

ANNUAL REPORTS

2003

Old

Values



New

Horizons

WINDHAM, NEW HAMPSHIRE

ANNUAL REPORTS
OF THE
OFFICERS, TRUSTEES, AGENTS AND COMMITTEES
OF THE
TOWN OF WINDHAM
NEW HAMPSHIRE



FOR THE YEAR

2003



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DEDICATION

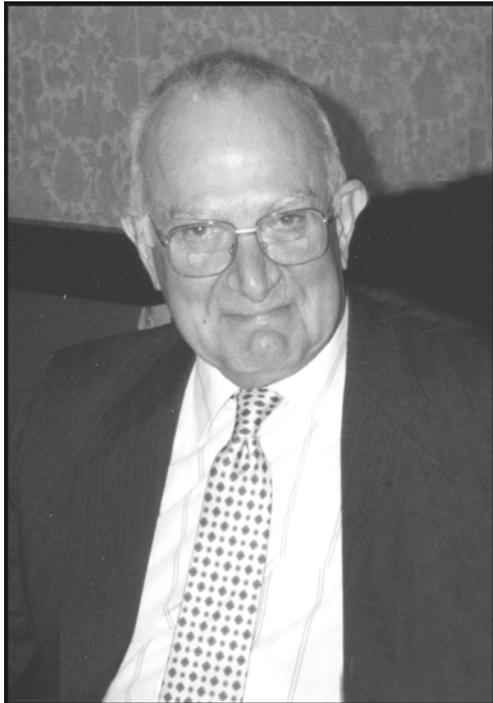


On July 11, 2003 Windham lost one of its most outstanding citizens with the death of Robert W. Thorndike. A week prior, Bob had celebrated his 88th birthday – achieving his final goal before succumbing to a lengthy illness. Bob accomplished much during his lifetime, some of which we would like to share with you as we dedicate the 2003 Annual Reports to his memory.

A native of Medford, MA, Bob graduated from college with a degree in landscape architecture. When America entered WWII, Bob postponed his career to join the Air Force where he ultimately flew B-25 bombers. During his five years of active duty, he served in the South Pacific and North Africa receiving several commendations including two Purple Hearts. Upon his discharge from active duty, Bob continued to serve his country in the Air Force Reserves, retiring as a Lieutenant Colonel.

In 1948, two years after moving to Windham, Bob established a highly successful surveying business, which he owned and operated until 1990. Several of Windham's most aesthetically pleasing neighborhoods were designed by Bob over the years. In 1954, Bob married and he and his wife Lena (DiBenedetto) raised two sons, David and John.

Bob's years of service to Windham began in 1951, when he was elected to the Board of Selectmen. He served as a member of the Board for a total of 18 years. During that same time period, he also completed a term as Representative to the General Court, and five years as a Planning Board member. In 1966, Bob accepted and completed the task of developing the Town's first tax maps. In 1990, Bob was appointed Windham's first, full-time Town Engineer; a position he held until his death. He also served as consultant to the Planning Board for many years, and was one of Windham's most avid historians. Bob was a man of determination when it came to historical queries, and would spend many hours doing research on a particular subject until he was satisfied with the resulting answer(s).



A quiet and unassuming individual, Bob conducted himself with dignity and integrity in all of his endeavors. Those who knew him miss his whimsical grin and infectious chuckle, both trademarks of his softspoken nature. A true gentlemen's gentleman, Bob's legacy to the Town was his professional performance of any job asked of him, without the need for recognition. Bob's devotion to his family, community, and country was unquestionable, but he rarely, if ever, felt the need to boast of these particular attributes.

John F. Kennedy once said, "Ask not what your country can do for you; ask what you can do for your country." Bob Thorndike epitomized those sentiments, in all aspects of his life, and the Board of Selectmen, on behalf of the Town of Windham, is proud to salute Lt. Colonel Robert W. Thorndike for his fifty-two years of dedicated and commendable service to the community.



TOWN OFFICERS FOR THE YEAR 2003



BOARD OF SELECTMEN

Galen Stearns, Chair – 2004

Alan Carpenter - 2005

Bruce Breton - 2006

Christopher Doyle - 2005

Roger Hohenberger - 2006

TOWN ADMINISTRATOR

David Sullivan

FINANCE DIRECTOR

Dana Call

MODERATOR

Peter Griffin - 2005

TOWN CLERK

Joan Tuck - 2006

Laurie Hobbs, Deputy, Resigned

Sean Boylan, Deputy

TREASURER

Robert Skinner - 2006

TAX COLLECTOR

Ruth Robertson - 2006

Alice Hunt, Deputy

TOWN ASSESSOR

Rex A. Norman, CNHA

INFORMATION TECH. DIRECTOR

Eric DeLong

CHIEF OF POLICE

Bruce Moeckel

Patrick Yatsevich, Captain

FIRE CHIEF/FOREST FIRE WARDEN

Don Messier

Thomas McPherson, Deputy

PLANNING & DEVELOPMENT DIR.

Alfred Turner, Jr.

Walter Warren, Assistant Planner, Resigned

MAINTENANCE SUPERVISOR

Allan Barlow

HIGHWAY AGENT

Jack McCartney

LIBRARY DIRECTOR

John Barrett, Resigned

TOWN SURVEYOR

Robert Thorndike, Deceased

BLDG INSP. / HEALTH OFFICER

Bruce Flanders, Resigned

ANIMAL CONTROL OFFICER

Alfred Seifert

Charles Butterfield, Deputy

CABLE TV STUDIO COORDINATOR

James Dadonna

EMERGENCY MANAGEMENT DIR.

Don Messier

ROCKINGHAM PLANNING COMMISSION

Alan Carpenter – 2004

Peter Griffin – 2005

Annette Stoller - 2006

TRUSTEES OF TRUST FUNDS

Mary Johnson, Chair – 2005

Dennis Root - 2004

Shirley Beaulieu - 2006

TRUSTEES OF CEMETERY

Gail Webster, Chair - 2005

Carl Luhrmann - 2004

Jill Moe - 2006



TRUSTEES OF MUSEUM

Jean Manthorne, Chair - 2004

Dennis Root - 2005

Kim Monterio - 2006

TRUSTEES OF LIBRARY

Mary Lee Underhill, Chair - 2004

J. Gross- 2004

Murray Levin - 2004

Shirley Beaulieu - 2005

Patricia Skinner - 2005

Willie Day - 2006

Sharon Scannell – 2006

SUPERVISORS OF THE CHECKLIST

Robert Skinner, Chair - 2008

Jim Moe - 2004

Gail Webster - 2006

PLANNING BOARD

Ross McLeod, Chair - 2005

Wayne Morris – 2004

Walter Kolodziej - 2004

Eileen Maloney – 2005

Nancy Prendergast – 2006

Pam Skinner – 2006

Roy Dennehy, Alternate 2005

Bruce Breton, BOS – 2004

Philip LoChiatto, Alternate 2006

Chris Doyle, BOS Alt. – 2004

ZONING BOARD OF ADJUSTMENT

Bruce Breton, Chair - 2004

Robert Gustafson – 2004

Alfred Souma - 2004

Chris Doyle – 2005

Georges Roy - 2005

Kara DiFruscia, Alternate – 2004

Tony Pelligrini , Alternate – 2005

Jack Gattinella – Resigned

CONSERVATION COMMISSION

Bruce Anderson, Chair - 2006

Rick Adams - 2004

Dennis Senibaldi – 2004

Thomas Seniow – 2005

Pam Skinner – 2005

Lisa Linowes - 2006

Bernie Roulliard, Alternate – 2006

Theresa Lucas, Alternate – 2005

Diana Fallon, Resigned

James Finn – Resigned

CAPITAL IMPROVEMENTS COMMITTEE

Ross McLeod, Chair – Planning Board Member

Lee Maloney - Planning Board

Marcia Unger – School Board

Roger Hohenberger - Selectman

Bev Donovan – School Board Alternate

Galen Stearns - Selectman Alternate

Julie Morgan – Citizen

Jack Mercent – Citizen

Suzanne Jortberg - Citizen

RECREATION COMMITTEE

Sam Maranto, Chair - 2004

Earl Bartlett – 2006

Carol Fronduto – 2005

Lisa O’Neill – 2005

Kathy Narkewich – 2006

Dennis Senibaldi, Alternate – 2004

Joyce Wong, Alternate – 2005



HISTORIC DISTRICT COMMISSION

Patrick Schena, Chair - 2005

Thomas Furlong – 2004
Carol Pynn – 2005

Miriam Stoltz – 2004
Wayne Bailey – 2006

Chris Doyle, Selectman – 2004

WINDHAM CABLE ADVISORY BOARD

Margaret Case, Chair - 2006

J. Gross – 2004
Mary Griffin – 2005
Dave Unger – 2006
Greg Cappiello, Alternate – 2006

Alan Shoemaker – 2006
Leo Hart – 2005
John Alosso, Alternate - 2006
Chris Doyle, Selectman – 2004

HIGHWAY SAFETY COMMITTEE

David Sullivan, Chair – Town Administrator

Bruce Moeckel, Chief of Police
Don Messier, Fire Chief

Jack McCartney, Highway Agent
Alfred Turner, Planning Director

Al Barlow, Maintenance Supervisor

HISTORICAL COMMITTEE

Marion Dinsmore & Patricia Skinner, Co-Chairs

Wayne Bailey
Fred Linnemann
Sally D'Angelo
George Dinsmore, Jr.
Thomas Furlong

Elizabeth Dunn
Peter Griffin
Carol Pynn
Carolyn Webber
Willard Wallace

TECHNICAL ADVISORY COMMITTEE

Jacque Borcoche, Chair

Greg Capiello
Eric DeLong, IT Director
Dick Gumbel, Resigned

J. Gross
Dick Forde
Alan Carpenter, Selectman

COMMUNITY STEWARDSHIP COMMITTEE

Peter Griffin, Chair

Sally D'Angelo
Tom Case
Brad Dinsmore
John Goclowski
Tony Pellegrini
Carol Pynn

Wendy Denneen
Marion Dinsmore
Wayne Morris
Geri Pellegrini
David Riese
Margaret Case

JOINT LOSS MANAGEMENT COMMITTEE

Dave Poulson - Chair

Jack McCartney
Allan Barlow
Don Messier

Don Worthington
Brian Bliss
Laura Cryts

HOUSING AUTHORITY

Denise Ryan, Chair - 2006

Grace Marad – 2008
Margo Luhrman – 2005

Vicky Mason - 2004
Leo Hart - 2007

MEETING SCHEDULES

The BOARD OF SELECTMEN meet every other Monday evening at 7:00 PM at the Planning and Development Department. Persons interested in meeting with Selectmen should contact the Administrative Assistant at 432-7732.

The PLANNING BOARD meets the first and third Wednesdays of each month at the Planning and Development Department at 7:30 PM. Persons interested in meeting with the Board should contact the Planning Board Secretary at 432-3806.

The ZONING BOARD OF ADJUSTMENT meets the second and fourth Tuesdays of each month at the Planning and Development Department at 7:30 PM. Persons interested in meeting with the ZBA should contact the Board of Adjustment Secretary at 432-3806.

The CONSERVATION COMMISSION meets the second and fourth Thursdays of each month at the Planning and Development Department at 7:30 PM. Persons interested in meeting with the Commission should contact the Conservation Secretary at 432-3806.

The TRUSTEES OF THE NESMITH LIBRARY meet the second and fourth Monday of each month at the Nesmith Library at 7:00 PM.

The TRUSTEES OF THE CEMETERY meet the third Tuesday of each month at various locations.

The RECREATION COMMITTEE meets the third Tuesday of each month at various locations.

The WINDHAM CABLE ADVISORY BOARD meets the third Saturday of each month at the Cable Studio at 10:00 AM.

The HISTORIC DISTRICT/HERITAGE COMMISSION meets the second Thursday of each month at Town Hall at 4:00 PM.

The HISTORICAL COMMITTEE meets the second Wednesday of each month at the Searles Building at 7:00 PM.

The TECHNICAL ADVISORY COMMITTEE meets the second Thursday of each month at the SAU Building on Route 111 at 7:00 PM.

The LOCAL EMERGENCY PLANNING COMMITTEE meets the second Friday of each month at the Fire Station.

