titles	5,658.00	5,224.00
Dog Licenses	19,529.75	20,772.50
Income from Dog Officer	1,940.00	3,080.00
Sale of Town Information	450.94	229.84
Boats	16,692.93	14,312.17
UCC Filings / Other Misc	3,213.80	3,392.50
Vital Records	2,907.00	2,466.00
OHRV / Hunting & Fishing	608.00	511.00
<i>Total</i>	<i>\$3,017,733.25</i>	<i>\$2,772,551.21</i>

REMITTED TO TREASURER: \$3,017,733.25 \$2,772,551.21

Motor Vehicle Permits Issued: 17,992 17,463  
Dog Licenses Issued 2,372 2,246

Respectfully submitted,

*Nicole Bottai*

Nicole Bottai, Town Clerk

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# POLICE DEPARTMENT

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It is my pleasure to provide you with the 2013 Annual Report for the Windham Police Department. While, year-to-year, activities, incidents and department operations change the same organizational, social and economic challenges persist. It is through these changes and challenges that we strive to make a difference in the community that we proudly serve.

## ***PERSONNEL / ORGANIZATION***

In June, Sergeant Wendy Foley, a 22-year veteran of the department, retired. Over her career, Sergeant Foley served as a Patrol Officer, Detective and Patrol Sergeant. As a result of her retirement the department hired Jeffrey Antista as new Patrol Officer. Officer Antista comes to the department having previously served with the Rockingham County Sheriff's Department.

In January Sergeant Ed Fedele was promoted to the rank of Captain filling a vacancy from a previous retirement. Captain Fedele is a 15-year veteran of the department; having worked as a Patrol Officer, Detective and Patrol Sergeant. In his new position, Captain Fedele will serve on the department's management team and will oversee the Support Services Division.

As a result of Captain Fedele's promotion and Sergeant Foley's retirement, Officers Jessica Flynn and Bryan Bliss were promoted to the rank of Sergeant and assigned to patrol. Both have been with the department for 11-years; with Sergeant Flynn having served as a Patrol Officer and School Resource Officer and Sergeant Bliss having served as a Patrol Officer and Detective.

Finally, the department hired Karen Lawton as the new part-time Records Clerk, replacing the previous clerk who left for a full-time position.

While the department has been able to fill all vacancies, we continue to utilize existing staff to support the absence of an officer who remained out of work for all of 2013 due to an injury sustained while working in 2012.

## ***COMMUNICATIONS***

As stated in last year's report 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:

- Through a Capital Improvement Warrant Article approved by the voters in March, the department replaced all (13) mobile two-way radios. With the portable radio replacements completed in 2012, all mobile and field radios have been replaced and are of current technology.
- Through the same warrant article, the department replaced old (2004) mobile data terminals (MDT) with seven (7) new state-of-the-art tablets. The new tablets allow officers in the field to complete and submit reports; query state and national databases for licenses, registrations and wanted persons; record notes and diagrams; and take digital photos and video (the tablets do not serve as in-vehicle video cameras or "dash cams").

## ***TRAINING***

As stated in previous reports, one of the most important yet most overlooked functions within the department is training. It's critical that every officer and dispatcher not only maintain their current proficiencies but acquire new and relevant skills covering a variety of tasks and emerging trends. This year department personnel acquired over 1,000-hours of training.

**MISCELLANEOUS**

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

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 that has a federally approved prescription drug drop box for public use (conveniently located in the lobby of the Police Department).

In September, the department held its 2nd annual Shred Day in partnership with CINTAS Corporation, Residents were allowed to dispose of medical, financial and other sensitive personal documents which were shredded on site without cost.

**ACTIVITY**

A sampling of activity that occurred during the year:

In January, the department arrested 21-year old resident David Roth after finding him in possession of a significant amount of child pornography. The investigation into Roth, lead by Detective Bryan Bliss, involved the National Center for Missing and Exploited Children and the New Hampshire Internet Crimes Against Children Task Force. As a result of the investigation and subsequent arrest, Roth waived indictment and was sentenced to a significant prison sentence.

In February, officers apprehended two Massachusetts men, Robert Dalton and Vietnam Dang, during the commission of a residential burglary on West Shore Road. The suspects were confronted by an alert neighbor who then called police. Both suspects subsequently pled guilty to charges and are currently incarcerated.

In July, officers responded to a residence on Range Road where a drug deal involving marijuana escalated into an attempted robbery with one of the suspects brandishing a sawed-off shotgun. Minor injuries were sustained and five (5) arrests were made for a variety of felony-level charges. As of this writing the court cases remain pending.

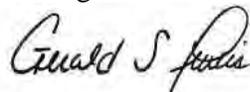
In December, Sergeant Dan Clark discovered a burglary in progress at a commercial business on Rockingham Road. The suspect, Bruno Martin of Salem, NH, was taken into custody and charged with a variety of offenses. His court case remains pending.

At the end of this document are several graphs showing various activity levels experienced in 2013.

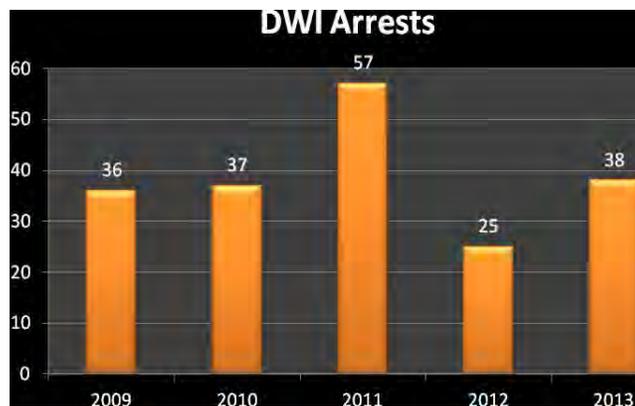
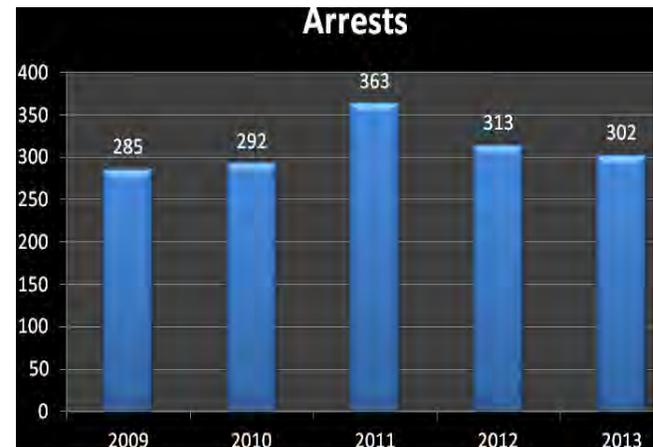
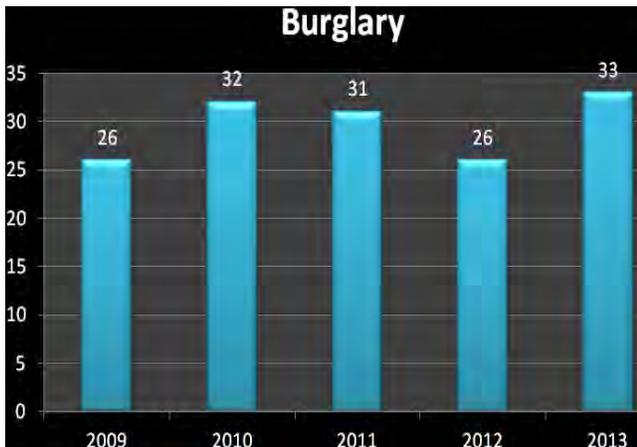
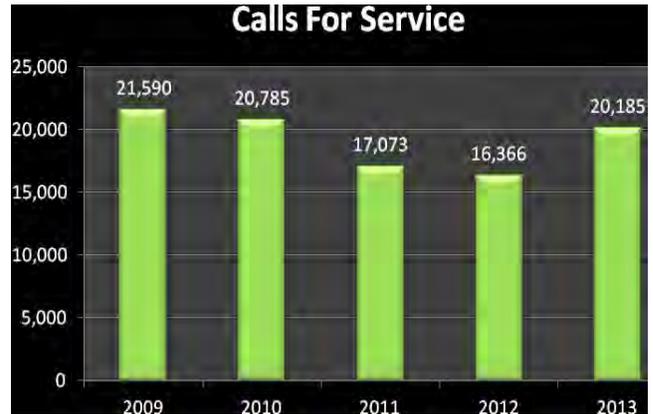
**CLOSING**

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

Making a Difference – it's what we do.



Gerald S. Lewis, Chief of Police



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# FIRE DEPARTMENT

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2013 was relatively quiet in terms of storm related events. In early February, Winter Storm Nemo kept Public Safety personnel busy as the Nor'easter moved in and blanketed our area with nearly a foot of snow in a short period of time. New Hampshire Governor Maggie Hassen declared a State of Emergency for New Hampshire, which allowed communities to apply for federal reimbursement to recover a majority of expenses relating to overtime and equipment costs for Police, Fire and Highway. Our department was once again kept busy with several building fires along Range Road, Orchard Blossom Road, Bedros Street, Woodvue Road and Ministerial Road. The most challenging of fires for firefighters and mutual aid partners came in mid-September when a line of strong thunderstorms moved through the area sparking two house fires within a twelve hour period. Both homes were extensively damaged due to lightning. Though several firefighters were treated at the scene for heat exhaustion, none of the occupants were home at the time. Residents are reminded that 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](#). In 2014, we will also be working to create a face book page as another means of connecting with the public.

The department continues its successful program titled "Adopt-A-Cistern/Hydrant". This program, which started in 2011, calls for assistance from residents who live close to one of the community's fire cisterns or hydrants. While it is not your responsibility to do so, you could perform a valuable public service if, while clearing your driveways and walkways, you would take 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 clear the cisterns/hydrants from snow; however, during the initial period of severe weather, emergency personnel are busy handling emergency calls and ultimately may be delayed. Since the inception of this program, several residents and businesses have stepped up and began assisting us in keeping cisterns and hydrants free of snow. This has been a very positive program and if you are interested in participating in it you are asked to call Deputy Chief Martineau at 434-4907. Your assistance is greatly appreciated.

**PERSONNEL:** In 2013 with deep sadness, the department announced the passing of two, long time retired firefighters. Retired Deputy Fire Chief Willard "Bill" Wallace passed away in July. Deputy Wallace began his career as a Call Firefighter in 1966 and was promoted to Full-time in 1971. In June of 1983, he was promoted to the rank of Deputy Chief where he remained until his retirement in September of 1997. Over his 31 years of dedicated service, Deputy Wallace was one of thirteen area firefighters to become one of the state's first Emergency Medical Technicians; going on to become a state instructor. He also taught many CPR Courses and was one of the founders of the Granite State Critical Incident Stress Debriefing Team. Deputy Wallace touched many lives and mentored many throughout his career. Our thoughts and prayers remain with the Wallace family.

The department again paid their respects to Retired Fire Chief Stanley "Jake" Mackey who passed away in October. Chief Mackey proudly served his country in 1952 during the Korean War, receiving an honorable discharge in 1953 with the rank of Corporal. After moving to Windham in 1959, he became a Part-time Police Officer and a Volunteer Firefighter; all while working full-time for Raytheon. In 1966 he was promoted to Full-time Firefighter. In 1978 he was named Fire Chief where he served until his retirement in 1989. Chief Mackey was a devoted family man who had a strong love for his family and pets. Our thoughts and prayers remain with the Mackey family.

2013 was relatively quiet in terms of personnel absences and changes. The department dealt with very few short term absences and only one long term absence. During these, management and labor continued to work collectively to once again manage through the budgetary constraints; all the while seeing calls for service, and simultaneous calls, rise. In July, the department announced the retirement of Call Firefighter Dave Norton after 24 years of dedicated service to the department and residents. Firefighter Norton's contributions to the department over his years of service were greatly appreciated, and we are pleased that he will remain active as a volunteer of Emergency Management.

The department also established an ambulance committee with the hope of securing funding for the purchase of a new ambulance in 2014. Personnel remain committed to seeing that the town receives the best equipment possible. I would like to thank the following individuals who gave unselfishly of their time and worked diligently in this effort: Firefighter Ralph DeMarco, Firefighter Jason Sliver, Firefighter Dan Doherty, Firefighter Paul Fisher and Firefighter/Mechanic Scott Zins.

**CALL VOLUME:** Demand for services and increased simultaneous call volume continued to keep our members busy this year; including several building fires as previously mentioned. The rise in EMS calls continues, and made up the largest percentage of our call volume as we responded to calls and transported patients. In 2013, the department responded to 1,460 Emergency Incidents. Statistically, over 70% were for Emergency Medical Services (EMS), while the remaining 30% were fire-related incidents. Of the 1,460 incidents, 34% 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 full-time personnel for hours worked in excess of their normal 40-hour workweek. This may include coverage of personnel who have taken earned time, which is time personnel accumulate on a weekly basis for use toward bereavement leave, vacation, sick and personal time. Overtime also includes callback coverage, which occurs when off duty personnel are called back to the Station to provide additional support to on duty Firefighters, or to staff the Fire Station while on duty personnel are actively engaged in an emergency. "Callback" is the Operational Demand portion of the overtime budget. Other areas which may create overtime include paying for staff meetings, and any other events that personnel are required to work beyond their normal 40-hour work week.

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

Although the Town of Windham has not officially adopted the National Fire Protection Association (NFPA) standards we, as a Department, are guided by these standards, which have been written to ensure the safety of the public and Firefighters as they respond to the emergency needs of their communities. Of the many NFPA standards that guide the fire service, NFPA 1710 sets the standard for emergency response times and staffing. NFPA 1710 requires that emergency medical calls be responded to within 4-6 minutes, 90% of the time. It has been proven statistically that when pre-hospital care has been provided within 4-6 minutes for calls such as cardiac arrest, 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 (EMTs) 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 Shifts works a rotating 24-hour schedule, providing constant, round the clock protection for the community.