The following boards and/or committees have no regular meeting schedule, rather they meet as is necessary or required: TRUSTEES OF TRUST FUNDS, TRUSTEES OF MUSEUM, SUPERVISORS OF THE CHECKLIST, CAPITAL IMPROVEMENTS COMMITTEE, COMMUNITY STEWARDSHIP COMMITTEE, and JOINT LOSS MANAGEMENT COMMITTEE. The WINDHAM HOUSING AUTHORITY is currently on hiatus.



FEBRUARY 8, 2003

Session One of the Annual SB2 Meeting was called to order at 9:10 AM by Moderator Griffin. In attendance were Selectmen Galen Stearns, Roger Hohenberger, Margaret Crisler, Christopher Doyle, and Alan Carpenter, Town Administrator, David Sullivan; Town Attorney, Bernard Campbell; Town Clerk, Joan Tuck.; Finance Director, Dana Call.

Moderator Griffin requested that non-voters be allowed to remain, but not participate in, the proceedings. Voted in the AFFIRMATIVE.

ARTICLE 4. To see if the Town will vote to raise and appropriate the sum of Three Hundred Thousand, and no 100ths (\$300,000.00) Dollars for the purpose of completing Phase Two of Griffin Park. Said completion is to include but not be limited to some or all of the following as funds will allow: playground equipment, six tennis courts, four basketball courts, a skateboard/roller-blading area, horseshoe pits, conduits for possible future lighting, improvements to the wooded nature trail and associated security measures, and payment of costs associated with the financing of said construction; 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 \$300,000.00 in bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and to apply toward the cost any interest earned from the temporary investment of any bond or note; and to take any other action as may be necessary to carry out and complete financing of this project.

Motion and second to place Article #4 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 5. To see if the Town will vote to raise and appropriate the sum of One Hundred Twenty Five Thousand and no 100ths (\$125,000.00) Dollars for the purpose of renovating the West Room of 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 \$100,000.00 in bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and to apply toward the cost any interest earned from the temporary investment of any bond or note with the balance of \$25,000 to be withdrawn from the Searles Special Revenue Fund and to take any other action as may be necessary to carry out and complete financing of this project.

Motion and second to temporarily table article. Presentation by Windham Historic Committee when projector available. Voted in the AFFIRMATIVE.

ARTICLE 6. Shall the Town of Windham vote to recommend to the Selectmen that if the bond issue proposed in Article #5 passes, that in each subsequent year that there is an unpaid balance on said bond or note, that an article be placed on the Town warrant to propose a withdrawal from the Searles Special Revenue Fund to pay the principle and interest on such note, if sufficient funds are available?

Motion and second to place Article #6 on ballot as written. Voted in the Affirmative.

ARTICLE 7. To see if the Town will vote to raise and appropriate the sum of \$7,000, said amount to be withdrawn from the Searles Special Revenue Fund for the purposes of paying marketing related costs for operating the Searles Building.

Motion and second to place Article #7 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 8. To see if the Town will vote to change the purpose of an existing Community Center Capital Reserve Fund to the Senior Center Capital Reserve Fund and to further amend its purpose from “to construct a senior center” to “for the purposes of constructing a new senior center or making renovations to present facility.”

Motion and second to place Article #8 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 9. To see if the Town will vote to raise and appropriate the sum of \$99,000 for the purpose of renovating and improving the present Windham Senior Center, and to authorize the withdrawal of \$40,750 from the Senior Center Capital Reserve Fund for this purpose, with the balance of funds to be donated to the Town by the Senior Citizens Incorporated, which donation the Selectmen are authorized to accept; and further to authorize the Selectmen to accept any donations of funds or services from federal, state, local, non-profit, or private source for this project provided, however, that should Article 8 herein fail, this appropriation shall be void and of no force and effect.

Motion and seconded to amend by increasing withdrawal of “up to \$42,000.”Voted in the AFFIRMATIVE.

Motion and second to place Article 9 on the ballot as amended. Voted in the AFFIRMATIVE.

ARTICLE 10. To see if the Town will vote to appropriate the sum of up to \$15,000 for the purpose of making additional improvements to Griffin Park. Said sum to be raised from the interest earned on the Griffin Park bond previously authorized by the 1999 Town Meeting.

Motion and second to place Article 10 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 11. To see if the Town will vote to raise and appropriate the sum of \$10,000 for the purpose of a Library Building Needs Study, and to authorize the withdrawal of such sum from the Nesmith Library Capital Reserve Fund established for this purpose.

Motion and second to place Article 11 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 12. To see if the Town will vote to raise and appropriate the sum of \$25,000 to be added to the Earned Time Expendable Trust Fund.

Motion and second to place Article 12 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 13. To see if the Town will vote to raise and appropriate the sum of \$30,000 to be added to the Property Maintenance Expendable Trust Fund.

Motion and second to place Article 13 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 14. To see if the Town will vote to raise and appropriate the sum of \$4,350 to be added to the Town Museum Municipal Acquisition Fund.

Motion and second to place Article 14 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 15. To see if the Town will vote to raise and appropriate the sum of \$12,195 to be added to the Fire Apparatus Capital Reserve Fund.

Motion and second to place Article 15 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 16. To see if the Town will vote to raise and appropriate the sum of \$119,000 for the purpose of purchasing SCBA equipment for the fire department. This will be a non-lapsing account per RSA 32:7, VI and will not lapse for a period of two (2) years.

Motion and second to place Article 16 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 17. To see if the Town will vote to raise and appropriate the sum of \$80,000, said amount to be withdrawn from the Police Contracted Details Special Revenue Fund for the purpose of paying the town police officers to provide contracted detail service.

Motion and second to place Article 17 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 18. To see if the Town will vote to ratify the Fact finder's Report which resulted out of the negotiation process between the Town and AFSCME Local No. 3657 (Police Union) and to see if the Town will vote to raise and appropriate the sum of One Hundred Eighty Two Thousand Six Hundred and Thirty Dollars (\$182,630), representing the cost of the increased economic benefits for members of Local Union No. 3657 AFSCME to which they are entitled for the fiscal years 2002-2004 under the terms expressed in the Fact finder's Report. The cost to be paid retroactively for 2002 is \$61,230 and the 2003 cost is \$121,400. Said contract to expire on March 31, 2004, with the additional cost for 2004 to be \$16,780.

Motion and second to place Article 18 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 19. Shall the Town of Windham, if Articles #18, is defeated, authorize the governing body to call one special meeting, at its option, to address Article(s) #18, cost items only?

Motion and second to place Article 19 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 20. To see if the Town will vote to raise and appropriate the sum of \$10,000 to construct a fence at the Cemetery on the Hill (Range Road) and to authorize the transfer of said sum from the Cemetery Operations Fund for this purpose.

Motion and second to place Article 20 on the ballot as written. Voted in the AFFIRMATIVE.

Volunteer of the year Award presented to Russ Wilder by Town Administrator David Sullivan.

ARTICLE 21. To see if the Town will vote to raise and appropriate the sum of \$75,000 for the purpose of digitizing the town’s assessing base maps. This will be a non-lapsing account per RSA 32:7, VI and will not lapse for a period of two (2) years.

Motion and second to place Article 21 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 22. To see if the Town will vote to raise and appropriate the sum of \$20,100 for the purpose of repairing and repaving the roadways within the town’s cemeteries. This will be a non-lapsing account per RSA 32:7, VI and will not lapse for a period of two (2) years.

Motion and second to place Article 22 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 23. To see if the Town will vote to raise and appropriate the sum of \$75,250 for the purpose of purchasing a new loader for the Highway Department

Motion and second to place Article 23 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 24. To see if the Town will vote to raise and appropriate the sum of \$15,000 for the purpose of purchasing a rack truck or similar disposal truck for the transfer station department. This will be a non-lapsing account per RSA 32:7, VI and will not lapse for a period of two (2) years.

Motion and second to place Article 24 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 25. To see if the Town will vote to raise and appropriate the sum of \$25,415 for the purpose of hiring a full time Recreation Coordinator beginning June 1, 2003.

Motion and second to place Article 25 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 26. To see if the Town will to vote raise and appropriate the sum of \$23,000 for the town’s 20% share of the engineering costs associated with the construction of bike paths along Lowell Road from Route 111 to the Golden Brook School or portions thereof based on final funding available. The Town has been approved to receive a State grant to pay for 80% of the project cost scheduled to begin in FY 2004 pending the town approving its 20% share beginning in that year. This will be a non-lapsing account per RSA 32:7, VI and will not lapse until the engineering is completed or for a period of three (3) years, whichever is less.

Motion made and seconded to AMEND by ADDING after the word less.”and further direct the Board of Selectman create a Bike Path Advisory Committee of not less than 5 and not more than 7 members made up of abutters and other interested parties to provide input and feedback during the design and planning of the bike path.”

Motion and second to place Article 26 on the ballot as AMENDED. Voted in the AFFIRMATIVE

ARTICLE 27. To see if the Town will vote to raise and appropriate the sum of \$6,310 for the Conservation Commission, and authorize the Selectmen to transfer all unexpended Conservation

Commission funds as of December 31, 2003 to the Conservation Fund in accordance with RSA 36-A:5.

Motion and second to place Article 27 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 28. To see if the Town will vote to authorize the Board of Selectmen to enter into a joint agreement with other municipalities to establish a regional water district in anticipation of acquiring the assets or the stock of the Pennichuck Corporation or its successors. There will be no impact on the municipal budget or property tax rate as a result of this warrant article. Such action will not affect any municipal water system, village water district, or franchise area of another water utility unless such municipal system, village district, or water utility chooses to join this regional water district.

Motion made and seconded to AMEND as follows: to ADD after the word successors” Provided however, before any agreement is executed by the Board of Selectmen, The Board of Selectmen shall hold a public hearing on the agreement and provide notification by mail to all Windham customers of the water system.

Motion and second to place Article 28 on the ballot as AMENDED. Voted in the AFFIRMATIVE.

Employee of the year award presented to the Transfer Station employees by Town Administrator, David Sullivan.

Motion made and seconded to take Articles #5,6,7 off the table. Voted in the AFFIRMATIVE

Presentation offered by Elizabeth Dunn.

Motion made and seconded to place Articles #5,6,7 on ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 29. By petition of Charles McMahon and others “To see if the Town will vote to raise and appropriate the sum of \$100,000 for completion of a Town wide master plan called THE WINDHAM VISION FOR THE MILLENNIUM PLAN. This update will include a facilities plan for new schools and an economic development plan to provide direction on how to pay for all future Town facilities. This effort will be done in a manner that actively encourages the broadest participation of all citizens interested in directing Windham’s future”.

Motion and seconded to AMEND as follows: to ADD after the word plan, “or such other title as may be determined by the Planning Board.” Voted in the AFFIRMATIVE.

Motion made and seconded to place Article 29 on ballot as AMENDED. Voted in the AFFIRMATIVE.

ARTICLE 30. By petition of Charles McMahon and others “The Town of Windham, commencing in 2003 shall direct 50% of all monies raised through the Current Use Transfer Tax to be deposited to a Land Use Change Tax Fund account (explanation: for the purpose of establishing a capital reserve fund for future high school building)”.

Motion made and seconded to AMEND the wording after deposited to “The Conservation Fund in accordance with RSA 36 – A:5 III as authorized by RSA 79-A:25 II”.

Motion made and seconded to MOVE THE QUESTION. Voted in the AFFIRMATIVE.

Motion made and seconded to AMEND as follows: “To reaffirm that the Town of Windham shall deposit 100% of Land Use Change Tax to the Conservation Fund under RSA 79-A:25II.

Motion made and seconded to MOVE THE QUESTION. Voted in the AFFIRMATIVE.

Hand Count on Amendment to Amendment YES 27 NO 41

Amendment to Amendment DEFEATED. Motion made and seconded to MOVE THE QUESTION. Voted in the AFFIRMATIVE.

Motion made and seconded that Article #30 be placed on ballot as AMENDED. Voted in the AFFIRMATIVE.

Motion made and seconded to “RESTRICT RECONSIDERATION” on all Articles presented up to Article 30. Voted in the AFFIRMATIVE.

Best wishes and good luck were extended by Selectman Hohenberger to outgoing chairperson Margaret Crisler for her years of dedication and service to the Town of Windham.

ARTICLE 31. By petition of Elizabeth Varriano-Marston and others “To see if the Town will vote to elect the members of the Zoning Board of Adjustment (ZBA) in the manner provided by RSA 669. If this article is adopted, the members of the ZBA will be elected beginning in 2004, as the terms of appointed members expire.

Motion made and seconded as follows: “To see if the town will vote to ask the Selectman to study the impact of electing the Zoning Board of Adjustment and report back at the 2004 Town Meeting”. Voted in the NEGATIVE

ARTICLE 32. By petition of Ethel Murphy and others “To see if the Town will vote to authorize the Selectmen to convey the premises known as Lot 16-P-350, 0 Fourth Street, to Michael and Gerri Swider, for the sum of \$4,600; said transaction subject to the approval of the Board of Selectmen after receiving comments from the Planning Board and Conservation Commission; and furthermore said conveyance to contain a restriction that this lot not be allowed to be separately developed, except for the installation of a septic system for Lot 16-P-197, known as 9 Fourth Street, and upon other terms and conditions as the Board of Selectmen may determine”.

Motion made and seconded to AMEND as follows: after \$4600, ADD “As well as any legal fees for the transfer of the property”. Voted in the AFFIRMATIVE as AMENDED.

Motion and second to place Article 32 on ballot as AMENDED. Voted in the AFFIRMATIVE.

ARTICLE 33. By petition of Dennis Butterfield and others “To see if the Town will vote to discontinue the sections of County Road along the borders of Tax Maps 6-C-2000, 6-C-2500A, 6-C-200, 6-C-2000A, 6-C-2000B, 6-C-2500, 6-C-100 and Interstate 93”.

Motion and second to place Article 33 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 34. 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 \$8,996,735.30. Should this article be defeated, the operating budget shall be \$8,777,771.30 which is the same as last year, with certain adjustments required by previous action of the town, or by law, or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI to take up the issue of a revised operating budget only. *

Town Officers' Salaries	\$ 9,100
Administration	299,660
Town Clerk Expenses	93,230
Tax Collector Expenses	86,200
Election and Registration	15,450
Cemeteries	60,400
General Gov't Buildings	236,660
Appraisal of Properties	129,850
Information Technologies	124,060
Town Museum	5
Searles Building	13,155
Legal Expenses	49,000
Retirement	410,335
Insurance	862,240
Contracted Services	45,000
Police Department	1,259,685
Dispatching	223,885
Fire Department	1,420,515
Emergency Management	12,290
Planning and Development	326,465
Town Highway Maintenance	683,630
Street Lighting	10,575
Solid Waste Disposal	723,850
Health and Human Services	50,895
Animal Control	18,935
General Assistance	54,205
Library	596,940
Recreation	153,125
Senior Center	5,000
Cable TV Expenses	55,990
Interest Expenses (TANs)	5
Long Term Debt	666,400.30
<i>(Principle \$539,854 and Interest \$126,546.30)</i>	

Capital Outlay - Roads

300,000

***Note:** Warrant Article 34 (operating budget does not include appropriations proposed under any other warrant articles).

Motion and second to place Article 34 on the ballot as written. Voted in the AFFIRMATIVE.

ARTICLE 35. To see if the Town will vote to adopt the following ordinance:

“WINDHAM SOLID WASTE DISPOSAL ORDINANCE:

Pursuant to the provisions of RSA 31:39 and RSA 149-M:13, the Town of Windham adopts the following ordinance to govern the operation of its Solid Waste Disposal Facility.

SECTION I : PURPOSE:

The purpose of this Ordinance is to provide for the disposal of Municipal Solid Waste generated in the Town of Windham in a safe, economical, and environmentally sound manner with emphasis on **MANDATORY RECYCLING** to reduce the amount of material in the waste stream.

SECTION II : AUTHORITY:

This Ordinance has been enacted pursuant to the statutory authority granted to the Town of Windham by RSA 31:39 and RSA 149-M:17 (II), to govern the operation of its Solid Waste Disposal Facility.

SECTION III : DEFINITIONS:

- A) “Residential Waste”: That waste from the residences in the Town of Windham.
- B) “Commercial Waste”: That waste from Commercial and Industrial facilities in the Town of Windham.
- C) “Residential Demolition Waste”: That waste from minor repairs or alterations of a residential household in the Town of Windham.
- D) “Commercial Demolition Waste”: That waste from the repair, alteration, or destruction of any commercial/industrial structure in the Town of Windham.
- E) “Hazardous Waste”: That waste which is defined by RSA 147-A as hazardous waste.
- F) “Unacceptable Material”: That material which will not be accepted at the Transfer Station, such as, ledge, boulders, logs, stumps, brush, branches, or items not permitted by vote of the Selectmen, or State or Federal law, with the exception of Christmas trees during January. Offsite disposal of unacceptable materials may be available.
- G) “Commercial Hauler”: Any person, corporation, partnership, or other entity who charges a fee to haul waste for disposal at the Town of Windham Transfer Station.
- H) “Recyclable Material”: Designated material which would otherwise become municipal solid waste, which is separated, collected, processed and returned to the economic mainstream in the form of raw materials or products.

- I) “Recycling”: The separation and removal of recyclable material as designated by the Board of Selectmen, for the purpose of separate delivery to the Transfer Station.

SECTION IV : PERMITTED DISPOSAL:

The following categories of solid waste shall be accepted at the Town Solid Waste Transfer Station facility:

- A) Residential Waste.
- B) Commercial Waste: May be accepted at the Transfer Station for fees to be determined by the Board of Selectmen. Recyclable wastes from the Town of Windham shall be accepted at no charge.
- C) Commercial Demolition Waste: May be accepted at the Transfer Station for a fee to be determined by the Board of Selectmen.
- D) Residential Demolition Waste: Is accepted if generated for the benefit or by an individual resident and if the material is transported by the resident, in their own or rented vehicle, to the transfer station. Any demolition waste generated from a residential property which is transported to the Transfer Station by a commercial hauler will be assumed to be commercial demolition waste and charged accordingly.
- E) Any items on the list of Recyclable Materials as posted at the Transfer Station and approved by the Board of Selectmen.

SECTION V : PROHIBITED DISPOSAL:

The following categories of solid waste shall not be accepted at the Town Solid Waste Transfer Station facility:

- A) Hazardous Waste.
- B) Unacceptable Material as defined in Section III.
- C) Metals: No aluminum, cast iron, or heavy metals shall be accepted with dimensions greater than 18 inches by 48 inches. No light metals shall be accepted with a dimension greater than 36 inches by 72 inches.
- D) No contaminated glass or plastic (i.e they have not been cleaned out and have not had their lids removed as required under Section VIII).
- E) Any metal not properly cleaned shall not be accepted.
- F) Any whole metal drums or tanks shall not be accepted, excluding propane tanks.
- G) Engines and Motors with oil and / or antifreeze.

SECTION VI : PERMITS:

No person, company, or business shall be permitted to deposit any material at the Transfer

Station unless a valid Transfer Station Permit has been issued and either posted on the vehicle or shown to a station attendant.

The permit fee, if any, shall be determined by the Board of Selectmen in accordance with RSA 41:9-a, with recommendation from the Transfer Station Manager.

- A) Residential Transfer Station Permit: Fee, if any, to be determined by the Board of Selectmen for a vehicle sticker which shall be intended to serve as a permit.
- B) Commercial Transfer Station Permit: Fee, if any, to be determined by the Board of Selectmen. A permit is required for Commercial or Industrial facilities.
- C) Commercial Hauler Permit: A Commercial Hauler Permit is required for Commercial Haulers to deposit solid waste at the Transfer Station, as well as execution of a “Commercial Hauler Agreement” with the town. The permit fee, if any, shall be determined by the Board of Selectmen.
- D) Special Waste Permit: In accordance with RSA 41:9-a, special fees may be imposed by the Transfer Station Manager with the approval of the Board of Selectmen as the need arises.

SECTION VII: RECYCLING:

Recycling shall be **MANDATORY**. The Board of Selectmen shall approve and maintain a recycling brochure, which contains exact specifications for acceptable recyclable materials. When changes are made to the brochure, they will be advertised in a newspaper of general circulation in the Town of Windham and posted at the Transfer Station at least one (1) month prior to their implementation.

SECTION VIII : MATERIAL HANDLING REGULATIONS:

- A) Metals: All metals shall be reasonably clean before they will be accepted at the Transfer Station. All plastics, rubber, tires, padding, coverings, webbing, wood, etc. should be removed from the metal. .
- B) Pressurized and Non-Pressurized Metal Containers: Metal drums and tanks, gasoline tanks, and pressurized dispensers must be cut in half and wiped dry prior to transport to the Transfer Station, excluding propane tanks.
- C) Engines and Motors: Engines and motors, regardless of size, shall have all of the oil and anti-freeze removed, and have their oil-pans removed. Removal of oil-pans at the Transfer Station will not be allowed due to possible contamination of the site.
- D) Paper: Paper products of the appropriate specifications shall be deposited in designated areas.
- E) Glass: Glass shall be deposited in the designed area. The containers shall be rinsed clean, and the tops shall be removed. Plate glass, dishes and ceramics are not recyclable.

- F) Plastics: Plastic containers such as milk containers and detergent containers shall be rinsed before depositing at the Transfer Station. All containers shall have their tops removed. Only those containers listed in the official brochure shall be accepted with recyclables.
- G) Cans: Aluminum and tin cans shall be deposited in the designated area.
- H) Batteries: Lead-acid storage batteries and nickel cadmium batteries shall be deposited in the designated area.
- I) Motor Oil: Motor oil shall be deposited in the designated area. Gasoline, cooking oils, or other engine fluids are not acceptable.
- J) Clothing: Clothing shall be deposited in the designated area.
- K) Electronics: Computer CPUs, keyboards, printers, and other associated electronic components shall be deposited in the designated area. Monitors or televisions are not acceptable.

SECTION IX : ENFORCEMENT:

The Board of Selectmen are hereby charged to carry out the enforcement of the terms and provisions of this ordinance. The Board of Selectmen may delegate such power to one or more designees with the authority to bring actions to force compliance with this ordinance.

SECTION X : PENALTIES:

Any person (including natural persons, corporations, associations, etc.) who violates the provisions of this ordinance shall be subject to imposition of a civil penalty per the following schedule:

- A) First Offense: Written warning with a copy to the Board of Selectmen, if such warning is issued by the Selectmen’s designee.
- B) Second Offense: Fine of \$100.00, to inure to the Town of Windham as it may direct.
- C) Third Offense: A fine of not less than \$100 and not to exceed \$250, to inure to the Town of Windham as it may direct. In addition, the violator may be subject to a suspension of Transfer Station privileges for such length of time as deemed appropriate by the Town Administrator. Such privileges shall not be reinstated until such time as the violating party has met with the Town Administrator and Transfer Station Manager to discuss violation and corrected measures expected by the Town.
- D) Fourth Offense: A fine of not less than \$250 and not to exceed \$3000, to inure to the Town of Windham as it may direct. In addition, the violator may be subject to a suspension of Transfer Station privileges for such length of time as deemed appropriate by the Town Administrator. Such privileges shall not be reinstated until such time as the violating party has met with the Town Administrator and Transfer Station Manager to discuss violation and corrected measures expected by the Town.
- E) Fifth Offense: Any person who violates the provisions of this ordinance more than four

(4) times shall be subject to permanent exclusion from the Transfer Station. The violating party may appeal, in writing, to the Board of Selectmen, who, after meeting with the respective party, may reinstate said privileges. The decision or judgment of the Board shall be final, conclusive, and binding.

In addition, the Board of Selectmen is authorized to seek injunctive relief to enforce the compliance with said ordinance.

SECTION XI : EFFECTIVE DATE/ENACTMENT:

The provisions of this ordinance shall take effect upon adoption by Town Meeting. Adoption of this ordinance is construed to include repeal of any prior ordinances governing solid waste disposal which are inconsistent with this ordinance.”

Motion and second to place Article 35 on the ballot as written. Voted in the AFFIRMATIVE

ARTICLE 36. To transact any other business that may legally come before said meeting.