2013 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; all the while attempting to not reduce the number of on-duty personnel. Traditionally in past years when an emergency medical call was received, on-duty firefighters responded and if the ambulance (having 2 attendants) was committed to transport the sick or injured, off-duty personnel were called back to augment the reduction in staffing. Today, when on-duty staffing consists of one (1) Lieutenant and four (4) Firefighters, 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, due to continued level funding of overtime by direction of the Board of Selectmen, administration had to make very difficult decisions regarding daily staffing to deal with increased overtime budget shortfalls. These decisions forced us to make numerous adjustments, thus reducing our daily staffing to a number that the department feels is neither safe nor adequate. It is the department's firm belief that any reduction in staffing poses great risk to the health and safety of our firefighters. Reduction in staffing also reduces services and response levels; levels that we as a department have adjusted so that we can better serve the residents. Whenever you reduce the daily number of staffing positions, you increase the risk to firefighters and increase the risk to the community due to the lack of or reduction in services. These reductions can cause significant time delays. The changes made are carried out throughout the year to a time where staffing levels return to a safe and adequate number. Moving to 2014, Management and Staff will work collectively to monitor this issue closely and make appropriate operational changes throughout the year to achieve our fiscal obligation, while keeping the safety of the community and our firefighters a top priority.

**TRAINING:** The Department continued its yearly training schedule, with EMT and paramedic refresher training continuing to be one of the largest areas. In addition, refresher training was conducted in areas such as ice/water rescue, blood borne pathogens, self-contained breathing apparatus and Rapid Intervention Team (RIT). One of the greatest challenges in training is keeping up with the ever-changing regulations. Federal, State and local regulations cover areas such as infectious substances, respiratory protection, hazardous materials, emergency vehicle operations, and structural fire fighting. Among the major training disciplines that personnel train in are areas such as Suppression, EMS, and Hazardous Materials Responses. Though the department continued to hone skills on vehicle extrication, we also had the opportunity to train firefighters on school bus safety and extrication techniques made possible with the help of Woody's Towing of Pelham who provided an old school bus. Several Firefighters attended Firefighter Safety and Survival Training and four (4) firefighters become state certified EMS and Firefighter Instructors. Several firefighters also became CPR Instructor certified, and have been busy holding various classes. Anyone interested in becoming certified should call the department. The department's annual Fire Prevention Open House held in October was again a huge success. The department wants to thank all of the vendors, businesses and local departments who joined us and all of the members who made it all possible.

**GRANT FUNDING:** The department continued its efforts to aggressively seek out any available local, state and federal grants to help defray costs associated with the purchase of needed equipment. In June, the department received \$3,400 from NH Homeland Security and Emergency Management to assist in the purchase of Minitor Pagers for all Firefighters. These alerting pagers replace outdated pagers that no longer were compatible with current FCC Regulations. The largest grant funding request comes in the hopes of securing a federal grant in the amount of \$850,000.00 for the purchase of an Aerial truck, known as a "Quint" (combination engine, ladder) to replace the department's current aerial that is over 30 years old. In December, with the unanimous support of the Board of Selectmen and the Capital Improvements Committee, the department submitted a grant application with the Federal Emergency Management Agency under the 2013 Assistance to Firefighters Grant Program. This grant process, if awarded, provides the community with nearly 95 percent of the funding or \$807,500.00; with the balance of \$42,500.00 to come from the 2014 budget. Within the department's 7-year Capital Improvement Plan related to vehicle replacement, this is the highest of priority. The proposed Quint would replace our existing 1981 aerial; an open cab, 100 ft. aerial that was purchased by a town resident and donated to the department following the tragic events of September 11, 2001. Maintenance, constant repairs and out-of-service time for this 32 year old aerial has proven not cost effective. As a result of this vehicle's limitations, out dated functions and lack of safety features it is not capable of running on our first alarm assignment. The acquisition of the proposed Quint would allow on duty personnel to respond more efficiently, along with our current 3,000 gallon tanker, for immediate life safety and fire suppression operations. Currently, due to its lack of pumping ability, our aerial only responds with off duty personnel on a limited basis. This results in relying heavily on surrounding communities for mutual aid aerial apparatus, with an average response time of greater than 20 minutes. The acquisition of a new Quint through this grant would provide the members of the department with a safe,

## FIRE DEPARTMENT

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dependable, and versatile piece of equipment. Firefighter safety, protection of the citizens, and property conservation will be greatly enhanced. Prior to and including the submittal of this grant, several department members gave unselfishly of their time and committed to seeing that this grant be looked at favorably. I would personally like to thank: Assistant Chief Edward Morgan, Lieutenant Scott Delaney, Firefighter Eric Hildebrandt, Firefighter Jason Sliver, Firefighter Ralph DeMarco, and Firefighter/Mechanic Scott Zins.

In closing, I especially want to thank Assistant Chief Edward Morgan, Deputy Chief William Martineau and Administrative Secretary Charlotte Misuraca for their commitment, support, hard work and dedication throughout the year. Many thanks to the firefighters of Windham for your dedication, sacrifice, and commitment all year through. Lastly, I want to thank the town's management team, Board of Selectmen, and the residents of Windham for the continued support of your Fire Department. We want to assure you that the members of the Department will continue to train and stand ready to meet the growing and ever changing needs of our community; while delivering a competent and compassionate service.

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

### 2013 INCOME STATEMENT

General Fund Receipts	2013	2012
Ambulance	\$258,600.33	\$247,074.90
Permit Fees	\$24,115.00	\$19,294.00
Copy, Other Fees	\$1,213.77	\$157.00
Contracted Services*	\$3,393.75	\$4,646.08
<b>Sub-Total</b>	<b>\$287,322.85</b>	<b>\$271,171.98</b>

\* Represents 10% of the money collected and placed into the Public Safety Contracted Details Fund for the fire/hazardous materials contracted services through December; collections for 2013 services were \$33,937.

### 2013 FIRE PERMITS AND INSPECTIONS

TYPE	PERMITS	INSPECTIONS
Brush, Camp Cooking	735	735
Day Care	4	4
Heating Systems	264	264
Fuel Tank Installed	55	55
Fuel Tank Removal	4	4
In-Service	0	111
Place of Assembly	45	45
Water Supply	10	35
Wood Stoves	28	28
Smoke Detector Inspection	68	68
Fire Prevention Programs	0	14
Fire Alarm System	14	14
Sprinkler System	2	2
Fire Drills	0	14
Construction Inspections/CO	0	58
Plan Reviews	0	2
Underground Piping	158	158
Blasting Permits	19	19
Blasting Complaints	0	13
<b>TOTALS</b>	<b>1,404</b>	<b>1,643</b>

# FIRE DEPARTMENT

## 2013 INCIDENT RESPONSE SUMMARY

<b>100 Fire</b>		<b>500 Service Call cont.</b>	
100 Fire, other	3	531 Smoke or odor removal	29
111 Building fire	17	541 Animal problem	1
113 Cooking fire, confined to container	1	542 Animal rescue	1
131 Passenger vehicle fire	3	550 Public service assistance, other	6
138 Off-road vehicle or heavy equipment fire	1	551 Assist police or other governmental agency	3
140 Natural vegetation fires, other	2	552 Police matter	1
141 Forest, woods or wildland fire	8	553 Public service	5
142 Brush or brush-and-grass mixture fire	3	554 Assist invalid	33
143 Grass fire	2	561 Unauthorized burning	13
150 Outside rubbish fire, other	1	571 Cover assignment, standby, move-up	40
151 Outside rubbish, trash or waste fire	1	<b>Totals 179</b>	
153 Construction or demolition landfill fire	1		
162 Outside equipment fire	1	<b>600 Good Intent Call</b>	
<b>Totals 44</b>		600 Good intent call, other	15
<b>200 Overpressure Rupture, Explosion, Overheat(no fire)</b>		611 Dispatched & canceled en route	32
251 Excessive heat, scorch burns with no ignition	2	621 Wrong location	5
<b>Totals 2</b>		622 No incident found on arrival at dispatch address	23
<b>300 Rescue &amp; Emergency Medical Service Incident</b>		631 Authorized controlled burning	4
300 Rescue, EMS incident, other	1	632 Prescribed fire	1
320 Emergency medical service incident, other	3	641 Vicinity alarm (incident in other location)	1
321 EMS call, excluding vehicle accident with injury	725	650 Steam, other gas mistaken for smoke, other	3
322 Motor vehicle accident with injuries	62	651 Smoke scare, odor of smoke	9
323 Motor vehicle/pedestrian accident (MV Ped.)	3	652 Steam, vapor, fog or dust thought to be smoke	4
324 Motor vehicle accident with no injuries.	79	671 Haz-Mat release investigation w/no Haz-Mat	15
<b>Totals 873</b>		<b>Totals 112</b>	
<b>400 Hazardous Conditions (No Fire)</b>		<b>700 False Alarm &amp; False Call</b>	
400 Hazardous conditions, other	4	700 False alarm or false call, other	6
410 Combustible/flammable gas/liquid condition, other	1	710 Malicious, mischievous false call, other	2
411 Gasoline or other flammable liquid spill	7	711 Municipal alarm system, malicious false alarm	1
412 Gas leak (natural gas or LPG)	2	730 System malfunction, other	13
413 Oil or other combustible liquid spill	2	731 Sprinkler activation due to malfunction	1
420 Toxic condition, other	1	732 Extinguishing system activation due to malfunction	1
424 Carbon monoxide incident	3	733 Smoke detector activation due to malfunction	23
440 Electrical wiring/equipment problem, other	4	734 Heat detector activation due to malfunction	3
441 Heat from short circuit (wiring), defective/worn	1	735 Alarm system sounded due to malfunction	22
442 Overheated motor	1	736 CO detector activation due to malfunction	21
443 Breakdown of light ballast	1	740 Unintentional transmission of alarm, other	21
444 Power line down	17	741 Sprinkler activation, no fire - unintentional	2
445 Arcing, shorted electrical equipment	11	742 Extinguishing system activation	1
460 Accident, potential accident, other	1	743 Smoke detector activation, no fire - unintentional	14
463 Vehicle accident, general cleanup	1	744 Detector activation, no fire - unintentional	13
<b>Totals 57</b>		745 Alarm system activation, no fire - unintentional	39
<b>500 Service Call</b>		746 Carbon monoxide detector activation, no CO	10
500 Service Call, other	26	<b>Totals 193</b>	
510 Person in distress, other	6	<b>800 Severe Weather &amp; Natural Disaster</b>	<b>Totals 0</b>
511 Lock-out	9	<b>900 Special Incident Type</b>	
520 Water problem, other	2	911 Citizen Complaint	1
521 Water evacuation	1	<b>Totals 1</b>	
522 Water or steam leak	3	<b>Total Yearly Calls</b>	<b>1,460</b>

Respectfully submitted,



Thomas L. McPherson Jr., Fire Chief

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# COMMUNITY DEVELOPMENT

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The Community Development Department continued to promote customer service and efficiency in 2013 to better serve the residents, landowners, developers, and businesses of Windham. The Department also responded to feedback supporting the continued emphasis on community economic development outreach and activities. Although it is impossible to capture a year's worth of activities in a few pages, some of the efforts undertaken are listed below.

## **Community & Economic Development:**

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

Some of these partnerships and initiatives are listed below for your information. Additional detail on these partnerships, initiatives, and events can also be found on the Community Development web site at [www.windham-nh.com](http://www.windham-nh.com).

### *Business Partnerships:*

- Welcomed the following businesses into Windham: Modern Tan, MW Solutions LLC, Outsourced Elf Gift Wrapping, Neal's Yard Remedies, Second Time Charmed, Maryanne's Diner, Celtic Dance Windham, Heavenly Donuts, Access Tent, Ellie on Wheels, Yana's Piano Studio, Aletto Physical Therapy, The Happy Hippy Boutique, Natural Glo, AnakaliaSUP, Demeo Electric, Inc, Dollivers Veterinary Mobile Services, Victory Fitness, North East CAD Solutions, LLC, Rotunda Interior Design, LLC, Windham Chiropractic & Massage Therapy, LLC, Barbagallo Plumbing & Heating, Sensationally Sweet, Absolute Water System, Rebecah Kay Photography, Amy Nails, DMT Electric & Communications, Inc, Paint pARTy, Apple Wood Kitchen & Bath, Educational Critical Care Concepts, LLC, Jim Williams, CPA, True Blue Cleaners, and Wrap n Go, Inc;
- Facilitated a Fall Business Education Seminar Series, consisting of a total of 3 sessions, co-sponsored by The Greater Derry-Londonderry Chamber of Commerce and other local businesses, to provide free educational opportunities for the business community;
- Collaborated with the Greater Salem Chamber of Commerce and Greater Derry-Londonderry Chamber of Commerce to host two free business networking events for local Windham businesses;
- Developed 1<sup>st</sup> Annual Foodie Weekend/Foodie Expo and Farmers Market to highlight local food businesses and provide an outlet to purchase such treats;
- Advertised Best of NH voting and award winners, Independent's Week, Eat Local Month, and the Best of Business voting and award winners;
- Coordinated the 2<sup>nd</sup> 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; and
- Represented the Town of Windham on The Greater Salem Chamber of Commerce Economic Development Committee, The Greater Derry-Londonderry Government Affairs Committee and at The Greater Manchester Chamber of Commerce Access Greater Manchester events.

### *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;

## COMMUNITY DEVELOPMENT

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- Continually enhancing the community-development focused web site [www.windham-nh.com](http://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 2013:

Concord Orthopedics

The Dubai Group

Wilsons Auto

Edward Jones

Granite State Police Supply

Windham Crossing Learning Center

Naults Honda

Green Sprouts Child Care

Picnic Table Factory

Extra Time Plumbing

Artistic Creations

- Implemented a “Welcome to Windham” packet for new residents, which contains material from over 60 businesses, not-for-profits and governmental entities promoting what Windham has to offer our newest residents;
- Continued 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:

Appletree Insurance

Martel Engineering

Safari Construction Management

Anakalia SUP

Medicus Health Care Solutions

Up All Day Creative Solutions

CTC Envision Home Theaters

Rotunda Interior Design, LLC

Dance Connections

Windham Chiropractic & Massage Therapy

Victory Fitness/Fitness on the Move

Fitness for Life Worksite Wellness Consulting

Therapeutic Massage of Windham

Winmill Equipment Company

B&H Oil/Convenience Store

The Common Man Restaurant

Balance Rehabilitation & Health Sciences

Canobie Lake Veterinary Hospital

Tailor Made Audio + Video

Law Office of Ann Barber

D’Pergo Guitars

Windham Health Center & Neuromuscular Therapy

ConvenientMD

Klemm’s Mobil on the Run

Senibaldi Contracting

Advocare

Lithia Skincare

AP Dailey

Stella & Dot

Capri Pizza

Hair Solution by Jane

ABC RC & Hobbies

Ward Health Center

Wilsons Auto

Dance Impressions

Lobster Tail Restaurant

HomeFree

36Creative

Windham Restaurant

Warf Industries

Lindt RSVP Chocolate

Kalil Dental

LabCorp

### *Community Partnerships:*

- Celebrated Windham being named #30 in Money Magazine’s Best Places to Live for 2013 in the “small town” category;
- Launched an Adopt A Spot Program for community members and businesses to adopt a roadway, Town property or conservation area to garden and/or maintain from June-September;
- Partnered with AP Dailey, Picnic Table Factory and Signs for Minds to design and install the first “Welcome to Windham” sign on Rt 128;
- Started a Community Garden Program, scheduled to start in Spring 2014, in partnership with Crossing Life Church, a UNH MPA student/resident and the Town of Windham, that will be open to residents and businesses to participate in;

- Provided outreach media and opportunities for the various nonprofits located in Windham and those serving the Town and its residents; and
- Collaborated with Windham High School for their Interview Challenge Program, Career Day partners/mentors, and Souperbowl fundraising/awareness event.