Motion and second to place Article 36 on the ballot as written. Voted in the AFFIRMATIVE

David Sullivan extended the Board/Community thanks and appreciation to the cable personnel and volunteers for a job well done.

Motion made and seconded to adjourn. Voted in the AFFIRMATIVE.

Meeting adjourned at 1:30 pm.

OFFICIAL BALLOT VOTE, MARCH 11, 2003

The Annual SB2 Election was called to order at 7:00 AM by Town Moderator, Peter Griffin. Ballots were publicly opened by Town Clerk, Joan C. Tuck. Those present included Selectman Doyle, Ballot Clerks, and Supervisors/Checklist.

There were 6,889 names on the checklist. 2,227 votes were cast

The following were **Duly Elected**:

SELECTMAN for Three Years:

Bruce Breton	928 Votes
Dennis J. Senibaldi	551
Roger Hohenberger	1337
Walter Kolodziej	822

TOWN CLERK for Three Years:

Joan C. Tuck	1,096
Marianne Parker-Brown	365
Laurie A. Hobbs	462
Stephanie Malisos	199

TAX COLLECTOR for Three Years:

Ruth Robertson	1654
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TOWN TREASURER for Three Years:

Robert Skinner	1667
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TRUSTEE-TRUST FUNDS for Three Years:

Shirley Beaulieu	1633
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LIBRARY TRUSTEE for Three Years:

Willie S. Day	1412
Sharon Scannell	1495

CEMETERY TRUSTEE for Three Years:

Jill Moe	1648
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PLANNING BOARD for Three Years:

Roy Dennehy	700
Nancy Prendergast	825
Lisa Linowes	756
Denis Tremblay	415
Pamela Skinner	766

Zoning Petitions:

Article #2:

Petition 1	YES	1185	Votes
	No	979	
Petition 2	YES	1205	
	No	957	
Petition 3	YES	1453	
	No	62	

Zoning Amendments:

Article #3:

Amendment #1	YES	1383	Votes
	No	610	
Amendment #2	YES	1469	
	No	541	
Amendment #3	YES	1388	
	No	493	
Amendment #4	YES	1430	
	No	546	
Amendment #5	YES	1414	
	No	534	
Amendment #6	YES	1539	
	No	398	

Remaining Warrant Articles:

Article #4:	Yes	1183	Votes	Article #8:	YES	1525	Votes
	NO	952 *			No	538	
Article #5:	YES	1327		Article #9:	YES	1501	
	No	796			No	595	
Article #6:	YES	1400		Article #10:	YES	1385	
	No	608			No	736	
Article #7:	YES	1486		Article #11:	YES	1198	
	No	599			No	900	

**(Defeated - Required 1281 to pass)*

Article #12:	Yes	979	Votes	Article #24:	YES	1291	Votes
	NO	997			No	810	
Article #13:	YES	1116		Article #25:	Yes	833	
	No	877			NO	1292	
Article #14:	Yes	1008		Article #26:	YES	1322	
	NO	1023			No	826	
Article #15:	YES	1495		Article #27:	YES	1369	
	No	573			No	705	
Article #16:	YES	1382		Article #28:	YES	1448	
	No	678			No	580	
Article #17:	YES	1261		Article #29:	Yes	544	
	No	793			NO	1578	
Article #18:	Yes	1257		Article #30:	YES	527	
	No	762			No	1578	
Article #19:	YES	1248		Article #31:	YES	1116	
	No	714			No	912	
Article #20:	YES	1169		Article #32:	Yes	493	
	No	900			NO	1414	
Article #21:	YES	1081		Article #33:	Yes	328	
	No	1010			NO	1564	
Article #22:	YES	1205		Article #34:	YES	1572	
	No	894			No	454	
Article #23:	YES	1216		Article #35:	YES	1318	
	No	886			No	716	

Respectfully submitted,

Joan C. Tuck

Town Clerk



STATEMENT OF APPROPRIATIONS



General Government:

Town Officer's Salaries	\$ 9,100.00
Administration	299,660.00
Town Clerk's Expenses	93,230.00
Tax Collector's Expenses	86,200.00
Election and Registration Expenses	15,450.00
Cemeteries	60,400.00
General Government Buildings	236,660.00
Appraisal of Property	129,850.00
Information Technology	124,060.00
Town Museum	5.00
Searles Building	13,155.00
Legal Expenses	49,000.00
FICA, Retirement and Pension Contributions	421,255.00
Insurance	863,690.00

Public Safety:

Contracted Police Services	64,380.00
Police Department	1,389,935.00
Dispatching	244,515.00
Fire Department	1,420,515.00
Emergency Management	12,290.00
Planning & Development	326,465.00

Highways, Streets and Bridges:

Town Maintenance	683,630.00
Street Lighting	10,575.00

Sanitation:

Solid Waste Disposal	723,850.00
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Health:

Health and Human Services	50,895.00
Animal Control	18,935.00

Welfare:

General Assistance	54,205.00
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Culture and Recreation:

Library	596,940.00
Recreation	153,125.00
Conservation Commission	6,310.00
Senior Center	5,000.00
Cable TV Expenses	55,990.00

Debt Service:

Long Term Notes (Principal and Interest)	666,400.30
Interest Expense - Tax Anticipation Notes	5.00

Capital Outlay:

Road Improvements	300,000.00
Searles School	125,000.00
Highway Loader	75,250.00
Digital Mapping	75,000.00
Cemetery Road Improvements	20,100.00
Transfer Truck	15,000.00
Library Building Needs Study	10,000.00
Fire SCBA Gear	119,000.00
Use of Searles Revenue Fund	7,000.00
Use of Police Contracted Details Revenue Fund	80,000.00
Lowell Road Bike Paths	23,000.00
Senior Center Improvements	99,000.00
Cemetery Fence	10,000.00
Use of Griffin Park Bond Interest	15,000.00

Operating Transfers Out:

Fire Apparatus Capital Reserve Fund	12,195.00
Property Maintenance Trust	<u>30,000.00</u>

Total Appropriations: **\$ 9,901,220.30**

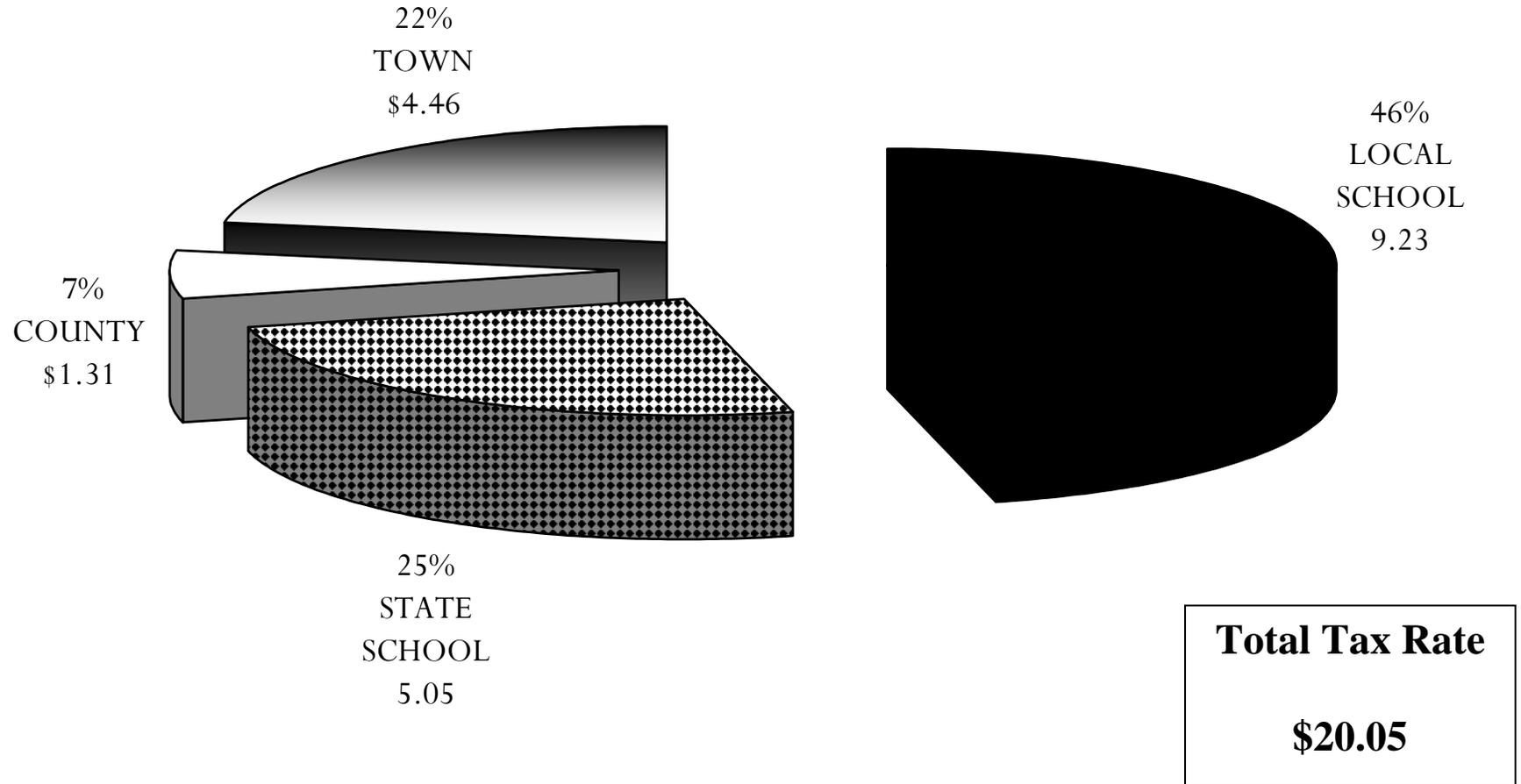
2003 TAX RATE COMPUTATION

Total Town Appropriations	\$ 9,901,220.00	
LESS: Revenues	4,461,649.00	
LESS: Shared Revenues	20,383.00	
ADD: Overlay	24,490.00	
ADD: War Service Credits	48,600.00	

Net Town Appropriations	5,492,278.00	
Approved Town Tax Effort		5,492,278.00
Town Rate:		4.46
Approved School Effort		11,348,888.00
School Rate:		9.23
State Education Taxes		
Equalized Valuation (no utilities) \$1,252,332,249 x \$4.92		6,161,475.00
Divide by Local Assessed Valuation (no utilities) \$1,220,431,501		
State School Rate:		5.05
Approved County Tax Effort		<u>1,611,911.00</u>
County Rate:		1.31
Total of Town, School, State and County		24,614,552.00
LESS: War Service Credits		<u>(48,600.00)</u>
PROPERTY TAXES TO BE RAISED:		\$24,565,952.00
TOTAL TAX RATE		\$20.05



2003 TAX RATE APPORTIONMENT



✎ **SUMMARY INVENTORY OF VALUATION** ✎

DESCRIPTION OF PROPERTY	2003 VALUATION
VALUE OF LAND ONLY:	
Current Use	\$ 979,525.00
Residential	515,400,211.00
Commercial/Industrial	22,440,340.00

Total of Taxable Land	\$ 538,820,076.00
 VALUE OF BUILDINGS ONLY:	
Residential	\$ 640,180,500.00
Commercial/Industrial	50,270,300.00

Total of Taxable Buildings	690,450,800.00
PUBLIC WATER UTILITY (Privately Owned)	1,354,750.00
PUBLIC UTILITIES - Gas	1,235,000.00
Electric	7,070,300.00
IMPROVEMENTS TO ASSIST PERSONS W/DISABILITIES-333,375.00	

VALUATION BEFORE EXEMPTIONS	\$ 1,238,597,551.00
Blind Exemptions - 4	\$ 60,000.00
Elderly Exemptions - 72	8,341,000.00
Permanently Disabled - 3	105,000.00

TOTAL AMOUNT OF EXEMPTIONS	\$ 8,506,000.00

NET VALUATION ON WHICH TAX RATE IS COMPUTED	\$ 1,230,091,551.00
LESS: Public Utilities:	-9,660,050.00

NET VALUATION ON WHICH STATE EDUCATION TAX RATE IS COMPUTED	\$ 1,220,431,501.00

COMPARATIVE STATEMENT OF APPROPRIATIONS AND EXPENDITURES

	APPROPRIATIONS FORWARDED FROM 2002	APPROPRIATIONS 2003	RECEIPTS AND REIMBURSE.	TOTAL AMT. AVAILABLE	EXPENDITURES 2003	BALANCES		APPROPRIATIONS FORWARDED TO 2004
						UNEXPENDED	OVERDRAFTS	
GENERAL GOVERNMENT								
Town Officer's Salaries*		9,100.00		9,100.00	7,750.00	1,350.00		
Administration	3,000.00	299,660.00		302,660.00	300,586.20	2,073.80		
Town Clerk's Expenses	1,658.00	93,230.00		94,888.00	86,622.86	8,265.14		
Tax Collector's Expenses		86,200.00		86,200.00	87,976.66		(1,776.66)	
Election and Registration		15,450.00		15,450.00	11,548.81	3,901.19		
Cemetery		60,400.00		60,400.00	52,658.57	7,741.43		
General Gov't Bldgs	2,400.00	236,660.00		239,060.00	241,773.69		(2,713.69)	
Appraisal of Property		129,850.00		129,850.00	104,181.94	25,668.06		
Information Technology	62,000.00	124,060.00		186,060.00	173,026.40	8,033.60		5,000.00
Town Museum		5.00		5.00	-	5.00		
Searles Building		13,155.00		13,155.00	13,023.10	131.90		
Legal Expenses		49,000.00	764.54	49,764.54	45,213.84	4,550.70		
PUBLIC SAFETY								
Police Department		1,389,935.00	160.00	1,390,095.00	1,395,326.47		(10,831.47)	5,600.00
Contracted Police		64,380.00		64,380.00	-	64,380.00		
Dispatching		244,515.00		244,515.00	230,793.86	13,721.14		
Fire Department	6,667.00	1,420,515.00		1,427,182.00	1,469,051.85		(41,869.85)	
Emergency Management		12,290.00		12,290.00	6,057.63	6,232.37		
Planning and Development		326,465.00		326,465.00	291,521.58	33,543.42		1,400.00
HIGHWAYS, STREETS, BRIDGES								
Town Maintenance	4,745.00	683,630.00	1,493.10	689,868.10	635,858.17	54,009.93		
Street Lights		10,575.00		10,575.00	9,768.34	806.66		
SANITATION								
Solid Waste Disposal		723,850.00		723,850.00	680,870.09	42,979.91		
HEALTH								
Health and Human Services	3,594.00	50,895.00		54,489.00	51,753.00	2,736.00		
Animal Control		18,935.00		18,935.00	15,849.52	3,085.48		

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COMPARATIVE STATEMENT OF APPROPRIATIONS AND EXPENDITURES

6

	APPROPRIATIONS FORWARDED FROM 2002	APPROPRIATIONS 2003	RECEIPTS AND REIMBURSE.	TOTAL AMT. AVAILABLE	EXPENDITURES 2003	BALANCES		APPROPRIATIONS FORWARDED TO 2004
						UNEXPENDED	OVERDRAFTS	
WELFARE								
General Assistance*		54,205.00	33,749.71	87,954.71	56,916.94	31,037.77		
CULTURE AND RECREATION								
Library		596,940.00		596,940.00	590,801.28	1,370.63		4,768.09
Recreation		153,125.00	345.00	153,470.00	115,540.65	15,179.35		22,750.00
Conservation Comm.		6,310.00		6,310.00	6,310.00	0.00		
Senior Center		5,000.00		5,000.00	3,574.96	1,425.04		
Cable TV Expenses		55,990.00		55,990.00	55,989.99	0.01		
DEBT SERVICE								
Long Term Notes - P + I		666,400.30		666,400.30	666,364.09	36.21		
Interest - TANS		5.00		5.00	5,959.41		(5,954.41)	
CAPITAL OUTLAY								
Fire SCBA Gear		119,000.00		119,000.00	119,000.00	-		
Searles School		125,000.00		125,000.00	125,000.00	-		
Highway Loader		75,250.00		75,250.00	74,750.00	500.00		
Digital Mapping		75,000.00		75,000.00	-	-		75,000.00
Cemetery Road Improvements		20,100.00		20,100.00	19,850.00	250.00		
Transfer Truck		15,000.00		15,000.00	-	-		15,000.00
Library Building Needs Study		10,000.00		10,000.00	10,000.00	-		
Castle Hill Bridge Engineering	11,113.00			11,113.00	11,063.00	50.00		
Langdon / Range Road Imp	35,000.00			35,000.00	35,000.00	-		
Library	2,205.00			2,205.00	-	-		2,205.00
Road Improvements	147,815.03	300,000.00		447,815.03	184,552.20	-		263,262.83
OPERATING TRANSFERS OUT								
Capital Reserve Funds		12,195.00		12,195.00	12,195.00	-		
MISCELLANEOUS								
Retirement		421,255.00	1,029.38	422,284.38	417,621.37	4,663.01		
Insurance		863,690.00	37,891.40	901,581.40	872,659.31	28,922.09		
Griffin Park Use of Interest		15,000.00		15,000.00	11,160.19	3,839.81		
Lowell Road Bike Path				23,000.00				

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COMPARATIVE STATEMENT OF APPROPRIATIONS AND EXPENDITURES

6

	APPROPRIATIONS FORWARDED FROM 2002	APPROPRIATIONS 2003	RECEIPTS AND REIMBURSE.	TOTAL AMT. AVAILABLE	EXPENDITURES 2003	BALANCES		APPROPRIATIONS FORWARDED TO 2004
						UNEXPENDED	OVERDRAFTS	
		23,000.00			18,000.00	-		5,000.00
Senior Center Improvements		99,000.00		99,000.00	38,022.00	-		60,978.00
Cemetery Fence		10,000.00		10,000.00	9,575.00	425.00		
Use of Searles Revenue Fund		7,000.00		7,000.00	6,475.35	524.65		
Use of Police Details Rev Fund		80,000.00		80,000.00	58,813.02	21,186.98		
LCHIP Grant-Bartley Expenses		-	20,000.00	20,000.00	20,000.00	-		
Other Reimbursable Grants		-	13,035.57	13,035.57	13,035.57	-		
Refunds and Abatements		24,490.00	87,688.26	112,178.26	101,405.46	10,772.80		
Property Maintenance Trust		30,000.00		30,000.00	30,000.00	-		
Earned Time Trust		-		-	-	-		
OTHER GOVERNMENTAL DIVISIONS								
School	7,969,351.00	17,510,363.00		25,479,714.00	16,615,351.00	-		8,864,363.00
County		1,619,652.00		1,619,652.00	1,619,652.00	-		
TOTALS	8,249,548.03	29,055,725.30	196,156.96	37,501,430.29	27,835,850.37	403,399.08	(63,146.08)	9,325,326.92
* Per vote of the Selectmen, \$1,100 of the unexpended Town Officers Salaries budget was transferred to the General Assistance budget.								



TRUSTEES OF TRUST FUNDS



NAME OF TRUST FUND	PRINCIPAL			INCOME			GRAND TOTAL PRINCIPAL & INCOME		
	BALANCE BEGINNING YEAR	NEW FUNDS CREATED	WITH- DRAWALS	BALANCE END YEAR	BALANCE BEGINNING YEAR	INCOME DURING YEAR		EXPENDED DURING YEAR	BALANCE END YEAR
CEMETERIES									
Cemetery-on-Hill	1,189.03			1,189.03	0.00	10.61	10.61	0.00	1,189.03
Perpetual Care	62,090.00			62,090.00	1,067.22	564.20	564.20	1,067.22	63,157.22
Neglected Lots	500.00			500.00	0.00	4.49	4.49	0.00	500.00
Garaphelia Park	1,000.00			1,000.00	0.00	8.95	8.95	0.00	1,000.00
Martha Clark Fund	2,000.00			2,000.00	0.00	17.85	17.85	0.00	2,000.00
Dora Haseltine Fund	500.00			500.00	0.00	4.49	4.49	0.00	500.00
Cemetery-on-the-Plains	17,574.89			17,574.89	5,478.87	274.98	0.00	5,753.85	23,328.74
Cemetery Trustees	0.00			0.00	21,411.40	1,401.65	1,302.79	21,510.26	21,510.26
Maintenance Fund	19,700.00	4,850.00		24,550.00	154.57	195.82	195.82	154.57	24,704.57
LIBRARY									
Public Library Fund	3,000.00			3,000.00	0.00	26.85	26.85	0.00	3,000.00
Library Books	1,000.00			1,000.00	0.00	8.95	8.95	0.00	1,000.00
ARMSTRONG MEM. BLD.	1,157.34			1,157.34	490.34	684.66	678.04	496.96	1,654.30
SCHOOLS									
Searles School Repairs	0.00			0.00	386.82	3.45	0.00	390.27	390.27
Eliz. Wilson Fund	1,000.00			1,000.00	0.00	8.95	8.95	0.00	1,000.00
School Dist. 2,3,4,6	4,022.00			4,022.00	0.00	35.94	35.94	0.00	4,022.00
MINISTERIAL FUNDS	1,989.63			1,989.63	0.00	17.76	17.76	0.00	1,989.63
NEEDY PERSONS	1,400.00			1,400.00	4,123.21	49.35	0.00	4,172.56	5,572.56

✎

TRUSTEES OF 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
REPAIR TOWN BLDGS	1,979.65			1,979.65	0.00	17.71	17.71	0.00	1,979.65
IRENE HERBERT SCHSHIP	14,075.00			14,075.00	1,355.75	137.96	500.00	993.71	15,068.71
COBBETTS PD VILL. DIST.	4,219.56	10,354.69	1,854.69	12,719.56	327.80	120.05	0.00	447.85	13,167.41
CAPITAL RES. FUNDS									
Fire Apparatus	0.00	12,195.00		12,195.00	341.87	11.23	0.00	353.10	12,548.10
Community Center	30,000.00		30,000.00	0.00	11,250.29	304.83	11,555.12	0.00	0.00
Fire Station	0.00			0.00	1,396.07	12.46	0.00	1,408.53	1,408.53
Rte 111 / Town Complex	0.00			0.00	5,755.16	51.43	0.00	5,806.59	5,806.59
Fire Station Renovation	1,384.00			1,384.00	3,094.87	40.01	0.00	3,134.88	4,518.88
Nesmith Library	48,000.00		14,747.36	33,252.64	2,510.24	385.10	0.00	2,895.34	36,147.98
S.D. Repair/Replace Septic	50,000.00			50,000.00	18.49	447.05	0.00	465.54	50,465.54
S.D. Land Acquisition	50,000.00			50,000.00	18.49	446.87	0.00	465.36	50,465.36
TOTALS	317,781.10	27,399.69	46,602.05	298,578.74	59,181.46	5,293.65	14,958.52	49,516.59	348,095.33

Respectfully submitted for the Trustees,

Mary Johnson
Chairman



SCHEDULE OF TOWN PROPERTY



Description	Value
Town Hall Complex, Land (11A-590)*	\$ 95,100
Town Hall	700,000
Furniture and Equipment	250,000
Planning Department	600,000
Furniture and Equipment	200,000
Armstrong Memorial Building	835,000
Cable TV Studio, Equipment	250,000
Town Museum, Equipment	50,000
Town Complex, Land (16L-100)*	310,000
Police Station	1,300,000
Furniture and Equipment	300,000
Nesmith Library	1,500,000
Furniture and Equipment	750,000
Fire Department	1,965,000
Furniture and Equipment	433,000
Recycling/Transfer Station, Land and Buildings (11A-201)*	800,000
Furniture and Equipment	384,945
Bartley House, Land and Buildings (11C-1300)*	200,000
Furniture and Equipment	50,000
Senior Center, Land, Buildings, and Contents (11C-1200)*	225,000
Searles Building, Land, Buildings, and Contents (18L-525)*	1,050,000
Highway Department, Land and Buildings (3A-955, 3B-998)*	133,000
Equipment	20,000
Cemeteries, Building and Equipment (7A-501, 21K-150, 21U-100, 21W-6)	67,000
Sportsfields/Recreational Lands (1C-2500A, 22R-900, 24F-5205)	1,114,400
Disposal Site, Land (25R-300)	75,500
Town Beach, Land and Buildings (21H-1A)	201,000
Conservation Lands (1C-2500, 14A-200, 20D-1600, 20D-1800, 24F-501, 25E-10, 25R-103)	3,053,000
Water Supply, Land (20D-1000)	308,000
All Lands and Buildings Acquired by Tax Collector's Deeds (<i>see below</i>)	2,912,000
All Properties Gifted to Town (<i>see below</i>)	1,212,200
Other: Purchases, Transfers, Etc. (1B-1095, 1C-2495, 2A-250, 2B-495, 11A-300)	235,000
Schools, Lands and Buildings (20D-800, 24F-2000)	8,836,500
SAU #28 Preschool Services, Land and Buildings (20D-900)	239,900
TOTAL	\$ 30,655,545

NOTE: Those properties marked by an asterisk reflect insured, rather than assessed, value.