### **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 2013, the ways that we have worked to meet your needs include the following:

- Ensuring that all postings of meeting agendas, hearing notices and meeting minutes of the ZBA, Planning Board, Conservation Commission and Economic Development Committee, as well as their Subcommittees, are done at the Town Hall, Community Development, and on the Town web site;
- Revised Department applications – Planning Board, ZBA, Building Permit – to make them more user-friendly and posted them on the Town web site and made them available in the Department;
- Held public forums on general interest topics –NHDOT 10-Year Transportation Plan, Certified Sites Program for commercial development, Energy Code Workshop, and a presentation on “How to Attract Businesses to Windham”;
- 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;
- Writing articles for the local papers on topics of interest to the community, which included informational articles on Town of Windham regulations pertaining to fences, parking of commercial vehicles, customary home occupations/child care, historic and cultural properties, Home Occupied Business, floodplains, and sign permits; State of NH regulations on Shoreland Protection, stone walls, and political signs; Department notary services and Department planning library and map resources; and how to protect water quality in the Cobbetts Pond and Canobie Lake watersheds; and
- Reorganizing and better managing Department files, library resource materials, Planning Board approved plans, and maps to ensure they are complete, accurate, and user-friendly, as well as posting an up-to-date index of such material on the Department 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 2014. 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 2013, Department staff worked with landowners and business owners, as well as legal counsel on occasion, to resolve the following code enforcement items:

- 44 cases of un-permitted temporary signs
- 23 cases of non-compliance with Planning Board approval
- 10 case of unauthorized junkyards/health/safety violations
- 7 cases of unregistered motor vehicle storage

- 5 cases of an un-permitted accessory apartment
- 5 cases of violations of the Wetlands and Watershed Protection District
- 5 cases of un-permitted permanent signs
- 5 cases of unauthorized commercial uses of property
- 4 cases of un-permitted sheds / fences / decks
- 2 cases of drainage onto abutting properties/town road
- 2 cases of construction within private easements
- 1 case of a NH DES Shoreland Permit violation
- 1 case of illegal tree cutting/land clearing activities
- 1 case of nuisance due to site development activity
- 1 case of a seasonal property being used year-round

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 2013 economy was not as prosperous as we had all hoped it would be, the Department did see an uptick in our building and construction permitting and inspection activity. The Department issued the following permits in 2013:

- 105 Certificates of Occupancy (Commercial and Residential)
- New Residential Development
  - 55 Single-Family homes
  - 6 Duplex homes
  - 1 Triplex home
  - 1 Accessory apartment
  - 1 Seasonal Conversion
  - 14 Additions/Alterations to existing dwellings
- Commercial Development
  - 1 New Commercial Building
  - 14 Redeveloped commercial buildings
  - 3 Cell Towner Antenna Additions
  - 1 School Department office
- 294 Building permits
- 387 Electrical permits
- 186 Plumbing permits
- 82 Septic system permits
- 83 Well permits
- 3 Chimney permits
- 16 Fence permits
- 8 Residential sheds/pools
- 58 Temporary sign permits
- 27 Permanent sign permits
- 12 Minor Cobbetts Pond and Canobie Lake Watershed Permits

**Health Officer/Deputy Health Officer:**

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

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

**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 2013.

**Department Staff:**

If you have not been to a Board meeting in 2013, there have been a few changes in personnel. In October, Cathy Pinette, ZBA/Planning Board Minute Taker, left for new opportunities and Laura Accaputo was hired in December for that position. In December, Beth Ann Lapierre was hired as the Minute Taker for the Conservation Commission.

Those familiar faces in the Department in 2013 included Elizabeth Wood, Community Planner, Mike McGuire, Building Inspector/Deputy Health Officer, Mimi Kolodziej, Planning Assistant, Pat Kovolyan, Department Secretary, Colleen King, ZBA/Conservation Commission Assistant, and Nancy Prendergast, ZBA/Code Enforcement Administrator. Since October, Lexi Mucci, a student at Windham High School, has been working in the Department providing administrative assistance to Department staff and offering a friendly smile to the public.

I welcome you to stop by the Community Development Department in 2014 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

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# SOLID WASTE MANAGEMENT

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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 a commitment to continuous improvement.

Detailed information on the Station can be accessed on the Town website, WindhamNewHampshire.com, or found in an available brochure. Through the cooperative effort of our residents, Windham recycles approximately 30% of its solid waste. This diversion translates to budget savings, production of revenue, and an alternative to landfilling or incineration.

The Station conducted a spring electronics collection event at Windham High School; assisted by RMG electronics recycler. Like our recycled clothing revenue, the residual money raised from this event goes to the Windham PTA.

The Town is transporting its MSW (general trash) to Covanta Energy, Haverhill and its single stream recyclables to Integrated Paper, N. Andover. We transport our construction and demolition to LL&S, Salem and metal to Gateway Resource Recovery, Salem. Specific vendors remove our tires, propane tanks, clothing, refrigerated appliances, waste oil, and car batteries. We also provide an on-site mercury diversion program, sponsored by Covanta Energy, collecting fluorescent lights, thermostats, etc.

Per our NH Solid Waste Permit, an annual operational report is submitted to NH DES which tracks our operational performance. An updated Operational Plan and Closure Plan for the Station were approved by NH DES.

As always, I would like to thank the staff for their hard work and public service.

*WE WELCOME PUBLIC FEEDBACK.*

## 2013 STATISTICS

Municipal Solid Waste	4212 Tons
Demolition & Construction Waste	1051 Tons
Single Stream Recycling	1066 Tons
Metal Recycling	196 Tons
Average Generated Revenue	\$80,000/year

Respectfully submitted,



David Poulson, Manager

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# HIGHWAY AGENT

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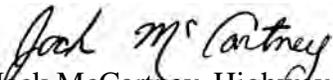
Wow, it's been a cold December; yet here in January, as I write this, we are in a forty degree heat wave. Typical New England weather. As to 2013, we had another good year; with several road projects completed. Included were Country Village Road, Country Club and Golfview roads, Moeckel Road, Deer Run and Fawn roads, Church Street, a portion of Londonderry Road, Colchester Road, Edgewood Road, and a portion of Leni Road. In addition, a portion of Marblehead Road and Hawley Road was started, and will be completed this coming spring. We also did a lot of shoulder shimming, tree limbing and removal (the power company has also been doing a significant amount of this throughout town), weed whacking and mowing of several large detention areas, and projects at Griffin Park and the Nashua Road ballfields. The usual street sweeping, roadside mowing and basin cleaning/repairs were done, as well. These are the majority of summer projects and, along with the usual cold patch and sign work, kept us quite busy.

As far as winter, we went through the expected sequence of lots of nights and weekends dealing with the storms and had a busier season in 2013 than we've had over the past couple of years. Yet through it all, we kept our costs down and were in good shape dollar-wise come December. This was due to significant savings on materials for winter uses, several paving projects being shim and overlay versus reclamations, and several other areas with smaller savings across the budget. I'd like to think I had something to do with this but, instead, I believe it was luck as much as anything else; along with staff performing a lot of work in-house.

In all, I feel we accomplished all that we set out to do, and did a few projects with other departments that worked out great for all involved. We'd like to thank all those who helped us from these departments, the sub-contractors who did work for our department, and all of the residents who help and continue to support us.

We wish all of you a happy and prosperous new year.

Respectfully submitted,



Jack McCartney, Highway Agent

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# NESMITH LIBRARY

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## In 2013:

- Nesmith Library customers borrowed more than 167,000 items.
- There were 10,600 registered borrowers.
- 4,597 eBooks and 2,190 audio books were borrowed by residents through the Library's participation in the NH Downloadable books consortium.
- 3,260 new books were added to the collection.
- A tremendous Strawberry Festival – thanks to the Friends of the Library!
- 10,059 materials were borrowed from GMILCS consortium members for Nesmith customers.
- Nesmith cardholders went to other GMILCS libraries and borrowed 4,618 items directly from those libraries.
- GMILCS member libraries now have access to 3,131 eBook titles through the 3M cloud library!
- Nesmith began loaning iPads as part of its iLibrary at Nesmith Library project, an initiative made possible through Makromed Inc. of Salem, NH.

Nesmith Library completed its second year as a member of the Greater Manchester Integrated Library Cooperative System. GMILCS is a nonprofit consortium of eleven (11) public and two (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 continues to introduce many positive changes to Nesmith Library procedures, streamlining them and making the library more convenient to use. Additionally, participation in this consortium provides Windham residents with exciting new products, such as eBooks through the 3M Cloud Library.

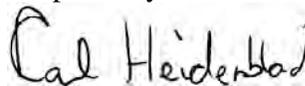
As always, I wish to thank the entire team that makes it possible for us to provide excellent service to the residents of Windham, day in and day out, 7 days a week, for 63 hours each week. The Library's board, staff, Friends of the Library and our outstanding group of volunteers work hard to make the 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 2013. Please visit us often in 2014!

### **2013 LIBRARY STATISTICS**

Registered Patrons	10,600
Books Added	3,260
Total Number of Titles in Collection	86,456
Items Circulated	167,157
Library Visits	83,679
Program Attendance	7,642
Multi Purpose Room Bookings	502
Internet Uses	7,434
Volunteer Hours	768

Respectfully submitted,



Carl Heidenblad, Library Director

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# MAINTENANCE

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Well, what a difference a year can make when you have several changes within a department. This year is the first without Al Barlow, and many changes were made to accommodate his retirement. Among them were the awarding of contracts to outside vendors for several tasks; the most significant being the HVAC maintenance contract. This has reduced the amount of time being spent on these systems; plus getting one vendor to handle all of the systems now requires only one phone call to correct problems when they arise. In the past, it may have been one of many depending on who we were getting gas and or oil delivery from.

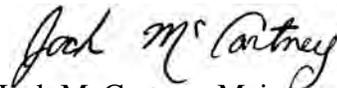
Several, large painting projects were also awarded and completed for both exterior and interior projects. The Maintenance staff did additional work on several smaller areas, as well, with regards to painting. Several buildings got new roofing or repairs to the existing roofs and both the Police building and the Searles building had new windows installed; with the Searles being paid for through donated funds. The Armstrong building had a new boiler installed in the basement, while several other buildings had upgrades or significant repairs to their respective HVAC systems. The majority of buildings had at least one steam cleaning of their carpets and several had stripping and waxing of their tile floors. This was done both by staff and outside vendors.

This department is a busy one, due to the daily cleaning of town buildings, shoveling stairs and sidewalks during winter months, picking up of trash with the parks included during fair weather months, smaller painting projects, light plumbing and electrical work, ordering and supplying office and restroom needs, setting up at the Searles building for scheduled events, helping with the many recreational events, elections when necessary, and many other functions that occur on a day to day basis outside of staff's everyday schedules. And some of these tasks are by no means pleasant, particularly during the summer months.

In closing, I give the staff credit for their work, and also thank the residents for their support and donations to several projects.

Once again, I wish all a happy and prosperous new year.

Respectfully submitted,



Jack McCartney, Maintenance Supervisor

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# RECREATION

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It is hard to believe that another year has gone by, as the programs and events offered by the Recreation Department continue to grow and be well attended. There are programs for all ages from tots to senior citizens.

The major community events of the year included: Easter Egg Hunt, Daddy Daughter Dances, Town Day/Fireworks, Senior Picnic, Harvest Fest, Tree Lighting, and Senior Christmas Party. The Harvest Fest had a record number of attendees this year and the weather was perfect. The tree on the Town Common that is lit for the Tree Lighting had a make-over this fall and looks great. The electricity was upgraded on the Town Common and the lights changed from white to color. The tree looks spectacular as you drive down Route 111. Thank you to Jay Yennaco and Steve Koza for working on this.

There were two Eagle Scout projects that benefited the Town Beach this year, as well as one Girl Scout Silver Award Project that spruced up the Gazebo on the Town Common. Fred Parker constructed a new lifeguard chair and stained the picnic tables. We look forward to using the new chair in the summer of 2014. Bryan Deranian spent his weekends this past fall refurbishing the beach changing room. It now has a roof on it and we know it will be well used this summer. Taylor Mendes and Molly Ryan earned their Silver Award by working on the gazebo on the Town Common, which is not only used during the Tree Lighting, but is enjoyed throughout the year by residents and visitors. The project included painting, additional plantings, and repairing broken boards. They officially unveiled the gazebo at a cookie and lemonade gathering in September. Thank you to Fred, Bryan, Taylor, and Molly!

The beach also received a new raft this year, which is larger and more durable. It was enjoyed by all.

Griffin Park was a busy location this year with projects. The rear of Griffin Park by the soccer/lacrosse field was worked on this year. The field was over-seeded in the spring, which caused soccer and lacrosse to temporarily relocate to other fields for the spring season. We appreciate their cooperation moving fields while this was completed; the end result was definitely worth it.

The swale in the area by the walkway and building was filled in which will help to reduce a place for mosquitoes to gather, as well as to help players and parents not having to walk through water and mud to get to the field. The improvements have added to quality of the fields we have. The goal is to further fill in the swale so the field can be extended, which will benefit the field when the playing areas and goals are rotated.

After a great deal of public discussion, the skate park was dismantled and removed. Plans for what to put in its place will begin in 2014 with public meetings to gather ideas. We welcome your input.

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 such a huge success. It truly takes a community effort to have such great programs.

Thank you to: the residents of Windham, the Boy Scouts and Girl Scouts, Windham Baseball Softball League, the Windham Co-op, WEDC, the Windham Garden Club, Windham High School Volunteer Program, Windham Lacrosse, Windham MOM's Club, Windham Soccer Association, Windham Wolverines, and the Windham Woman's Club.

Also to: Bruce Breton, Al Letizio, Margaret and Tom Case, Kathleen DiFruscia, Barbara Coish, Joel Dube, Kristi St. Laurent, Debbie Mackenzie, Belinda and Ralph Sinclair, Convenient MD, Max Puyanac, Jay Yennaco, Steve Krikorian, and Gary Curtis.