PROPERTIES ACQUIRED THROUGH TAX COLLECTOR'S DEED

1B-1022	112,000	16P-502	2,000
1B-1025	112,000	16P-510	4,000
1B-1026	110,000	16P-520	3,000
1B-1027	111,000	16P-540	32,000
2A-1325	94,000	16P-560	4,000
3B-355	23,000	16P-1004	4,000
3B-375 (c)	7,300	16P-1010	58,000
3B-680	6,000	17I-49	98,000
3B-850-2	3,000	17J-100B	18,000
7A-625	20,000	17J-110A	20,000
8A-52	42,000	17J-134A	4,000
8A-61	4,000	17L-65A	3,000
8B-850	218,000	17M-46A	3,000
8B-900	214,000	19B-701	115,000
8B-4100 (c)	34,000	19B-715	117,000
8B-4300 (c)	37,000	20D-1300	8,000
8B-5800 (c)	95,000	20D-1300A	6,000
8B-6000 (c)	54,000	20D-2500	105,000
9A-652	3,000	20E-350	32,000
11A-634A	4,000	21V-227A	11,000
13J-95	3,000	21V-243J	4,000
13K-30	27,000	21V-255B	3,000
13K-34A	14,000	24A-601	105,000
13K-34B	16,000	24D-600	107,000
14B-2350	27,000	24E-100	104,000
16C-1	42,000	24F-400 (c)	7,700
16C-5	12,000	24G-101	208,000
16F-8A	9,000	25D-2A	67,000
16L-50	135,000	25E-481	12,000
16P-350	4,000	25R-6000A (c)	6,000
16P-501	3,000	25R-7010 (c)	46,000

PROPERTIES GIFTED TO THE TOWN OF WINDHAM

3B-1500 (c)	6,000	14B-14A	7,000
3B-1600 (c)	114,000	14B-2101	49,000
3B-290A (c)	8,000	14B-2500 (c)	5,000
6C-200	38,000	20D-2000 (c)	27,000
7A-500	113,000	21W-2	65,000
8B-3900 (c)	64,000	21W-15A	1,000
9A-1600	11,000	22L-75 (c)	20,000
9A-1604	6,000	22L-77 (c)	20,000
11A-298	1,000	22R-250	5,000
11A-299	1,000	24E-5000	183,000
11C-350	13,000	24F-500 (c)	32,000
11C-1700	39,000	24F-800 (c)	9,200
11C-1800	1,000	24F-900 (c)	10,000
11C-1801	1,000	24F-950	126,000
11C-1802	1,000	24F-1550	4,000
11C-3400	1,000	24F-1551	4,000
11C-3600	22,000	24F-6100 (c)	37,000
14A-51 (c)	40,000	25R-400	4,000
14A-230	124,000		

NOTE: Those properties marked by a (c) are currently utilized as, or were gifted as, Conservation lands.



2002 INDEPENDENT AUDIT



April 17, 2003

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

We have audited the general purpose financial statements of the Town of Windham, New Hampshire as of and for the year ended December 31, 2002, and have issued our report thereon dated April 17, 2003.

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 general purpose financial statements are free of material misstatement.

The management of the Town of Windham, New Hampshire is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with accounting principles generally accepted in the United States of America. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the general purpose financial statements of the Town of Windham, New Hampshire for the year ended December 31, 2002, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors and irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control structure and its operation that we consider to be material weaknesses as defined above.

This report is intended for the information of management and the Board of Selectmen. However, this report is a matter of public record, and its distribution is not limited.

Respectfully submitted,

Vachon, Clukay & Co., PC
Independent Auditing Firm

COMBINED BALANCE SHEET

**All Fund Types and Account Groups
December 31, 2002**

	Governmental Fund Types			Fiduciary	Account	2002 Totals
	General	Special Revenue	Capital Projects	Trust & Agency	Gen. Long- Term Debt	
ASSETS						
Cash	\$ 7,746,962	1,644,157	27,920	1,467,613		10,886,652
Investments		21,992		25,955		47,947
Receivables:						
Taxes, net	907,579					907,579
Accounts	54,398	20,270				74,668
Due from other funds	98,474	55	4,648			103,177
Restricted cash and investments	504,225					504,225
Amount to be provided for retire- ment of long-term obligations					3,337,448	3,337,448
Total Assets	<u>\$ 9,311,638</u>	<u>1,686,474</u>	<u>32,568</u>	<u>1,493,568</u>	<u>3,337,448</u>	<u>15,861,696</u>
LIABILITIES & FUND BALANCES						
Liabilities						
Accounts payable	\$ 7,555	518		528		8,601
Deferred revenues	4,834					4,834
Deposits	504,225			563,690		1,067,915
Due to other funds		87,833	9,935	5,409		103,177
Due to other governments	7,971,504			115,009		8,086,513
General obligation debt payable					2,795,918	2,795,918
Accrued compensated absences payable					541,530	541,530
Total Liabilities	<u>8,488,118</u>	<u>88,351</u>	<u>9,935</u>	<u>684,636</u>	<u>3,337,448</u>	<u>12,608,488</u>
Fund Balances:						
Reserved for encumbrances	84,064					84,064
Reserved for endowments				156,052		156,052
Reserved for library construction	9,935					9,935
Unreserved:						
Designated for subsequent years' expenditures	194,633	1,351,939	22,633	614,770		2,183,975
Undesignated	534,888	246,184		38,110		819,182
Total Fund Balances	<u>823,520</u>	<u>1,598,123</u>	<u>22,633</u>	<u>808,932</u>	<u>- -</u>	<u>3,253,208</u>
Total Liabilities & Fund Balances	<u>\$9,311,638</u>	<u>1,686,474</u>	<u>32,568</u>	<u>1,493,568</u>	<u>3,337,448</u>	<u>15,861,696</u>



2003 BALANCE SHEET



The following represents the General Fund balance sheet as of December 31, 2003 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.

General Fund - December 31, 2003

ASSETS	
Cash	\$4,917,543
Taxes receivable, net	7,512,992
Accounts receivable	81,244
Due from other funds	12,354
Restricted cash – current use tax collections	992,015
Restricted cash - performance bonds	424,424
Restricted cash - other	12,388
Total Assets	\$13,952,960
LIABILITIES & FUND BALANCES	
Liabilities	
Accounts payable	\$ 28,912
Tax anticipation note payable	2,500,000
Deferred revenues	139,819
Deposits	424,424
Due to other funds	992,015
Due to other governments	8,864,363
Total Liabilities	12,949,533
Fund Balances	
Reserved for encumbrances	100,496
Reserved for library construction	2,986
Unreserved:	
Designated for subsequent years' expenditures	360,468
Undesignated	539,477
Total Fund Balances	1,003,427
Total Liabilities & Fund Balances	\$13,952,960

Respectfully submitted,

Dana Call

Finance Director



TOWN CLERK



I am pleased to officially welcome aboard Deputy Town Clerk, Sean Boylan. Sean joined the staff in the summer of 2003, and has proven himself a fine addition to the office. As this goes to print, we continue to work towards hiring an Assistant Clerk, which will return the office status to fully staffed.

The office continues to offer a full-range of services to our residents beyond the required vehicle/dog/voter registration and vital record assistance including: boat and off-road vehicle registrations, hunting and fishing permits, and notary public/justice of the peace services.

As always, residents are encouraged to contact us at 434-5075 with any questions or concerns they may have before making the trip to our office. Ensuring that you have the proper documentation in hand is a not only a tremendous time saver, but allows our staff to better serve each of our customers.

General Fund Revenues Collected:

Motor Vehicle Permits Issued: 14,999	\$ 2,415,938.50
Mail-in Registrations	11,277.00
State Motor Vehicles	8,610.00
Titles	2,842.00
Dog Licenses Issued: 1,817	11,906.50
Income from Dog Officer	2,995.00
Sale of Town Information	6,970.14
Boats	11,299.46
UCC Filings, etc.	1,209.00
Vital Records	255.00
OHRV / Hunting & Fishing	63.00
Total	\$2,473,365.60
Remittances to Treasurer:	\$2,473,365.60

Respectfully submitted,

Joan C. Tuck
Town Clerk



TAX COLLECTOR



DEBIT REPORT

	Levies of	
	2003	Prior
UNCOLLECTED TAXES BEGINNING OF YEAR:		
Property Taxes	\$ 0.00	\$ 844,670.07
Land Use Change Taxes	0.00	210,000.00
Yield Taxes	0.00	1,636.60
Village District Taxes	0.00	2,152.56
TAXES COMMITTED THIS YEAR:		
Property Taxes	24,566,500.00	0.00
Land Use Change Taxes	1,167,000.00	0.00
Yield Taxes	2,255.24	0.00
Village District Taxes	0.00	0.00
OVERPAYMENTS:		
Property Taxes	80,156.10	5,316.13
Miscellaneous	0.00	0.00
INTEREST COLLECTED ON DELINQUENT TAXES:		
	9,090.74	32,647.84
COLLECTED PENALTIES/FEES		
	1,020.37	4,095.00
	-----	-----
TOTAL DEBITS	\$25,826,022.45	\$ 1,100,518.20

CREDIT REPORT

	2003	Prior
REMITTED TO TREASURER:		
Property Taxes	\$ 17,305,847.77	\$ 843,471.07
Land Use Change Taxes	1,032,000.00	210,000.00
Yield Taxes	2,255.24	1,636.60
Interest	9,090.74	32,647.84
Penalties/Fees	1,020.37	4,095.00
Overpayments/Refunds	80,156.10	5,316.13
Miscellaneous	0.00	0.00
Village District	0.00	2,152.56
ABATEMENTS MADE:		
Property Taxes	0.00	1,199.00
Land Use Change Taxes	0.00	0.00
Village District	0.00	0.00
UNCOLLECTED TAXES END OF YEAR:		
Property Taxes	7,260,652.23	0.00
Land Use Change Taxes	135,000.00	0.00
Yield Taxes	0.00	0.00
Village District	0.00	0.00
	-----	-----
TOTAL CREDITS	\$25,826,022.45	\$ 1,100,518.20

SUMMARY OF TAX SALE/LIEN ACCOUNTS

DEBIT REPORT

	2002 Levies	2001 Levies	Prior Levies
UNREDEEMED LIENS:			
Beginning of Year	\$ 0.00	\$ 84,584.82	\$ 35,769.18
LIENS EXECUTED:			
During Fiscal Year	168,165.95	0.00	0.00
INTEREST & COSTS:			
Collected After Execution	4,430.03	12,112.15	11,508.55
	-----	-----	-----
TOTAL DEBITS	\$172,595.98	\$ 96,696.97	\$ 47,277.73

CREDIT REPORT

REMITTANCE TO TREASURER:			
Redemptions	\$82,660.50	\$ 55,462.56	\$ 33,217.86
Interest/Costs	4,430.03	12,112.15	11,508.55
ABATEMENTS:	0.00	0.00	0.00
UNREDEEMED LIENS:			
Balance End of Year	85,505.45	29,122.26	2,551.32
	-----	-----	-----
TOTAL CREDITS	\$172,595.98	\$ 96,696.97	\$ 47,277.73

Respectfully submitted,

Ruth Robertson

Tax Collector



TOWN TREASURER



General Operations Fund

Balance on January 1, 2003 **\$ 7,737,567.33**

Sources of Revenue

Town Departments	
Tax Collector	
2003 Tax Warrants	18,430,370.22
Prior Tax Warrants	1,296,624.72
Town Clerk	2,473,365.60
Building Department	191,315.82
Transfer Station	92,856.03
Selectmen's Office	106,170.17
Police Department	17,871.80
Fire Department	171,419.72
Recreation Department	2,004.00

State of New Hampshire	
Revenue Sharing	69,298.00
Highway Block Grant	208,751.89
Rooms & Meals	351,533.49
Other	47,906.31

Miscellaneous Revenues*	
Interest on Deposits	30,635.43
Cable Franchise Fees	92,278.58
Income from Trust Funds	705.51
Other Grant Funds	13,949.17
Capital Reserve Funds (Library and Senior Center)	51,555.12
Senior Center Donations	57,444.88
Cemetery Operations/Trust Funds	10,000.00
Other	6,033.70

2003 Revenues 23,722,090.16

Tax Anticipation Note Proceeds 4,550,000.00

Total Funds Available \$ 28,272,090.16

Less:

Disbursements per Selectmen's Warrants & School District Requests	27,799,295.22
2003 Current Use Transfer**	1,242,819.61
Tax Anticipation Note Repayments	2,050,000.00

Balance on December 31, 2003 **\$ 4,917,542.66**

* LCHIP grant funds of \$20,000 were not received until January 2004, thus are not reflected above but are 2003 revenues.