Also to Town staff members: Jack McCartney, Police Chief Gerry Lewis, Police Captain Mike Caron, Fire Chief Tom McPherson, Assistant Fire Chief Ed Morgan, Deputy Fire Chief Bill Martineau, Dana Call, Adel Cerri, Kathy Davis, Eric DeLong, Wendi Devlin, Jeff Galle, Steve Hinds, Wendy Lorentzen, Kelly Yucupicio, Bruce Montgomery, Paul Lutz, Tina Boormeester, Laura Scott, Dave Sullivan, WCTV, Windham Fire Department, Windham Maintenance Department, and Windham Police Department.

Lastly, we would like to thank the members of the Windham Recreation Committee who volunteered in 2013 - Mike Caruso, Fred Connarn, Bill Fidler, Mark Lucas, and Dennis Senibaldi; with a special thank you to Tim Kelleher who served as a Member and Chairman on the Committee over the past several years. We appreciate his dedication to the Town and wish him luck in his future endeavors.

Respectfully submitted,



Cheryl S. Haas, Recreation Coordinator



Chris O'Neil, Acting Recreation Chair

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# INFORMATION TECHNOLOGY

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## TECHNICAL ADVISORY COMMITTEE

Computers do not repair roads or protect your home; they don't educate your children or assess your property values, but if they fail to function so does the government. No car registration, no voter registration, property taxes, permits, town events registration; among the most common and everyday tasks performed by the town.

As I begin the year, I renew my commitment to the systems and infrastructure for which I am responsible. I will continue to seek improvements and upgrades that will insure the services the Town relies on are there when needed.

In the past twelve months new hi-performance servers, switches and cabling have been installed. This up-coming year we look to finish the job with 50 new workstations.

The primary equipment is, by a significant factor, more powerful than the systems replaced; starting with two rack mount servers with a total of four processors and 32 Gigs of ram, using a high speed redundant storage device with approximately 2Tb of data space. Fast, Safe, Reliable; housed in a server closet secure and backed up with an instant on generator, and enough battery backup to keep the equipment running for nearly 4 hours. To facilitate and take advantage of the new servers, our fiber backbone has been upgraded to 1000mb instead of 100mb, and new fiber lines were added to the server room to provide maximum throughput.

Our Internet access will be increased to double its current capacity as we follow along with the rest of the world and increase our need for access. (Credit Card Payments to name one big change coming out this year, and possibly more "offloading" of software to remote sites).

In closing, I would thank all the voters that supported our efforts by voting to pass the warrant article making these upgrades possible, I would also like to extend a personal note to the very active members of the Technical Advisory committee. Their knowledge continues to enhance my capabilities, and their valuable personal time is given to the residents without question or expectation. Thank You.

### ***Current Members***

Jacques Borcoche, since 1998    Greg Cappiello, since 2002  
Carl Hiedenblad<sup>1</sup>, since 2006    Neelima Gogumalla, since 2012

### ***Former Members***

J. Gross '00-06, Paul Keller<sup>2</sup> '05, Dick Gumbel '98-03, Dick Forde '98-03, Jeff Walker '98-01, Mike Notini '98-01, Alan Windsor '98-01, Gary Dallas '97, Francis Farmer '97, Neil Gallagher '97, Jonathan Coish '97, Scott Bates, 2012-13.

Respectfully submitted,



Eric DeLong, Director of Information Technology  
Technical Advisory Committee Chair

<sup>1</sup> *Carl currently serves as the Director of the Nesmith Library*

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# TOWN ASSESSOR

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In February 2014, I will have served as Town Assessor 15 years. This milestone causes me to ponder the change over time. Since 1999, Windham has gained over 1,300 homes and 2,800 new residents. Windham finished its new Police Station, a Fire Department, and Griffin Park was approved and developed in this time period. The old Fire Station was renovated to Community Development offices and a public meeting room, the Bartley House converted to Town Administration offices, and the Senior Center received an addition. Residential development added several miles of roadway to maintain, the three existing schools had significant additions or renovations, and we absorbed the construction and opening of Windham's first High School.

Windham's overall taxable value – at \$8.6 Million in 1999 – has topped \$2.1 Billion this year. The annual budget (Town, School and County) almost \$16 Million then, after crediting revenues, is nearly \$49 Million now. Pressure from development has taken its toll on personnel, services and financially. Residents watched property tax bills double in this time period. Unquestionably, this has drawn the attention of Town leadership, including present and potential property owners. Budgets are closely scrutinized and carefully presented. However, Voters have the final say.

Looking forward, residents are pondering what type of economic development will help ease the tax burden. Clearly, residential growth has increased pressure on annual budgets. Studies show commercial development contributes more than it costs. However, Windham historically rejects changing its “rural” character. Existing land use and zoning indicate there is less than 500 acres of developable commercial land. Of this, perhaps half may never be developed as it is owned by a non-profit foundation that is presently creating a tax exempt environmental education facility. The spotlight will focus on the remaining non-residential acreage, primarily located near Exit 3 off Interstate 93 and Wall Street. Windham Planners are anxiously awaiting the completion of the interstate widening and the realignment of Route 111 at Wall Street to see what remains.

The Assessing Department is responsible for identifying taxable property and applying a fair and proportionate assessment to each. State law requires municipalities to “bring values anew” every five years and Windham's cycle for revaluation is 2015. The first step in this process is to review existing property for changes. This involves a physical inspection of each and every improved property. The second is to evaluate sale activity and develop pricing tables applicable to appropriate value components. In conjunction, the administrative assistant schedules inspections and reviews resident exemption or credit qualifications. Finally, the updated records, photographs and values are reviewed and discussed during informal hearings with interested property owners.

During my tenure, this department has continued to operate with only two (2) employees, an administrative assistant and myself. Due to the continued growth within our town and increased procedural regulations, it is evident one inspector/appraiser is not able to physically gather and verify the data, fully analyze and prepare the required documentation. In 2014, the Town will be asked to approve contracted technical assessing assistance. This help is anticipated to increase accuracy and ensure a fair application of the valuation model. The projected cost of \$100,000 will enable a cost effective and preferred in-house revaluation. The alternative is a court mandated and State controlled revaluation completed at a much greater expense to the Town.

Tax Credits and exemptions available by State Law are offered to all eligible residents. Qualified Veterans, the elderly, disabled, deaf or blind taxpayers, and property exemptions are available for improvements to assist persons with disabilities. In 2013, the Town had 457 Veterans qualify for a credit and 87 residents receiving exemptions.

## TOWN ASSESSOR

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Current Use property owners enjoyed significant tax savings this year. The Current Use program was developed to encourage owners of large undeveloped land to preserve the open space. Special assessment pricing developed by the New Hampshire Current Use Board entices owners to apply for this classification and hold off developing their 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 Assessor for more information on this program.

In closing, I wish to recognize my long time administrative assistant, Jennifer Zins, for her continued support, professional effort, and delicate handling of the occasionally difficult situations that arise in an Assessor's job function. In addition, I thank my legal counsel, Bernard H. Campbell, of Beaumont & Campbell Professional Association, for his many years of advice and support. We won more than we lost! And finally, I wish to thank the professional staff of the Selectmen' Office, the Town Clerks, Police Chief, the Fire Department leadership, and especially our Tax Collector, Ruth Robertson for all their assistance and enjoyable teamwork.

Respectfully submitted,



Rex A. Norman, CAE, CNHA

# **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.](#)*

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# HUMAN SERVICES

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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 can be received through other agencies or programs. Residents in need of assistance must meet eligibility standards in order to qualify for shelter, food, utilities, medical needs, and/or other necessities. Assistance provided by the Town is temporary in nature, and may be provided directly by the Town or by referral to the appropriate Federal, State or local agency.

The Town also contributes to social and service agencies in the local area, which provide valuable help to our residents. These include Family Promise Program, Windham's Helping Hands, CHS, Shepherd's Pantry, Visiting Nurse/Hospice, CLM, Community Caregivers, Children's Services, AIDS Response, A Safe Place Rape & Assault Services, Big Brothers/Sisters of Greater Nashua, Rockingham Community Action Program, and Meals on Wheels. The Town and these agencies work together to provide the most appropriate assistance 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.

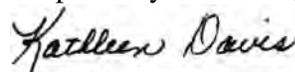
The Town of Windham assisted approximately 36 households in 2013; which is two (2) less than last year. The total cost of this assistance was \$41,735.93; an increase of \$699.21 over last year. It should also be noted that many residents are met with and referred to other agencies for the most appropriate type of assistance, and that these numbers are not reflected in the number of households assisted. Some of the other types of assistance we refer clients for are Food Stamps, Food Pantries, Financial Aid for Needy Families (FANF), shelters, Community Health Services, NH Medicaid, Fuel Assistance and other applicable programs. These agencies assist our residents who are ill, struggling on fixed incomes or those who have incurred job loss or pay reductions. Fuel Assistance, for example, aided 72 Windham households with heating costs of \$59,314.00. While this year was somewhat better, with some jobs found, wages continue to be lower and in some areas of employment, work is still sporadic. Hopefully 2014 will bring more jobs and financial relief to our neighbors. The following represents a breakdown of the assistance granted in 2013:

Food Vouchers	\$ 3,283.03
Shelter Vouchers	17,616.73
Mortgage Assistance	8,806.13
Electricity Voucher	4,092.70
Oil/Propane	5,976.20
Medical	51.14
Funeral	750.00
Shepherd's Pantry	500.00
<b>Total</b>	<b>\$41,735.93</b>
Reimbursements	\$3,260.70

We truly appreciate the many local organizations who continue to provide assistance to our families. Windham's Helping Hands continues to sponsor the Back to School Clothing Drive and provide winter coats, as well as coordinating Thanksgiving Baskets and Christmas gifts. The Women's Club, American Legion, FLOW, residents and businesses continue to be very generous, both with gifts and donations. To our drivers who provide transportation for our seniors for doctor visits and the weekly Wal-Mart shopping trip - thank you. Our residents rely on this service, and our drivers are compassionate, dependable and caring.

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

Respectfully submitted,



Kathleen M. Davis, Human Services Coordinator

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# EMERGENCY MANAGEMENT

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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 in 2013 were:

- Winter storm "Nemo", which began tracking towards New England on February 6, 2013 and impacted our area 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 placed on notice and assisted during this storm by manning the Emergency Operation Center and assisting with phone calls.
- Continued to update Local Emergency Planning Materials.
- Completed 5 year update on town's Hazard Mitigation Plan.
- Continued to work with American Red Cross to complete Sheltering information for Windham High School and surrounding shelters.
- The EM web page continues to be improved and updated. It can be found at: <http://windhamnewhampshire.com/departments/emergency-management>. There, you will 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 and Emergency Management remain active on "Twitter" as an alternate way to inform residents of important information and weather alerts. You can find us at [@WindhamFD](https://twitter.com/WindhamFD).

As we enter 2014, 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 areas such as management database integration, logistics, and shelter and communications sub-committees. If you are interested in joining, visit our web page as shown above from which 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 at a moment's notice. Lastly, I want to thank all the members of Town Government for their continued support and dedication.

Respectfully submitted,



Thomas L. McPherson Jr., Fire Chief/EM Director

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# COMMUNITY TELEVISION

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In 2013, 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 on Channel 20, public access programs on Channel 21, and bulletin board announcements on Channel 30.

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. Meetings 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](http://www.wctv.pegcentral.com). Public Access Programs Produced in 2013 included:

- 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
- Baking with Angelina
- Memorial Day Parade
- Town Day
- Strawberry Festival
- Senior Picnic
- Harvest Fest
- Easter Egg Hunt
- Elementary & Middle School Concerts
- 8th Grade Promotion Ceremony
- High School Graduation
- Candidates Nights
- Senior Christmas Party
- LIVE Visit with Santa/Annual Tree Lighting Festivities

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

WCTV 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](http://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. Program schedules are also posted in the Windham Independent newspaper.

Equipment upgrades to the Cable Studio, Town Hall, and Public Meeting room have been made this year to improve the audio and video of WCTV productions. These improvements benefit 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 2013 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! 2013 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 Yucupicio*

Kelly Yucupicio, WCTV Coordinator

# ANIMAL CONTROL

Beginning in May of 2013, in efforts to increase education, dog owners have been receiving with their pet's licenses a guide to responsible pet ownership in Windham. Key portions advise as follows:

**“RESPONSIBILITIES:** Pursuant to RSA 466:30-b, the Town of Windham has adopted N.H. State Statute 466:40-a, “Dog Control Law”, codified as local ordinance #WIN 2:07:12:78. This statute provides that it is unlawful for any dog to run “at large” except when “accompanied” by the owner or custodian. Accompanied is defined as within sight or sound of the animal. At large is defined as off of the owner’s premises and not under the control of any person.

Further, the Town has adopted regulations specific to Town-owned property, #WIN 2:06:21:04, which require among other things, that when using common areas of Town-owned or leased parks or similar non-athletic recreation areas, including the Windham Rail Trail or Griffin Park, your animal must be leashed at all times. This policy also prohibits the presence of any dogs from certain, specified public properties (see #WIN 2:06:21:04, Section V, A-D).

As a pet owner, your responsibility is to ensure the protection of your animal from others, as well as ensuring the animal does not pose a danger to other people, animals or property.

**BEST PRACTICES:** For the protection of your pet and those around, the following recommendations are strongly encouraged:

- Do not leave your dog outside in an unattended manner without a form of control. Common controls include fences (chain or electric) or tying (rope or cable) to ensure the dog does not leave the property while unattended.

If you are walking with your pet on Town or Public property, the dog should be leashed unless it is herding, hunting or training in accordance with guidelines defined in NH State Statute 466:40-a, or is exempted via #WIN 2:06:21:04, Section VII, A-E.”

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

	2013	2012	2011
Number of dogs picked up	56	67	67
Number of dog bites reported	14	16	18
Number of dogs hit by automobiles	1	0	3
Number of animals adopted out	4	4	3
Fish and Game calls	79	83	60
Number of cat issues	46	37	36
Total warnings issued	116	115	101
Total calls logged	522	612	565
Total hours worked	716	820	746
Total miles traveled	4,579	5,440	4,470
Total Assessed Penalties	\$2,040	\$3,070	\$3,150

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](http://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](http://www.nhdf.org).