** Includes current use funds collected in December 2003 (\$992,015) which were not transferred to the Conservation Land Trust until 2004.

Funds

Fund	Balance 01/01/03	Income	Disbursements	Interest	Balance 12/31/03
Recreation Revolving Acct	\$ 2,416.12	\$ 15,569.30	\$ 15,549.30	\$ 11.30	\$ 2,447.44
Cable TV Trust Fund	120,586.84	22,000.00	5,154.80	1,191.44	138,623.48
Searles Special Revenue	56,133.96	20,551.75	11,475.35	578.74	65,789.10
Expendable Health Trust	221,553.64	102,970.93	144,585.31	1,061.94	181,001.20
Earned Time Trust	109,185.12	0.00	0.00	1,001.62	110,186.74
Property Maint Trust	60,476.27	30,000.00	59,843.00	284.79	30,918.06
Cemetery Operation Fund	71,609.99	4,350.00	8,697.21	670.64	67,933.42
Conservation Land Trust*	1,324,973.76	1,245,588.43	1,428,369.18	10,299.22	1,152,492.23
Road Bond Fund	8,405.39	0.00	0.00	77.10	8,482.49
Law Enforcement Fund	894.23	0.00	0.00	8.21	902.44
Town Clerk Special Acct	38.94	14,901.50	11,909.00	1.89	3,033.33
Searles Expendable Trust	14.13	0.00	0.00	0.12	14.25
Recreation – LaCrosse	675.60	3,720.00	3,938.91	3.80	460.49
Recreation – Yoga	648.90	0.00	0.00	5.95	654.85
Conservation Special	1,989.12	0.00	0.00	18.25	2,007.37
Recreation - Basketball	34,653.22	25,902.52	40,288.02	182.07	20,449.79
Griffin Park Special Grant	11,522.24	0.00	0.00	105.71	11,627.95
Nesmith Library Bldg Acct	5,286.47	4,747.36	6,949.15	27.78	3,112.46
Recreation - Drama	2,148.26	0.00	0.00	19.70	2,167.96
Recreation - Tennis	4,934.14	0.00	4,965.95	33.09	1.28
Conservation - Trails	2,140.38	0.00	0.00	19.64	2,160.02
Police Contracted Services	113,812.01	68,409.75	62,233.51	1,338.32	121,326.57
Subdivision Fees	30,853.02	160,066.70	116,493.40	0.00	74,426.32
Town Museum	3,870.14	0.00	1,298.42	29.54	2,601.26
Griffin Park Basketball Donation	0.00	16,000.00	16,092.27	92.27	0.00
Misc. (Unknown/Undefined)	646.36	465.14	0.00	15.35	1,126.85
Searles Bond Account	0.00	100,000.00	3,814.30	452.51	96,638.21
Grand Total	\$2,189,468.27	\$1,835,243.38	\$1,941,657.08	\$17,530.99	\$2,100,585.56

* 12/31/03 balance includes \$992,015 due from General Fund

Developer Performance Bonds

As of 12/31/03, the following bonds are held for the completion of projects approved by the Planning Board.

Adelphia (Cable TV)	\$ 150,000.00
Adelphia (Cable TV)	50,000.00
Anderson Subdiv	831,605.40
Bayberry Rd	14,925.11
Candlewood Rd	26,218.88
Castle Hill - London Bridge	15,062.06
Castle Reach Pump House	216,660.00
Castle Reach II	181,144.00
Castle Reach II / Hancock Rd	46,080.00
Crestwood Rd	8,332.17

D & S Builders	100.00
DelPozzo Development	503.01
Fieldstone Woods (Mountain Home Building)	138,382.00
Fieldstone Woods (DHB, Inc)	138,382.00
Flat Rock Rd	55,055.57
Fletcher Rd	569,257.00
Fletcher Rd Ext	70,470.00
Fritschy Site Plan	20,000.00
Glance Rd Ext	26,202.00
Gov Dinsmore Rd	6,504.00
Hadleigh & Blackburn Roads	87,500.00
Jenny's Hill Rd	157,387.00
Jenny's Hill Rd Ext	305,916.00
Lamplighter Village	63,289.80
Lancelot Rd	4,179.50
8 Ledge Rd	30,000.00
Lexington Rd	4,833.36
Marblehead Rd	128,948.00
Moeckel Rd	3,617.98
11 Netherwood Rd	502.08
Netherwood Rd	14,600.00
12 Osgood St	2,007.77
Osgood (Forfeited)	2,329.65
12 Partridge Rd (Lot 546)	1,006.78
Partridge & Quail Rds	2,686.71
Pennichuck Water Works	10,000.00
Recreational Improvements Fund	10,527.15
Rocky Ridge Site Plan	4,310.59
Route 28 Emergency Response Fund	32,146.39
Ryans Farm / Heritage Acres	964,638.00
Searles & Mockingbird	130,612.00
Searles Rd	27,535.00
Seavey Rd	69,059.40
Settlers Ridge Rd	38,595.36
Sheffield St	32,194.00
Squire Armour Ext	32,745.60
Stoneywyke II	11,507.00
Stoneywyke Rd (Steve Allen-Forfeited)	5,927.08
Tarbell Rd	6,159.41
Thompson Subdiv	638.19
Timberlane & Heritage Hill	60,973.54
Wall St/International	30,426.26
Westchester Rd	7,963.86
Whispering Pines (Winds)	5,816.23
White Mountain Cable Construction (Cable TV)	20,000.00
Windham Presbyterian Church	4,980.00
Yorkshire Rd	15,943.14
Total Performance Bonds	\$4,896,386.03



EXPENDABLE HEALTH TRUST



----- Disbursements -----

MONTH	INCOME	HEALTH					INTEREST	MISC.	BALANCE
		INS. TRUST	CLAIMS	ADMINISTRATION	RENEWAL				
									221,553.64
January	5,968.96	199.12	4,910.99				172.85		222,585.34
February	6,256.17	0.00	4,412.45		1,188.50		93.61		223,334.17
March	15,907.51	99.56	17,566.26				60.11		221,635.97
April	7,496.73	450.24	18,227.23		1,402.50		51.82		209,104.55
May	7,467.85	99.56	19,088.95				16.23		197,400.12
June	9,117.45	612.95	18,688.95				5.45		187,221.12
July	9,140.79	587.15	12,534.07		1,534.50		8.31		181,714.50
August	5,279.06	587.15	6,369.54				116.99		180,153.86
September	9,200.83	587.15	10,537.51		1,567.50		139.91		176,802.44
October	8,810.66	587.15	7,960.24				138.36		177,204.07
November	7,216.01	484.90	7,654.05				133.76		176,414.89
December	11,108.91	566.70	5,430.44			650.00	124.54		181,001.20
TOTALS	102,970.93	4,861.63	133,380.68		5,693.00	650.00	1,061.94	0.00	

Prior to 2003, the Expendable Health Trust fund was used to pay both the monthly premiums and the “out of pocket” claims associated with the Town’s program of self-insuring the deductibles and coinsurance payments on behalf of its employees. Beginning in 2003, the monthly premium cost was allocated to the general operating budget and the Trust fund was used primarily for the “out of pocket” expenses. Other disbursements from this account include administrative costs and payments made on behalf of retirees who qualify for the Town’s post-employment benefits program based on years of service. The income deposited into this fund consists of the employees’ co-pay amounts from weekly payroll deductions.



STATEMENT OF BONDED INDEBTEDNESS



Amount of Original Issue \$4,196,064.00

Date of Issue July 1999
 Purpose Fire/Police/Library/Griffin Park
 Date Payable Feb & Aug Each Year
 Rate 4.5% - 4.7%
 Payable at Citizens Bank

	Year	Principal	Interest		Payment	Balance
						2,741,064.00
2003	2/15/03		62,672.50		62,672.50	2,741,064.00
	8/15/03	485,000.00	62,672.50	4.50%	547,672.50	2,256,064.00
2004	2/15/04		51,760.00		51,760.00	2,256,064.00
	8/15/04	485,000.00	51,760.00	4.50%	536,760.00	1,771,064.00
2005	2/15/05		40,847.50		40,847.50	1,771,064.00
	8/15/05	485,000.00	40,847.50	4.60%	525,847.50	1,286,064.00
2006	2/15/06		29,692.50		29,692.50	1,286,064.00
	8/15/06	485,000.00	29,692.50	4.60%	514,692.50	801,064.00
2007	2/15/07		18,537.50		18,537.50	801,064.00
	8/15/07	350,000.00	18,537.50	4.60%	368,537.50	451,064.00
2008	2/15/08		10,487.50		10,487.50	451,064.00
	8/15/08	225,000.00	10,487.50	4.60%	235,487.50	226,064.00
2009	2/15/09		5,312.50		5,312.50	226,064.00
	8/15/09	226,064.00	5,312.50	4.70%	231,376.50	0.00
		\$2,741,064.00	\$438,620.00		\$3,179,684.00	

Amount of Original Issue \$100,000

Date of Issue June 2003
 Purpose Searles Building Renovations
 Date Payable June Each Year
 Rate 4.00%
 Payable at Banknorth

	Year	Principal	Interest		Payment	Balance
						100,000.00
2004	6/3/04	8,400.00	4,000.00		12,400.00	91,600.00
2005	6/3/05	8,800.00	3,664.00		12,464.00	82,800.00
2006	6/3/06	9,200.00	3,312.00		12,512.00	73,600.00
2007	6/3/07	9,600.00	2,944.00		12,544.00	64,000.00
2008	6/3/08	10,000.00	2,560.00		12,560.00	54,000.00
2009	6/3/09	10,000.00	2,160.00		12,160.00	44,000.00
2010	6/3/10	10,400.00	1,760.00		12,160.00	33,600.00
2011	6/3/11	10,800.00	1,344.00		12,144.00	22,800.00
2012	6/3/12	11,200.00	912.00		12,112.00	11,600.00
2013	6/3/13	11,600.00	464.00		12,064.00	0.00
		\$100,000.00	\$23,120.00		\$123,120.00	



It is with both pleasure and pride of accomplishment that we, the Board of Selectmen, submit our annual report for 2003. This past year the Board, as well as each of our departments, boards, and committees, have worked on numerous and varied issues. We are very pleased to note that many of our collective goals and objectives were met, accomplished in no small due measure to the continuous efforts of all involved. We extend our appreciation to all of our employees and volunteers and commend them for their efforts and dedication to our wonderful community of Windham.

So vast are the issues that have been dealt with this past year, we realize that it is impossible to provide a detailed report on all the projects and issues handled by our staff and volunteers. Instead, our focus in this report is to provide some highlights of the major events, accomplishments, and issues which we, our departments and committees have dealt with in the past year. In a separate report, our Town Administrator writes about the upcoming year and our budget proposals that will be considered at the 2004 town meeting.