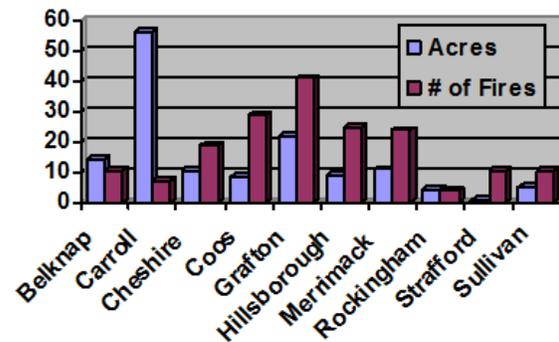
This past fire season started in late March with the first reported fire on March 26th 2013. April, which is the traditional start to our spring fire season, started very dry with little measurable precipitation until the middle of the month. Approximately 70% of our reportable fires occurred during the months' of April and May. The largest fire was 51 acres on April 29th. 81% of our fires occurred on class 3 or 4 fire danger days. By mid May, extensive rains began which provided us with a very wet summer overall. We had a longer fall fire season due to drier than normal conditions following leaf fall. Fortunately most of these fires were small and quickly extinguished. 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. Many homes in New Hampshire are located in the wildland urban interface, which is the area where homes and flammable wildland fuels intermix. Several of the fires during the 2013 season threatened structures, a constant reminder that forest fires burn more than just trees. Homeowners should take measures to prevent a wildland fire from spreading to their home. Precautions include keeping your roof and gutters clear of leaves and pine needles, and maintaining adequate green space around your home free of flammable materials. Additional information and homeowner recommendations are available at [www.firewise.org](http://www.firewise.org). Please help Smokey Bear, your local fire department, and the state's Forest Rangers by being fire wise and fire safe!

## 2013 FIRE STATISTICS

*(All fires reported as of November 2013)*

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

County	Acres	# of Fires
Belknap	14.5	11
Carroll	56.5	7
Cheshire	11	19
Coos	8.5	29
Grafton	22.3	41
Hillsborough	9.5	25
Merrimack	11.2	24
Rockingham	4.3	4
Strafford	1	11
Sullivan	5.2	11



Due to:	# of Fires
Arson	1
Debris	69
Campfire	12
Children	1
Smoking	10
Equipment	4
Misc.*	85

Total	Fires	Total Acres
2013	182	144
2012	318	206
2011	125	42
2010	360	145
2009	334	173

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

# VITAL STATISTICS RECORDED

AS OF DECEMBER 31, 2013

## BIRTHS

DATE	PLACE	CHILD'S NAME	PARENT(S) NAME
01/03	Manchester	Zoey Alice	Christopher & Cynthia Hunt
01/16	Nashua	Broden Quinn	Joseph & Lisa Petro
01/17	Manchester	Colton James	James & Christine Freethey
01/23	Manchester	Maxwell Cruz	Benjamin Horton & Jessica Letourneau
02/09	Manchester	Walker Daniel	Jason & Halie Alosky
02/19	Nashua	Rosemarie Riley	Andrew & Victoria Freeston
03/04	Nashua	Charlotte Drew	Drew & Wendy Steadman
03/09	Nashua	Aubrey Jean	Joseph & Lindsey Bokuniewicz
03/12	Manchester	Theo Joseph	Hans Schulz & Christine Morris
03/22	Manchester	Madeleine Pia	Bryan & Bridget Calder
03/27	Manchester	Michael Francis II	Michael & Katelyn Burnham
04/04	Manchester	Megan Marie	Jeffrey & Katryn Vermilyea
04/14	Nashua	Evelyn Beatrice	Mark & Jill Bedard
04/15	Nashua	Lark Elsa	Jason & Lauren Lindberg
04/30	Manchester	Rose Elizabeth	Charles III & Nicole Swannack
05/06	Nashua	Emerson Paige	Chad & Heather Chaloux
05/08	Windham	Celeste Marie	Joseph & Raeanna Williams
05/10	Nashua	Madilynn Teresa	Jeffrey & Jennifer Antista
05/14	Nashua	Charlie Travis	Matthew & Diane Costa
05/21	Manchester	Addison Jayne	Stephen & Jamie Ballard
05/21	Manchester	Kennedy Jane	Cory & Jennifer Simmons
05/26	Nashua	Ryan Robert	James & Alicia Harvey
06/18	Derry	Charles Allen	Steven & Kellie Culver
06/29	Manchester	Charles Joseph Michael	Christopher & Christine Ryan
07/31	Nashua	Benjamin James	Brian & Lisa Currie
07/31	Nashua	Lio Sinhar	Arthur Pelletier & Alexandra Barton
08/09	Manchester	Odin Perry	John & Lia Jeffrey
08/31	Nashua	Marielle Clara	John Jr & Nicole Sharpe
09/12	Nashua	Livia Isabel	Orlando & Katie Cabrera
09/17	Manchester	Katherine Alana	James & Michelle Knight
09/29	Nashua	Jeremy James	Michael & Natasha Lupiani
10/13	Nashua	Anna Grace	Steven & Meaghen Mikolajczuk
11/21	Manchester	Connor James	Christopher & Dana Kelliher
12/19	Nashua	Zerui	Hua Fan & Yuan Zhang
12/23	Nashua	Colton Ryan	Ryan & Jennifer Lambert
12/27	Manchester	Gwendolyn Diane	Richard & Christina Medeiros

VITAL STATISTICS RECORDED

*DEATHS*

DATE	PLACE	DECEDENT'S NAME	PARENT(S) NAME
01/02	Derry	William Dungan	William Dungan & Elizabeth Cronin
01/04	Manchester	Carol Graham	Herbert Auterburn & Ruth Osterberg
01/06	Salem	Marie Nolan	Pasquale Loizzo & Stella Luvera
01/10	Windham	Sally Tager	Martin McDonough & Sara MacKinnon
01/17	Windham	Kenneth Olson	Carl Olson & Averill Carpenter
01/26	Windham	Louise Freeman	Ernest Rand & Grace Ham
01/30	Windham	Mary Oliver	Joseph Oliver & Julia Shea
02/04	Windham	Rita Forrence	Alphonse Boucher & Laura Levesque
02/06	Windham	Louis Barbin	Arthur Barbin & Aldea Jerome
02/13	Derry	Prescott Duvall	Ernest Duvall & Flora Barbour
03/08	Windham	Ruth Burke	George Lumb & Viola Taylor
03/16	Windham	Grace Bourque	Norie & Louise Chiasson
03/22	Merrimack	Frances Fryer	Joseph Dakanis & Jessie Dalziel
04/08	Windham	Priscilla Knight	Melvin Marsh & Mary Louise Bodwell
04/15	Derry	Lorraine Kneeland	David Collard & Jeanne Gagnon
04/25	Windham	Mary Sullivan	Elijah Woodfine
04/29	Windham	Isabel Cappiello	Francis Haggerty & Anna McKay
05/14	Windham	Patricia Scarbro	Thomas Dennis & Mary Jolin
05/16	Windham	Arthur McKivergan	Patrick McKivergan & Helen Schneider
05/18	Hudson	Ellen Lombardi	Anthony Lombardi & Mary Livoti
05/28	Derry	Richard Russell	Harold Russell & Mary Jarosky
06/02	Windham	Barbara Roper	Rocco Ciraso & Ruth Goodale
06/09	Derry	Thomas Wilson	Clarence Wilson & Margaret Shea
06/11	Merrimack	Carolyn Webber	Lawrence Webber & Dorothy Littlefield
06/12	Derry	Alfred Larochelle	Alfred Larochelle & Louise Brunette
06/28	Windham	Joanne Hart	Walter O'Malley & Florence Hanley
07/09	Windham	Evangeline Gurak	Christy Mavris & Mercy Maroskos
07/10	Windham	Raymond Michaud	Raymond Michaud & Rita Gravison
07/11	Windham	Eleanor Burke	Arthur Burke & Mary Greene
07/17	Windham	Kim Fuller	Joseph Melanson & Yvonne Bernard
07/18	Hudson	James Doherty	James Doherty & Agnes McDevitt
07/31	Windham	Kathleen Thompson	Ralph Morgan Jr & Margaret Fitzgerald
08/14	Derry	Mary Gagliardi	Generoso Addonizio & Felicia Outuguo
09/10	Windham	Edward Donnelly	Leonara Krupka
09/15	Windham	Kenneth Buckless	George Buckless & Louise Young
09/17	Portsmouth	Jonathan Zygmont	David Zygmont & Lynne Durand
09/28	Windham	Gertrude Lamontagne	Adolph Arsenault & Lillian Lambert
10/04	Windham	Harry Milliken Jr	Harry Milliken & Edna Murchie
10/14	Windham	Patricia Jones	John Connor Sr & Josephine Donahue
10/18	Windham	Madeline Erwin	Arthur Erwin & Madeline Gallagher
10/18	Derry	Phyllis Streechon	Frederick Stockbridge & Harriet Chandler
11/13	Derry	Papken Khanbegian	Garabed Khanbegian & Takoohi Sehigian
11/18	Windham	Edward Mone	Thomas Mone & Yvonne Dumais
11/20	Salem	David Larkin	Edward Larkin & Florence Gordon
12/04	Derry	Patricia Johnson	John & Ouida Wallace
12/05	Manchester	Timothy Beliveau	Henry Beliveau & Darryl Pierce
12/12	Salem	John Rogers Jr	John Rogers Sr & Alice Mugerini
12/18	Tilton	Freeman Anthony	Barnaby Anthony & Hilda Hubley
12/27	Derry	Florence Ferris	Franklin Anderson & Florence Cole
12/28	Manchester	Susan McCluskey	Robert Stackpole & Lois Verdone

VITAL STATISTICS RECORDED

**MARRIAGES**

DATE	PARTIES WED	PLACE
01/26	Carolyn L Luongo & Joseph E Morrissey III	Windham
02/10	Janet M Fitzgerald & Alan M Ross	Windham
03/02	Jenny A Daigle & Darrin J Daniels	Sanbornton
03/09	Robert J Champagne & Samantha J Bastien	Windham
04/07	Jon W Howarth & Kathryn E Cortelyou	Windham
04/13	Kristopher S Priestley & Katelyn J Marsland	Windham
05/11	Vanessa M Ludwick & Mack M Bushell	Center Harbor
05/18	Hearshell J Vanluven & Bethany J Solomons	Windham
05/31	Elaine E Turgeon & Kenneth W McQuesten	Windham
06/01	Jessica M Bergeron & Robert P Cox	Littleton
06/19	Christina L Ruiz & Jean C Santana	Windham
06/21	Richard F Taylor Jr & Tracey J Aribas	Windham
06/22	Jordan M Therrien & Shannon J Hardiman	New London
07/02	Barry K Newcombe & Rehnuma Arora	Windham
07/11	Lisa A Boening & Thomas F Murphy	Atkinson
07/20	Paul D Cooper & Pamela C Reynolds	Sunapee
07/27	Kelly L McLaughlin & Michael A Yucupicio	Windham
08/03	Nina E Karalis & Kenneth H Light	Windham
08/03	Elizabeth M Gemmell & Michael A Hartke	Portsmouth
08/03	Derick M Jones & Elizabeth J Young	Meredith
08/10	Michael A Smith & Alicia R Mullin	Derry
08/17	Corey S Carter & Deanna L DiOrio	Sandown
08/29	Peter W Sponholtz & RoseMarie Galipeau	Windham
09/06	Carl F DiFranco Jr & Nicole M Budzyna	Bedford
09/06	Jamie L Boisvert & Christopher J Guilherme	Sandown
09/07	Sarah B Given & Craig A Thomas	Gilford
09/20	Christopher R Leriche & Jacquelyn A Marr	Atkinson
09/28	Mark C Brown & Cathy Tramontozzi	Windham
10/05	Charles E Wingate III & Jessica M Dery	Amherst
10/11	V A Kemezys Jr & Kristin L Makowski	Manchester
10/26	Stanley R Adams & Laura L Engle	Pelham
10/26	Candace J Rickard & Derek S Williams	Windham
11/17	Jeremy C Catt & Cynthia M Plouff	Windham
11/24	Nicole S Leblanc & Stacey A Kopp	Windham
11/24	Lauren M Jones & Raja A Rehman	Windham
11/30	Erica L Heilman & Anthony V DeRosa	Manchester
12/24	Edward B Tirrell & Michaela J Butler	Windham
12/31	Erin M Phelan & Christopher M Gentile	Manchester

Respectfully submitted,

*Nicole Bottai*

Nicole Bottai, Town Clerk

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# CEMETERY TRUSTEES

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As 2013 came to an end, I'm pleased to note the Trustees were able to address some of those issues discussed in our submission to last year's Annual Reports. Repairs were completed to the wrought iron fence on the Hill, and the hearse house received a new roof. It did, however, prove somewhat more difficult to address the larger concerns that we continue to face regarding water.

In the New Plains, where drainage is an ongoing issue throughout the year, we hope that changes to the Town's Purchasing Policy relating to monetary levels requiring a specific number of vendor quotes will allow us to finally move forward on this project in 2014. In the past, we have been unable to generate much interest from local contractors in undertaking a smaller-scale project such as this, but may now be able to arrange for the work to proceed based upon a single cost estimate.

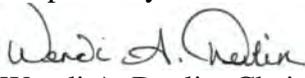
Across the street, in the Veteran Section, the Trustees explored the possibility of constructing a retaining wall along the rear portion in hopes of re-directing the water that continually encroaches into the burial area. Unfortunately, we learned that doing so will likely be quite an expensive undertaking and will require much more research on our part before determining the best course of action.

Regarding the Veteran area, a special thank you goes out this year to the Highway staff for their efforts on our behalf last spring. In some pretty uncomfortable weather conditions, Jack McCartney and the others worked very hard to try and reduce the flooding in Veteran Section before Memorial Day. They repeatedly broke down the dam – which the beavers persistently rebuilt – and ultimately ended up bringing over sand bags in hopes of deflecting the water before the Annual Ceremony. Although not wholly successful given the sheer amount of water, their work was certainly noticed and appreciated by many.

As always, we extend our gratitude to our Custodian Scott Polumbo, and his crew, for their efforts and for consistently going above and beyond on our behalf. To brothers Jim and Scott Thornton our thanks for meeting our interment needs with both professionalism and compassion. Of course, thanks as well to the various scouting organizations for their eagerness to help us prepare the Cemeteries for the Annual Memorial Day ceremony; and American Legion Post 109 for assisting in the disposal of our grave marker flags each year.

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

Respectfully submitted for the Trustees,

  
Wendi A. Devlin, Chair

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# CONSERVATION COMMISSION

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In 2013, Windham was honored by Money Magazine's "Best Places to Live" as one of the top 50 towns in the United States. It cited our quaint atmosphere and abundant natural beauty, and noted that our town boasts "a pond, a lake and 1500 acres of recreation and conservation land." In reality, our town boasts six (6) ponds and two (2) lakes, in addition to open spaces. It's obvious that conservation lands play an important role in a town's quality of life and desirability on a national scale. Windham's conservation acreage grew this year by an additional 30 acres with the purchase of three separate parcels abutting the Windham Town Forest. It is the Conservation Commission's goal in 2014 to continue to expand this area of valuable open space, as well as pursue the purchase of Campbell Farm; a 64-acre farm in existence since 1733. Not only does the farm have scenic open vistas, it also enjoys over 5100 feet of frontage on Beaver Brook. The Commission is hopeful the voters of Windham will see the significance this farm has played in the town's history and support the purchase of this parcel. We continue to work on putting in place a forestry management plan for the town's southeast lands. In this regard, the Commission is spearheading an article to designate several tracts of land in that location as a Town Forest so we can begin timber harvesting in the new year.

The complexion of the Windham Conservation Commission changed this year, with voters approving the reduction of regular membership from seven members to five. This has allowed the Commission to minimize cancelled meetings due to a lack of a quorum and comes at a good time, as plans for housing subdivisions have picked up when compared to the past few years.

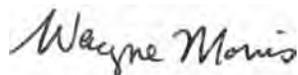
The Commission continues to perform its other responsibilities:

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

The Commission would like to extend an appreciative thank you to Jim Finn for his chairmanship role over the past many years. His effort and dedication to environmental issues has not gone unnoticed. We would also like to extend a thank you to the Board of Selectman, the Community Development Department and the Town Administration Department for their continued support and guidance.

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

Respectfully submitted for the Commission,



Wayne Morris, Chair

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# DEPOT ADVISORY COMMITTEE

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

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

Members of the committee are Mark Samsel, John Mangan, Wayne Morris, Dick Forde, Carolyn Webber and Carol Pynn. It is with sadness that we note that loss of Carolyn this past year. We are grateful for the effort and passion she brought to the Committee during the project, and we will miss her.

Projects for 2013 included landscaping provided through the "Adopt a Spot" program; with the Derry/Londonderry Chamber of Commerce leading the work. During the year, the Windham Rail Trail Alliance provided 50 hours of work at the site that included trash pickup, landscaping, mowing and maintenance.

An Eagle Scout project by Matt Laliberte of Troop 266 was completed, providing a general cleanup of the Stickney General Store cellar hole and site, a meticulous rock wall, and bench; a welcomed addition to the Depot! His Eagle Project represents project #9 along the trail.

For 2014 we plan maintenance and welding to the caboose exterior, which will include painting.

The Windham Depot Advisory Committee extends thanks to the Town and community for continued support, and to 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), was originally formed in 2007 as a subcommittee of the Greater Salem Chamber of Commerce. In April of 2010, the Board of Selectmen established the EDC as a Town Committee that they may better assist, counsel, and advise the Citizens of Windham, the Board of Selectmen, other Town Boards and Departments, and Windham businesses, both existing and proposed, on the merits of Economic Development.

It is the mission of the Economic Development Committee to enhance the vitality of the local economy by supporting existing business and attracting new businesses to Windham, encouraging economic development consistent with the Windham Master Plan, and promoting the spirit of the Town Motto: Old Values, New Horizons.

The Committee is comprised of eleven (11) members. Eight (8) of these members, as appointed by the Board of Selectmen, are either Town residents or are involved in the Windham business community. The remaining three (3) are Ex-Officio members of the current Planning Board, Board of Selectmen, and Chamber of Commerce, who are appointed annually by their respective Boards.

We encourage you to visit the Committee page on the Town website, [WindhamNewHampshire.com](http://WindhamNewHampshire.com), to learn more about our ongoing goals and initiatives.

Respectfully submitted for the Committee,

*Ralph Valentine*

Ralph Valentine, Chair

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# HIGHWAY SAFETY COMMITTEE

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

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

- Granite Woods Estate
- Haverhill Road
- Viau Road
- Whelan Estate Subdivision-Range Road
- Weston Road Sub Division
- Dunkin Donuts
- Rockingham Road
- Winslow Lane Subdivision

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

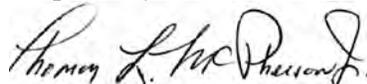
- Londonbridge Road Striping
- 2013 Highway Safety Grant Application
- Traffic Signal (Route 111 and Range Road)
- Traffic Design with Canobie Lake Park
- Easy Street Sign Request
- Kendall Pond Road Sign Request
- Westchester Road Speed Limit
- Southern NH Planning Commission Traffic Data
- Armstrong Road Stop Sign Request
- Libbey Road Development
- Village Center

The Committee maintains its standard policy of recommending that 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](mailto: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 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

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# HISTORIC COMMISSION

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When the voters defeated the Searles Building CIP Article (#3) at the 2013 March Town Meeting, things looked bleak for making any improvements to the facility. This money would have come from the Searles Trust Fund, not from Town Funds; and what made it even more disappointing was our previous good record of repayment. We had paid off our previous loan over ten (10) years from the income we earned; with no payments coming from Town funds.

Unexpectedly, Tom and Margaret Case stepped forward and gave a very generous donation to the Searles Building. In addition, Margaret undertook a community fundraising effort, and the Community responded!

Due to Margaret's highly successful efforts, we have been able to put three (3) new clear windows in the East Room; which are heat efficient and will save on our heating costs. Once these windows were installed, we were then able to make necessary repairs to the back of the building allowing the exterior to be painted. In addition, the bricks in the interior of the foyer were cleaned, the new Sallies were hung in the Carillons, and repairs were made in the Tower. Thank you everyone that donated time and money; your support is very much appreciated!

We still have roof repairs to make, completion of the tower, possibly a new septic system and, probably most importantly, landscaping of the back yard. The latter will provide another space for weddings, etc., and afford the facility greater earning power.

We have improved our website – [searleschapel.com](http://searleschapel.com) – which aides our Coordinator, Donna Markham, in reaching more people. Donna gives more time to Searles than just renting the Building. She gives 100% plus, and each year our income grows; from \$22,372.83 in 2012, to \$23,810.31 in 2013. Already, 2014 shows indications it will be another good year.

The Searles School and Chapel Building is one of the Town's most important assets, so it is important to keep it in good repair. More importantly, we are able to utilize the building both for Town Affairs, as well as to earn an income, without burdening the taxpayer to do so.

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 Historic and Cultural Resource Lists. These two (2) documents can be viewed on the Town of Windham website: [WindhamNewHampshire.com](http://WindhamNewHampshire.com).

## **The following is a summary of 2013 Activities:**

*Eagle Scout Project:* The Stickney Store at the restored Depot is a large, well-preserved cellar foundation. An Eagle Scout project was completed by Matt LaLiberte to clear and mark the entire area. A sign of the Stickney home and store was made by Matt at Advantage Signs, and will be attached to the granite post. It is laminate and weather resistant, and has a photo of the Stickney Store and a history of the Stickney home and store.

*Tree stump near the Senior Center:* A discussion took place with Town Administrator David Sullivan about removing the tree stump near the Senior Center; which the HDC approved.

*Street/road names:* A list of recommend names has been created by the HDC.

*Granite Post near Simpson Road:* The Commission would like to see the post preserved, and the property owners are willing to do so, along with documenting on a plan that the post should remain undamaged and in place. The Commission also recommended a notation be included on the property documents that the post is on the Historic Resource list.

*Ryan Carr Property/The Dubai Group/87 Indian Rock Road #3a:* This house was built in 1743 and Mr. Dubai sought a lot line adjustment behind the Ryan Carr property. The Commission initially supported a Historic Protective Covenant and the lot line adjustment, in concept. After further review the Covenant document, the Commission voted to approve the Declaration of Protective Covenant.

*Old Fire Station Garage doors:* After reviewing proposed samples, presented by the Town Administrator, the Commission indicated their preference to be a steel door, having an "R" value of more than 10, of a recessed panel style. This will match the current framework on the garages now. The Commission voted to support the Town's plan to have four (4) rows across in each door, with a preference of five (5) rows across, to contain three (3) rows down of windows and two (2) rows down of panels. The Town has agreed that, if they cannot accommodate three (3) rows down of windows, they will return to the Commission for further discussion; the goal being to maintain as close a look to the present appearance as possible.

*New signs/markers:* A marker was ordered and delivered for the Simpson Cellar hole on W. Marblehead Road; which is of the same design as that in place at the Town Center. Union Hall is the final area that still needs a marker.

*10 Libby Road - Lot # 8-B-3000:* Proposed to be the site of a Jehovah Witness Kingdom Hall, there is a cellar hole from the #7 school house on the property. The Commission has recommended that this site be preserved and/or marked with a sign or plaque.

In September, Carol Pynn resigned as Chair in September; with David Appleby being elected in her place in October.

Respectfully submitted for the Commission,

*David Appleby*

David Appleby, Chair

# JOINT LOSS MANAGEMENT COMMITTEE

The Joint Loss Management Committee oversees the Health and Safety Policy for the Town and is a requirement of the NH Department of Labor. The Committee is comprised of management and labor personnel and all meetings are open to the public. The purpose of the Committee is to ensure collaboration between management and labor to ensure the health and safety of the Town's workforce and residents. The Committee meets on the first Wednesday of every other month, so as to be proactive on health and safety issues and ensure that we adhere to the standards defined by the NH Department of Labor and the Town's Safety and Health Policy.

During 2013, the Committee developed a JLMC member binder, conducted trainings on blood borne pathogens and basic first aid through Primex, the Town's Worker's Compensation carrier, and did outreach to the Police union to increase membership. We also made recommendations to the Board of Selectman for procedural rule changes, safety policy revisions, and the placement of new AED cabinets in four (4) buildings. The Committee worked in conjunction with the Fire Department to have training in workplace fire safety and to install carbon monoxide detectors in all town buildings, and reviewed and restocked first aid kits in all town facilities and vehicles, as well. There were also articles on vectors and mosquitoes, and annual flu shots were again made available to all employees through the Town's new partner in health, ConvenientMD.

The Committee also conducted the required annual inspections of all Town facilities and a new vendor inspected our fire extinguishers for proper operation. The Committee also worked on revisions/updates to the emergency action plans for all town buildings.

As the new Chair, I would like to thank all of the members for their dedication, commitment and assistance through the year in working for a safe environment throughout the Town.

Respectfully submitted for the Committee,

*Michael McGuire*

Michael McGuire, Chair

# WINDHAM MUSEUM & HISTORICAL SOCIETY

The Windham Museum continues to receive donations of artifacts related to the town's history. In 2013, the following items were added to the Museum's collection:

- A policeman's hat and badge belonging to H. Sturtevant
- A 1946 Playbill from the Windham Playhouse
- A paper milk lid from the Highland View Farm (Johnson Farm)
- A framed poem by Florence Garand written in honor of World War II soldiers. The poem was read in 1943.
- Photographs of Windham Depot
- Photograph of Theodore Roosevelt on his Whistle Stop Campaign
- Diaries from a local woman from 1934, 1939, 1943-44

Among the tours of the Museum this year, there was a Cub Scout troop and a man from Salem whose great grandfather was head mason for Edward Searles and built many of the walls around Searles Castle. The Windham Museum also had its annual Open House in conjunction with the Christmas tree lighting.

The Museum is open by appointment. Please contact one of the trustees for access:

Jean Manthorne - 898-7433

Kim Monterio – 890-6403

Dennis Root – 893-3933

The Windham Historical Society, through a grant from the New Hampshire Humanities Council, hosted Ted Zalewski in February who presented his program "All Aboard the Titanic." John Freeston, a model train collector, spoke at the April meeting and brought some of his collection. Heather Wilkinson Rojo, whose award winning blog "Nutfield Genealogy" features many posts about Windham, discussed genealogy and blogging at the May meeting. The twentieth annual Mystery Tour, "On the Beach," in June featured many favorite spots on Cobbetts Pond.

The Society and the Museum Trustees are working on a web page for the Museum and on listing the home of the Museum, the Armstrong Building, on the National Register of Historic Places.

Respectfully submitted,



Jean Manthorne, Chair

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# PLANNING BOARD

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2013 brought 43 cases filed with the Community Development Department for Planning Board hearings. Of these cases, three were Major Site Plan applications representing one new building (Dunkin Donuts with three tenant spaces on Range Road), a significant renovation of an existing building for the expansion of a Windham Business and tenant (Windham Mobil Service on Ledge Road), and an exciting Village Center District mixed-use proposed development which completed the preliminary review phase before year's end. In addition, two major site plans initiated in 2012 received final approval in 2013 hearings. These were for the Quarrybrook Outdoor Learning Center on Roulston Road and for an additional building proposed at Castle Commons on Range Road.

Of the 43 cases filed, one was withdrawn by the applicant, one was not opened and referred to the Zoning Board as it did not meet the Zoning Ordinance, and three are to be continued into 2014. The remainder were all approved by the Board. These included the three projects mentioned above, ten Minor Site Plan Applications, one Open Space Subdivision (continued into 2014), two Home Occupations (one continued into 2014), seven Subdivision applications and various watershed applications and special permit requests. Of the seven subdivisions, most were for one lot divided into two, with one being for a new ten-lot residential subdivision and one being for a five-lot residential subdivision. Windham continues to be a point of growth for New Hampshire.

In 2013 we updated our Site Plan Regulations and Design Review Regulations, and work begun in 2012 on the Village Center District zoning update was approved by the voters in 2013. Public workshops and hearings for potential zoning changes begun in 2013 for the 2014 Warrant included updating the Open Space Subdivision and Aquifer Protection District ordinances, suggested rezoning of parcels with a focus on the Neighborhood Business District, various definitions, updates to bring our ordinance in compliance with State Law for cell towers, variance duration and Impact Fees, as well as updating the sign ordinance to clarify repairs and civic and non-profit signs. You can see the entire 2014 Warrant in the center of the Windham Annual Report.

As Chair, I would like to thank the entire Board for their many hours spent in meetings and in preparing for the meetings. In addition, we are supported by the Community Development Staff and would like to particularly thank Laura Scott, Elizabeth Wood and Nancy Prendergast as they work with applicants to prepare and present the cases, Mimi Kolodziej who prepares our meeting packets and Laura Accaputo who drafts our meeting minutes. Many thanks to Windham Cable which faithfully provides staff or volunteers to tape our meetings and makes sure they are uploaded and broadcast. Finally, I would like to thank all of the members of the public who come to testify at hearings or participate in workshops. It is only with such participation that we can truly represent the sentiments of the residents.

I would like to take a moment to acknowledge Carolyn Webber who was an elected member of the Planning Board at the time of her passing in June of 2013. Carolyn had served for two years on the Planning Board, characteristically speaking her mind, backed with her considerable history of living and volunteering in Windham. She is truly missed, yet her example of stepping up to serve continues to inspire all who knew her.

Respectfully submitted for the Board,

*Kristi St. Laurent*

Kristi St. Laurent, Chair



**About the District:** The Southeastern New Hampshire Hazardous Materials Mutual Aid District's membership is comprised of 14 communities, covering approximately 350 square miles with a population of over 175,000 people. The District was formed in 1993 to develop a regional approach for dealing with the increasing amounts of hazardous materials being used and transported within these communities. This District is recognized by the State of New Hampshire as the Regional Emergency Planning Committee (REPC) for the member communities. The REPC, consisting of representatives from local government, industry, and the general public, works with industry to insure their compliance with federal regulations for the reporting of chemicals used within and traveling through the District.

The District draws its funding from an annual assessment from each community as well as from grants and donations. The 2013 operating budget for the District was \$113,353.00. Additionally, in 2013 the District applied for and received federal grants for equipment, training, and operational expenses totaling \$79,212.39.00. The Fire Chiefs from each of the member communities make-up the Operations Committee of the District. The Operations Committee is overseen by a Board of Directors consisting of elected representatives from each community. It is the Board of Directors who approves the budget and any changes to the bylaws of the District. The Executive Board of the Operations Committee, which consists of the Chairman, Vice-Chairman, Treasurer, Technician Team Liaison, and one Member at Large, manages the operations of the District within the approved budget. The District employs a part-time REPC Director to manage the administrative functions of the District, including grants management, financial management, and emergency planning.

**District Facility:** As part of the District's 2013 operating budget, the Board of Directors and Operations Committee supported the costs associated with the rental of garage and office space for the storage and operation of the District's resources. In June, the District secured a facility in Windham that provides adequate space to house its two response trucks, technician trailer, and operations trailer, as well as provide office and meeting space for the REPC Director. In addition, the District is able to utilize the facility for monthly training for the Emergency Response Team. This is the first time since the District's inception in 1993 that it has a "home".

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

The Emergency Response Team is made up of 32 members drawn from the ranks of the fire departments within the District. The Team consists of 6 Technician Team Leaders, 20 Technician Level members, 3 Communication Specialists, and 2 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 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, two Response Trucks, three Spill Trailers, a Technician Trailer, an Operations/Spill Trailer and a Firefighting Foam Trailer.

This mobile apparatus carries the team's equipment which includes chemical detection and identification instruments, containment supplies, plugging, patching and intervention supplies, communication equipment, computer based and other chemical reference guides as well as chemical protective equipment. The two Response Trucks along with the Technician and Operations Trailers are housed in our Windham facility, while spill trailers are located in Derry, Hooksett and Plaistow, allowing for rapid deployment. The Command Support Unit is housed at Londonderry Fire and the Foam Trailer is housed by Salem Fire. Activation of the team is made by the request of the local Incident Commander through the Derry Fire Department Dispatch Center.

**Response Team Training:** In 2013 the Emergency Response Team completed 1080 hours of training consisting of monthly training drills and specialized classes attended by team members. These specialized included Computer Aided Management of Emergency Operations (CAMEO), Clandestine Drug and Explosive Labs, and Response to Terrorist Bombing. The Team also worked with The Emergency Film Group, a large developer of training programs for first responders, in the production of a program on "Risk Based Response to Hazardous Materials Incidents."

The Team also provides training to member fire departments, in various subjects, including hazardous materials response, basic spill control and containment, flammable liquid fires and foam operations, and response to suspicious/unknown packages or substances.

**Emergency Responses:** In 2013 the Team responded to fifteen incidents within the District. These incidents included requests for technical assistance for member departments where a Response Team Leader provided 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. District resources were also utilized to support local fire departments, including the mobile command post, at large incidents and portable shelters to support firefighter rehab.

For further information about the Southeastern New Hampshire Hazardous Materials District please visit our website at [www.senhhazmat.org](http://www.senhhazmat.org).

Respectfully submitted for the District,

Richard H. Snow  
Selectman, Candia  
Chairman, Board of Directors

Chief Thomas McPherson, Jr.  
Windham Fire Department  
Chairman, Operations Committee

# SOUTHERN NH PLANNING COMMISSION



The Southern New Hampshire Planning Commission has a wide range of services and resources available to help dues-paying members deal with a variety of municipal issues. Technical assistance is provided by a professional staff whose expertise is, when necessary, supplemented by consultants selected for their specialized skills or services. Each year, with the approval of appointed representatives, the Commission's staff designs and carries out programs of area-wide significance mandated by New Hampshire and federal laws or regulations, as well as local projects which pertain more exclusively to a specific community.

Technical assistance is provided in a professional and timely manner by staff at the request of the Planning Board and/or Board of Selectmen. The Commission conducts planning studies and carries out projects of common interest and benefit to all member communities; keeps officials apprised of changes in planning and land use regulation; and in conjunction with the New Hampshire Municipal Association, offers annual training workshops for Planning Board and Zoning Board members.

Services performed for the Town of Windham during the past year are as follows. Hours listed represent work for the Town only; in projects involving multiple municipalities the total hours spent by SNHPC staff is higher. For example, 2,364 hours were spent by SNHPC staff working on the Granite State Future project for the fourteen municipalities in the region; equally dividing the total hours results in 169 hours of benefits that can be attributed to the Town.

NO.	HOURS	PROJECT DESCRIPTION
1.	953	Added the Town of Windham to the regional travel demand model. The task included employment projection, Origin – Destination survey, and calibrating the model;
2.	169	Currently updating the SNHPC Regional Comprehensive Plan as part of a Statewide initiative to develop a vision and determine how SNHPC should plan for the future. The SNHPC Granite State Future program is referred to as <i>Moving Southern New Hampshire Forward</i> and involved the facilitation of both statewide and regional public visioning workshops and public outreach events to obtain public input and public participation that will guide the vision and plan that is developed for the region and the State. A regional Advisory Committee is leading the <i>Moving Southern New Hampshire Forward program</i> and consists of local community organizations and private institutions, as well as municipal representatives to guide the development and drafting of the regional plan;
3.	106	Developed projections for population and dwelling units from 2010 through 2050 in five-year increments based on 2010 US Census data;
4.	53	Conducted surveys and prepared broadband maps showing available broadband technologies and services existing in the region and in each municipality, including facilitating Advisory Committee meetings made up of representatives and Information Technology staff from each of the 14 municipalities in the region to identify goals, objectives and recommendations for inclusion in a broadband plan for the region. This project was funded through a grant awarded to the University of New Hampshire. GIS staff worked with a contact in each town to verify broadband service availability data, as well as continuously made updates to the Regional Community Anchor Institutions maps;

5. 29 Updated the regional ITS Architecture to fulfill Federal requirements. The update included refinements to the ITS needs and associated services, ITS inventory, functional requirements of the ITS subsystems, interface requirements and information exchanges, interagency agreements, ITS standards, and project sequence;
6. 29 Updated base maps for the Town. Updates included using GPS for any new roads to add them to the base maps;
7. 22 Conducted traffic counts at 22 locations in the Town of Windham and forwarded data to the Town Administrator;
8. 20 Provided technical assistance to Windham Planning Board’s Aquifer Subcommittee in evaluating and updating the Town of Windham’s Aquifer Protection Zoning District. This included attending meetings of the Subcommittee, researching information and assisting in drafting a map, sections and wording for the ordinance;
9. 16 Reviewed and updated New Hampshire’s federal functional classification and National Highway System (NHS), and adjusted or “smoothed” the Census 2010-established urban area boundaries;
10. 14 Facilitated Advisory Committee meetings made up of representatives from each of the fourteen municipalities in the region to identify and develop mutually beneficial service models to share municipal resources and pursue group purchasing to save costs. This project was funded through a grant awarded by the NH Charitable Foundation;
11. 10 Assisted the Town in the development of projects for the FY 2015 – FY 2024 Ten Year Highway Plan including attending a meeting of the Planning Board;
12. 10 Provided staff support to the Regional Trails Coordinating Council; provided meeting notes, finalized strategic plan, assisted with continued logo development/marketing;
13. 10 Compiled building permit data and certificate of occupancy permit records to record dwelling unit totals from all municipalities in the region and prepared a summary Land Use Report;
14. 7 Revised Developments of Regional Impact Review Guidelines for use by all communities in the region;
15. 6 Analyzed NHDOT’s crash database to identify high accident locations and a list of high accident locations for the community was prepared;
16. 6 Represented the interests of the Town on the Region 8 Regional Coordination Council for the Statewide Coordination of Community Transportation Services Project;
17. 6 Created interactive maps displaying traffic count locations and traffic volumes for the Town. Maps are now available on the SNHPC.org website;
18. 5 Facilitated the Southern New Hampshire Region Community Preparedness Program and provided plan updates and public service announcements for member communities;
19. 4 Provided staff assistance to Statewide Coordinating Council for Community Transportation (SCC);

- 20. 4 Reached out and extended assistance to the community in promoting regional economic development, including developing and presenting the new “ReadySetGo!” certified site program to the Planning Board to promote economic growth and development in the community;
- 21. 3 Participated on two subcommittees of the NH BPTAC (Bike-Ped Transportation Advisory Committee) – Outreach/Marketing and Counting, formed in October;
- 22. 2 Organized and facilitated several Planners’ Roundtable and Natural Resource Advisory Committee meetings for Planning Department staff and planning board members on a variety of planning topics both local and regional. These meetings were held on March 21, July 18, September 19 and December 19, 2013;
- 23. 1.5 Created a map for the Windham Aquifer Ordinance data.

**Windham Representatives to the SNHPC**

Carl Griffin – 2014  
Mark Samsel – 2015  
Peter Griffin – 2016

**Alternates**

Ruth-Ellen Post  
Eieleen Mashimo

**Executive Committee Member**

Peter Griffin

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# STORMWATER MS4 PROGRAM

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Since 2003, Windham continues to monitor its stormwater discharge systems within our urbanized area to comply with the US Environmental Protection Agency's Phase II Stormwater Regulation and Windham's Stormwater Management Plan. As part of regulatory compliance, Windham submits an annual report to US EPA and NH Department of Environmental Services describing its best management practices during that given year.

A new US EPA Stormwater NPDES Permit is expected during 2014 with updated mandates. Once a new permit is issued, the Town will develop a new Stormwater Management Plan and form a new Stormwater Committee.

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

Two significant Town stormwater projects were completed at Griffin Park. They were the remediation of a soccer field run-off diversion swale and the remediation of a bio-retention system. Each was completed by the Highway Agent, his staff, and a designated subcontractor.

Staff continues to be involved with NH DES, NH Department of Transportation, and the Towns of Derry, Londonderry, and Salem on road salt (chloride) reduction efforts impacting the Route 93 corridor and surrounding water resources. Staff also continues to monitor the I-93 construction project, and is involved with the Cobbetts Pond Improvement Association to improve the water quality of Cobbetts Pond through their Pond Restoration Plan funded by State grants.

A thank you goes out to the Community Development Department for their ongoing participation in the Stormwater Program.

Respectfully submitted,



David Poulson, Stormwater Coordinator

# ZONING BOARD OF ADJUSTMENT

The Zoning Board of Adjustment handled a total of 37 cases over the course of 20 meetings in 2013. The cases heard represented 32 variances (28 granted, 2 combination granted/denied, 2 denied); 3 appeals of administrative decision (1 granted, 2 denied). In addition, three re-hearing requests were appealed to the Board, of which one was granted.

Elected members at the conclusion of the year were: Heath Partington (2016) - Chairman, Jim Tierney (2015) - Vice Chairman, Mark Samsel (2014) - Secretary, Regular Members - Jay Yennaco (2015) and Michael Scholz (2016). Alternates include Tony Pellegrini (2014) and Mike Mazalewski (2014). In the March election, Mr. Partington and Mr. Scholz were each elected to a 3-year term. Mr. Pellegrini was re-appointed to a 1-year alternate term as of June 1st, 2013.

The Board wishes well regular member Betty Dunn whose term ended in 2013. Thank you for your dedicated service to the Town of Windham. The Board also thanks Cathy Pinette who served as the ZBA minute taker until November of this year. We wish you both well in your future endeavors.

Three court cases were pending in either the New Hampshire Superior or Supreme courts at the end of 2012 and were decided in 2013. The two cases before the NH Supreme Court resulted in the Zoning Board of Adjustment's decision being upheld. The case decided in NH Superior Court resulted in a reversal of the Board's decision. To date, none of the Board's decisions in 2013 have been appealed to NH Superior Court.

Members attended a series of three New Hampshire Local Government Center Municipal Law Lectures held locally in Derry that presented pertinent land use topics including, "Planning and Fair Housing Law", "Conflicts of Interest and Ethical Considerations for Land Use Boards", and "Conditions of Approval: How to Draft Language That is Both Clear and Defensible".

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 as Public Hearing Notices, Agendas, Minutes and annual meeting schedule.

The Board thanks Nancy Prendergast (ZBA/Code Enforcement Administrator) for handling ZBA general business, Laura Accaputo the new 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,

*Heath Partington*  
Heath Partington, Chair

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# 2012 INDEPENDENT AUDIT

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

## ***Report on the Financial Statements***

We have audited the accompanying financial statements of the governmental activities, major general fund, and the aggregate remaining fund information of the Town of Windham as of and for the year ended December 31, 2012, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

## ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

## ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

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

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

## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, major general fund, and the aggregate remaining fund information of the Town of Windham as of December 31, 2012, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis (pages 3 through 12) and the Schedule of Funding Progress for Other Postemployment Benefit Plan (page 42) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers them to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have

applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Windham's basic financial statements. The combining and individual fund financial schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund financial schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

*Plodzik & Sanderson  
Professional Association*

July 31, 2013

*In the interest of more manageable file size, pages 117-140 have been removed from the web version of these Annual Reports. These pages represented the schedules and attachments to the 2012 Independent Audit (“Financial Statements”), which are already available for viewing on our website by visiting:*

<http://windhamnewhampshire.com/departments/finance-office>

# == FRIENDS OF THE LIBRARY OF WINDHAM ==

The Friends of the Library of Windham, also known as F.L.O.W., is a non-profit organization made up of volunteers dedicated to encouraging greater use of the Nesmith Library and its many services and programs. The Friends provide financial support to the library through fundraising efforts (the largest is Windham's Annual Strawberry Festival and Book Fair) and generous donations. 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](http://www.flowwindham.org).

Respectfully submitted,

*Pam Russell*

Pam Russell, President

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# WINDHAM'S HELPING HANDS

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**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. Our board is comprised of volunteers from our town's police and fire departments, school counselors, staff members, the town's Human Resource Coordinator, and caring community members.

Our work and involvement in the community affords us the opportunity to continually work with other groups in the community. This encompasses the school staff members, local clubs and church groups, the library staff, the Police and Fire departments, as well as town employees. Over the years these people have and continue to provide support.

**2013 HIGHLIGHTS:** Celebrating 10 years serving the Windham community

- Our website: [www.windhamshelpinghands.org](http://www.windhamshelpinghands.org)
- The generosity of the Windham community
- The many volunteer hours
- The First Annual Walkathon at Griffin Park
- Receiving a generous donation from "The Turkey Trot"
- Partnering with Common Man Restaurant for our fundraising
- 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
- Working with the Windham Lion's Club, Mom's Club and local preschools
- Working with our Seniors
- 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, and are continuing to identify and provide assistance to seniors in need. If you wish to contact us please call Kathy Davis at 432-7732, or Sally Hunt at 898-9586 or you can 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*

Co-Presidents, 2011-2012

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# LIONS CLUB

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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 208 countries around the world; making Lions the world's largest service club organization.

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

### **Local Windham Service Projects and activities for the year ending 2013:**

- \$4500 in Scholarships awarded to 4 high school seniors in the furtherance of their college education
- Recognition of 2013 Middle School graduates for outstanding effort in Drama, Writing and Public Speaking
- Donation to One Fund Boston
- Children's Halloween Party
- Monthly support and \$1000 Holiday donation to Shepherd's Pantry
- Donation to Windham Senior Center
- 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
- Annual Strawberry Festival
- Donation to Windham High School's Last Night
- 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 New Hampshire residents
- Donation to MooreMart Soldier Christmas Stocking Program, Nashua, NH
- Donation to Newtown Lions Club, Connecticut
- Financial and volunteer support to NH Lions Camp Pride, [www.camppride.nhlions.org](http://www.camppride.nhlions.org), in New Durham, New Hampshire – a camp for Special Needs children and adults – and Camp Carefree, a camp for children with Diabetes.

**Lions International Projects for 2013 have included:**

- Donation to Lions Club International Foundation (LCIF) Immediate Disaster Relief Fund earmarked for:
  - The Philippines typhoon disaster
  - The Illinois tornadoes

**Windham Lions Fundraisers have included:**

- The annual Christmas Wreath and Kissing Ball Sales
- Concession tables at Town events
- The annual 52-Week Raffle
- The Essence of Windham – stained 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](http://www.windhamlions.org) for additional information.

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

Respectfully submitted,

*Patricia A. Provenzano*  
Patricia A. Provenzano, Secretary

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# WINDHAM PTA

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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:***

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 in 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, student presentations, community presentations, Duck Races; and that is just to name a few!

Membership to the PTA is open to everyone in our community. For more information, please visit the Windham PTA website at [www.windhampta.org](http://www.windhampta.org).

As always, we are so grateful for the support that we receive from the Windham community. Thank you.

Respectfully submitted,



Jennifer L. Simmons, President

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# WINDHAM RAIL TRAIL ALLIANCE

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Founded in 2004, the Windham Rail Trail Alliance is dedicated to the development and management of this 4.6 mile section of abandoned rail bed as a paved rail trail which is part of the Granite State Rail Trail.

Now connected with Derry, the two (2) trails offer eight miles of paved trail; the longest stretch along an abandoned rail bed in New Hampshire! The WRTA holds leadership positions on the New Hampshire DOT Bike/Ped Technical Advisory Committee, as well New Hampshire Rail Trail Coalition and NH Bikewalk Alliance.

Approximately 375 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. Our general trail clean-up day was in May, which we will repeat in 2014. We also recognize and thank those users who contribute in their own way, picking up and keeping the trail clean.

The remaining development of the final half mile is positioned to start in spring of 2014. The WRTA received a generous donation from an anonymous donor through the NH Charitable Foundation that will allow us to complete the first portion from Roulston Road to the 111 bridge without the use of Transportation Grant funds, thus reducing the cost of the work. The remaining quarter mile at this time will require T/E funds which the town will need to match 20%. Preliminary engineering started in December which will provide the funding estimate to bring the match to a Town Warrant article.

A fine June 9th morning welcomed 318 runners for the ever-popular 6th annual WRTA Flat n Fast certified USATF 5K. The overall and men's winner - and new course record holder - was Sal Fazioli (21) of Salem with a time of 16:38. Hannah Parker (15), a well-established regional runner from Nottingham, led the women with a time of 19:48.

The 1st Annual ConvenientMD 10K was held on Sunday September 29th, with 150 registrants from Windham and many surrounding communities traveling far and wide to participate in the race. The overall and men's winner, at 36:40, was Wolfgang Ketterle of Belmont, Massachusetts; establishing the course record. Christie Cannone of Windham led the women at 43:52. Each received a medal and \$100 cash prize.

We were notified in December that the 2014 ConvenientMD 10K was chosen as one of seven (7) races to be part of the NH Grand Prix racing circuit; an exceptional recognition of effort for the races held on the trail. We thank our major sponsor, ConvenientMD, who was the major motivator in recommending and offering to sponsor the race.

Proceeds from the races help to support maintenance of this valued trail, as well as going towards development of the push to complete the final half mile south of Roulston Road. A big thanks go to our Race Director, Steve Tomasi, and the Windham Independent for their continued support.

The trail was also host to two (2) "Couch to 5K" training series run by Michael Garraty of the Greater Derry Track Club; which we plan to repeat in 2014.

As always, the Windham Rail Trail Alliance is thankful for the support from town officials and accolades from our users. Windham should take pride that the success of the Windham Rail Trail has spread to the region and, along with the Derry section, puts us on the "national scene"; we are happy to remain the exclamation point for rail trail recreation in Windham and New Hampshire!

Respectfully submitted for the Alliance,

Mark Samsel, President

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# WINDHAM SENIORS, INC.

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The Windham Seniors enjoyed another successful and fun year during 2013. The seniors continue to meet on Tuesdays and Thursdays for lunch and activities. Bingo is enjoyed on Tuesday afternoons and on Thursdays dominoes is played by a group who love that activity.

The business meetings continue to be held each month on the last Wednesday; except in the months of December, July and August. We continue to pay for a nurse to attend our meetings to meet with any seniors who wish to consult about their health and have their blood pressure taken.

In collaboration with Cheryl Haas, Recreation Coordinator, the seniors continue to take part in exercise classes, line dancing, a town-wide senior picnic and the Christmas party at Castleton. We value this connection with Cheryl.

On December 11, 2013 Ed and Shirley Ferreira were named the 15th Senior Angels and were presented an award at the annual Christmas party. Ed has served as Vice President, and Shirley as Chaplain, for several years and both are faithful volunteers in the kitchen at lunchtime.

Congresswoman Anne Kuster made a visit to the Center during the summer and spoke briefly about the Federal budget and the sequester that is impacting the meals program by some \$80,000. It was interesting to meet with her in person; although the meeting was very brief.

Sadly this year we lost a member, Harry Milliken. Harry was a great man who had the ability to fix just about anything. Often, our bingo machine was brought back to life by Harry's touch. He shall be missed greatly.

The Senior Center continues to run completely voluntarily, with no paid employees involved. As such, Windham Senior Center is unique in all of the county. We have, by reservation, many non-profit groups using the building and, if room is available, individuals can also request to rent the facility for private functions.

We wish to thank Drs. Dan and Dawna Parent for the donation of a Sony disc player and speakers. Already in a short time, we are enjoying a much higher quality of music.

All seniors are invited to join us at the Center for lunch and activities. Just stop in... and we're sure you will wish to come back again.

Respectfully submitted,



Barbara Coish, President

# ==== SUZDAL SISTER CITY COMMITTEE ====

As 2013 comes to a close, the Sister City Committee is pleased to report that our connection with friends in Suzdal, Russia continues to be strong. Although there was no travel during 2013 between citizens of our two towns, the internet, Facebook and telephones keep us in touch.

Our relationship with Suzdal is now in its 21st year and an exciting facet of the relationship, to me, is that a newer generation of young people in Suzdal is actively engaged with staying in contact with friends in Windham. Over the years, approximately 50 citizens from Suzdal have visited Windham; many of those being students. A somewhat smaller number of Windham folks have visited Suzdal. My wish for the future is to be able to encourage more Windham people to visit Russia and that students will be included in that group of visitors.

Each year the Windham Town budget appropriates \$500 towards Suzdal support. If there is no personal visit during the year, the donation is saved until a safe means of transfer is available. Carrying the donation in hand is the best and safest method. In recent years, the Windham donation has gone to support the orphanages and medical relief for the polyclinic.

I was saddened to hear of the death of Mikail Ivanov, long-time Mayor of the Suzdal Region. He was a man who oversaw the educational, historic, and medical needs not only in the Town of Suzdal, but in the area (villages) surrounding the Town, as well.

On December 22, I had a call from Mila Yurastova, who was in the States with her husband for a brief holiday. She tells me that 2014 will be the 990th anniversary of the Town of Suzdal and she feels that the new administration will be inviting sister city representatives from the various countries to be there in Suzdal to celebrate. I will supply updates on this possibility as plans may develop. At this time, it is hoped it will be possible for a group representing Windham to be able to travel to Suzdal in 2014.

Respectfully submitted for the Committee,

  
Barbara Coish, Chair

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# WINDHAM ENDOWMENT

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The Windham Endowment for Community Advancement is a non-profit Community Foundation created to enhance the quality of life for all Windham residents, now and for generations to come. The Endowment provides a way for individuals, organizations and corporations to channel their philanthropic giving for educational, cultural, recreational, or environmental initiatives within the Town.

In the past six years, the Endowment has provided over \$150,000 of financial support to projects and organizations in Windham.

### **Upcoming projects in 2014 and beyond:**

The Windham Endowment has partnered with Friends of Moeckel Pond to raise funds and awareness for the restoration of Moeckel Pond, a historic town asset. Upon project completion, for the first time in our town's history, Moeckel Pond will be open for public recreation and under the protection of the Windham Conservation Commission. All Windham residents should be able to participate in a full range of seasonal activities at Moeckel Pond, including hiking, fishing, kayaking, canoeing, bird watching, snowshoeing, cross country skiing, ice skating and ice fishing.

The Windham Endowment is also supporting the Town of Windham's restoration of Searles School and Chapel, another historic town asset. The Endowment will make a gift to the Searles restoration committee in 2014.

The Endowment will focus our efforts on advancing the Greenhouse Project in 2014. This academic greenhouse will support the science curriculum throughout the school district as well as cross-curriculum studies in the high school and will have additional benefits for the entire community.

### **Major disbursements in 2013:**

In 2013, the Windham Endowment made its first disbursement to Nesmith Library from the Underhill–Levin–Gross Library Fund. The Fund will continue to make annual disbursements to enhance the collections, programs, and facilities of the library.

The Endowment donated \$1,000 to Golden Brook School to purchase two iPads and complementary headphone accessories for classroom use. The equipment is utilized in the first grade classrooms.

Three scholarships administered by the Windham Endowment and totaling \$2,500, were awarded in 2013 to graduating Windham High School seniors. The **Windham Endowment Scholarship** recognized a student who displayed strong participation in volunteerism, the **Coish Family Scholarship** rewarded a student who displayed participation and leadership in sports, and the **Timothy Skwiot Financial Services Scholarship** recognized a student planning to study business in college. The Endowment will have these three scholarships available to students in 2014, along with the **Windham Women's Business Connection–Carol A. Yennaco Scholarship**, the **Dr. Henry E. LaBranche Scholarship**, and the **Windham Visual Arts Scholarship**.

Three new Funds were created in 2013: the **Cultural Fund**, **Educational Fund**, and **Recreational Fund**. These Funds join the pre-existing **Environmental Fund** to be the four core Funds aligned with the Endowment's mission statement. The creation of these Funds will allow donors to direct their giving to particular areas of interest.

The Endowment also provides ongoing annual support to the Nesmith Library, the Windham Community Band, Dollars for Scholars, the WHS Concert Band and Theater Department, the Windham Actors Guild, and Boy Scout Troop 266.

As always, the Endowment will seek grants and corporate matches, which multiply the power of individual donations and bring in funding from outside the Town. For more information about the Windham Endowment for Community Advancement or to make a donation, please visit our website [windhamendowment.org](http://windhamendowment.org).

Respectfully submitted,

*Diane Carpenter*

Diane Carpenter, President

# DIRECTORY OF SERVICES

**EMERGENCY: Fire, Police, or Ambulance** \_\_\_\_\_ **CALL 9-1-1**

## Local Departments/Other:

Town Administrator/Selectmen's Office _____	432-7732
Fire Department Business Line _____	434-4907
Police Department Business Line _____	434-5577
Tax Assessor _____	434-7530
Tax Collector _____	432-7731
Town Clerk _____	434-5075
Community Development/Health Officer _____	432-3806
Transfer Station _____	426-5102
Highway Agent _____	216-5676
Recreation Department _____	965-1208
Nesmith Library _____	432-7154
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](http://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, 4<sup>th</sup> Floor, Concord, NH 03301 \_\_\_\_\_ 226-1002

### US Senators:

Kelly Ayotte - 144 Russell Senate Office Bldg., Washington, DC 20510 \_\_\_\_\_ (202) 224-3324

Jean Shaheen - 520 Hart Senate Office Bldg., 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 Griffin - 4 Wynridge Road, Windham, NH 03087-1628 \_\_\_\_\_ 432-0959

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

Charles McMahon - 11 Floral Street, Windham, NH 03087-1024 \_\_\_\_\_ 432-8877

Kevin Waterhouse - 175 Haverhill Road, Windham, NH 03087-1754 \_\_\_\_\_ 965-3458

# MORE ABOUT WINDHAM

<b>Area</b>	27.2 square miles	<b>Residential Homes</b>	4,500
<b>Population</b>	13,800 +/-	<b>Residential Condos</b>	650
<b>2013 Total Net Valuation</b>	\$2,065,724,410	<b>Multi-Family Units</b>	66
<b>2013 Tax Rate</b>	\$23.60/thousand	<b>Seasonal Homes</b>	218
<b>2013 State Ratio</b>	100% (estimated)	<b>Commercial Parcels</b>	*185
<b>Tax Billing</b>	Semi-Annual	<b>Acres in Current Use</b>	1,291

*\*152 improved parcels; 33 vacant*

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**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](mailto: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 893-6550, they can assist you.*