I93 and Route 111 Bypass Projects: Similar to the past several years, the Board was very busy monitoring the progress of the I93 and Route 111 Bypass projects. The staff and our committee of three town representatives (Chairmen from the Planning Board, Selectmen, and Conservation Commission) continued to hold meetings with representatives from the Department of Transportation through the first half of the year. In May, engineering representatives of the owner of the land between the northbound and southbound off ramps of I93 presented alternative designs plans for the Exit 3 interchange to the Selectmen and the Department of Transportation. The alternative design would leave the present highways in their current locations rather than shifting them towards each other as detailed in the State's preferred plans. This conceptual alternative would preserve the land between the highways for possible future development. At the time of the presentation, the Board agreed the State should meet with the landowner and their representatives to review the alternative design and to report back to the Board with their findings. Since that time, the Board has maintained contact with the State, however at year end the State had not completed its review of the alternative designs and a meeting with the Town is still pending.

Concurrent with the technical design developments, the Board worked with the Conservation Commission to purchase, through Conservation Land Funds, three large individual pieces of land in the Southeast portion of town totaling in excess of 160 acres. At the same time, both the Board and Commission have been working with the State of New Hampshire to ensure that additional land is acquired as part of the mitigation program established under the I93 project. As we enter 2004, the Board will remain steadfast in its role to ensure that the interests of Windham are considered, no matter the final design selected, as well as in terms of the appropriate mitigation provided as a result of the impacts this project and Route 111 will have on our community.

Griffin Park: The popularity and use of Griffin Park continues to grow daily. It is truly wonderful to drive by the Park and see the numbers of families, both young and not so young, enjoying this beautiful facility. Throughout the seasons you can see people walking or jogging around the paths, children and adults playing baseball and soccer games, or just people simply relaxing on the grass during their free time. The Park continued to grow in 2003 with a multi-purpose building beginning to be constructed. The building will house a concession area,

bathrooms, storage, and include a covered area with picnic tables. The construction is being coordinated and funded through the generous support of the baseball and softball association and should be completed in the Spring. In addition, Eric Nickerson and Castlereach Development have donated the funding and development coordination of constructing six tennis courts, four basketball courts, and an in-line skating area as envisioned by the Town when the Park was designed. The Town will be responsible for funding the final coatings on the courts as well as some fencing cost, estimated to be \$30,000, however the generosity shown by these two groups will save the Town in excess of three hundred thousand dollars. On behalf of our community, we extend a tremendous thank you to both groups for their support.

Bartley House Renovations: After some delay, the renovations of the Bartley House were completed and the Town Administrative Offices moved into the first floor during July. The first phase of the project was completed for a total of approximately \$157,000, with \$40,000 of this coming from grant funding through the Land and Community Heritage Investment Program (LCHIP) and the remainder from the Town’s Property Maintenance Trust account. The staff is very pleased with their new quarters and have found it to be an excellent working environment. In 2004 and 2005, additional funding of \$100,000 has been budgeted through the CIP process to finish the second phase of the Bartley House improvements, including second floor renovations, windows, and siding repairs.

Church Road Culvert: The much anticipated culvert replacement under Church Road was completed in August and within budget. Our contractor, Nesenkeag, Inc replaced the former four (4) foot culvert with a 12’ X 5’ concrete structure that will be able to better handle the flow of Collins Brook, especially during high water periods of the year. Presently, we are working with the State of NH towards obtaining up to 80% of the \$106,177 expended on the project under their Bridge Betterment Program.

Castle Hill Bridge Engineering: During 2003, the Town completed the engineering study on the replacement of the bridge over Beaver Brook on Castle Hill Road that is jointly owned by Pelham and Windham. Based on the engineering, our consultants have recommended a 24’ wide pre-cast concrete voided deck slab structure with cast in place stub abutments and wingwalls to replace the present 16 foot single lane bridge. The estimated cost of the reconstruction is \$466,400. As the project has already been approved under the State’s Bridge Aid Program, the total local share, after 80% reimbursement, would be \$94,280 split between the Town of Windham and Pelham, or \$47,140 each. The design phase of this project is planned for 2004 pending town meeting approval with actual construction to take place in 2005.

Road Improvements: Along with the normal annual road maintenance projects, our Highway Department completed two significant road reconstruction projects this year. Crestwood and Millstone Roads were repaved at a cost of \$131,000 from the Town’s summer maintenance budget. Rock Pond Road was repaved at a cost of \$80,000 from the Town’s Capital Improvement budget. The remaining funds in the Capital Improvement Road budget have been carried over into 2004 to partially fund the cost of improving Castle Hill Road and Marblehead Road.

Tax and Appraisal System Conversions: During 2003, we completed two significant data conversions on both our Tax collecting and Assessor’s appraisal software. The total software and

data conversion cost of these two new systems, which was budgeted for in the 2002 budget, was \$31,800. Additional costs were incurred for training and support. Our conversion on the Assessor's system was to a completely new system that will provide us with expanded capabilities, such as the future ability to view assessment cards on-line. On the Tax Collector's side, our conversion was to a newer and vastly updated version of our existing software. After months of planning and coordination with our vendors, the conversions both occurred in the spring of 2003. Much to the dismay of all involved, these conversions did not go as smoothly as originally planned and many bumps in the road were encountered along the way, resulting in a delay in mailing our tax bills. While we regret that these difficulties occurred, our staff remained diligent throughout the year to ensure that the correct data was reflected in both systems. In the coming months, both systems will be fully integrated and enable these two departments to minimize much of the manual data entry that currently exists and focus on expanding services to the residents. We appreciate everyone's patience throughout this process and are confident that our new systems will better position us for the future.

Tax Anticipation Notes: As a result of both increased normal expenditures in the early part of the year, coupled with the delay in sending the tax bills, the Town needed to borrow money on a short-term basis in order to meet our normal cash flow needs. During the year we entered into a Tax Anticipation Note (TAN) line of credit at an interest rate of 1.9%. During June and July 2003, we borrowed as needed from the line for a total of \$1,550,000, with an interest cost of approximately \$2,000. The line was paid in full during July. However, we borrowed again in December 2003 through early January 2004, for a total of \$3,000,000, with an interest cost of approximately \$3,900. As of December 31, 2003, we had a balance outstanding on our TAN of \$2,500,000, which was fully paid off by January 6, 2004. Although we may need to borrow in the future for normal cash flow needs, we do not anticipate this level of borrowing to occur again in 2004.

Stormwater Compliance Program: In March 2003, we completed our plan outlining the measures the Town will take to be in compliance with Federal Stormwater Regulations over the next five years. With the assistance of consultants, our Stormwater Committee, comprised of several department heads, developed a comprehensive plan that included reviews of our facilities as well as public outreach campaigns, and our plan was accepted by the Federal Environmental Protection Agency. To date we have spent approximately \$13,000 on the program and have budgeted another \$7,500 in 2004 for additional consulting services and further testing.

Searles and Senior Center Building Renovations: Two significant projects were approved at the 2003 Town Meeting and are well underway at the end of 2003. The Searles Building appropriation of \$125,000 was approved and we entered into a bond for \$100,000 of this at an interest rate of 4.0% over a ten-year term. It is our plan that the annual bond payments will be funded from the income the facility earns. The work on the building has begun and is expected to be completed in the spring/summer of 2004. Of the \$99,000 appropriation, \$41,255 was funded through the Senior Center Capital Reserve fund, and the remainder through the generosity of donations; most especially, the Senior Citizens Incorporated. The construction of this addition is progressing quickly, and is expected to be completed in early 2004.

Personnel: As seems to have been the trend over the last several years, the Town again faced the task of replacing and recruiting staff in several departments, logging long hours in an effort to select personnel who most closely fit our needs.

Police Department: Officer Steven Desilets resigned late in the year to pursue a career in the FBI. The department is still completing the process to fill the vacancy left with Steve's departure and expects a new person to be hired by mid Spring of 2004. We wish Steve well in his endeavor and thank him for his service to the Town. Also, our long term prosecutor Cathy Baumann resigned this past April to pursue other career interest and, in the fall, we hired Oscar Colvin as our new prosecutor. We extend our thanks to Cathy for her many years of service and wish Oscar much success.

Fire: 2003 proved to be a very active year for personnel changes in the Fire Department. In April, Firefighter/Inspector Ronald Hoegen retired after close to twenty-five years with the department, the last fifteen as our Firefighter/Inspector. We appointed firefighter Tom McPherson to replace Ron in March, after his having served as Acting FF/Inspector for many months. Tom had served the department as a firefighter since 1982. In April, we completed the process of filling the Chief's position by promoting Deputy Chief Don Messier. Don has served our department as Deputy since December 2002, after a long career in the Town of Somersworth. Following Don's appointment, we then promoted Firefighter/Inspector Tom McPherson to the position of Deputy. Finally, call firefighter Robert Taylor was promoted to full-time Firefighter to replace the vacancy left by Deputy Chief McPherson was promoted. At year end, the department is in the process of recruiting a new Firefighter/Inspector and are confident that this position will be filled by early Spring.

We thank Ron for his service to our community and wish Don, Tom, and Robert the best as they each embark on a new part of their fire service career. We are confident that all three will be very successful in their new roles and be an integral part of our department continuing to excel in the delivery of services to those who live, work, or travel through our town.

Planning Department: Not unlike the Fire Department, 2003 proved to be an equally busy year for the Planning Department in the area of personnel changes. The department worked with a reduced staffing level for many weeks of the year due to retirements, resignations or job injuries. With the help of some part time assistance though, those remaining were able to ensure that the work got completed, and we thank them for their efforts and steadfastness in their tasks.

Walter Warren, our Planner, resigned in November to pursue an opportunity with the Town of Merrimack. Although he was only with us for a little over a year, Walter served the town well and accomplished many goals for the department. Bruce Flanders, our Building Inspector/Health Officer, was injured early in the year while doing an inspection, and eventually retired in December, after more than 18 years with the town. Bruce served well throughout his career and was integral to our department as the town underwent a tremendous amount of growth over the past decade. We wish both Walter the best in his new position in Merrimack and extend our warmest wishes to Bruce for a happy retirement. Both will be missed by all.

Ron Preble and Jim Tierney were hired as part time inspectors to fill the void left by Bruce's absence, while Al Turner was called upon to assume such tasks as Health Officer and Inspector in

addition to his primary task as Director of Planning and Development. All three have performed admirably and we thank them for their efforts. We are presently recruiting a new planner and building inspector and are hopeful to have them both on board by early in 2004.

Town Clerk: The Clerk’s Office experienced turnover in both the Deputy Clerk and Assistant Clerk positions in 2003. Early in the year, both Laurie Hobbs, Deputy Clerk, and Linda McCartney, Assistant Clerk, resigned from their positions to pursue other interests. In June, we appointed Sean Boylan as Deputy Clerk and Kay Keating as Assistant Clerk. In December the Assistant position was left vacant for the second time in the year with the departure of Kay.

To Laurie and Linda we extend our appreciation for their years of service to the town and wish them well in their future endeavors. We also offer our thanks to Kay for her service, albeit brief, and wish her the best. Finally we welcome Sean to our team and wish him a successful career with our town.

Awards: At Town Meeting, we recognized Russ Wilder as Volunteer of the Year for giving of his time over many years as a member of our Conservation Commission and Planning Board. Russ’s experience as a geologist proved invaluable to both these groups. Russ gave many hours of his time and knowledge to our community as a volunteer and is most worthy of this honor. We also presented the Employee of the Year Award to the Windham Transfer Station employees, in recognition of their tireless effort given each day in operating the Transfer and Recycling Center. Over the past year and a half, the employees have worked with our manager to develop a wonderful spirit of teamwork, which is reflected in the overall department’s efforts and positive feelings. They were truly deserving of the honor. On behalf of the entire community, we again extend our appreciation and congratulations to both Russ and the staff of the Transfer Station for their efforts.

Looking back on the past twelve months, it is apparent that much of our time and that of the Town Administrator and our Department Heads were occupied by personnel matters. Four departments experienced changes in their personnel, three of which could be classified as severe in terms of numbers. We have become accustomed to these types of changes given the need to add new positions to the town over time as well as replacing those employees who retire or move on to other challenges in their own professions. We fully expect the need to deal with personnel changes in the future, and are committed to uphold our mission statement which includes the goal of “maintaining a well-trained and adequate staff to provide for the needs of our residents, while conscious that the added growth must be managed in order to work within a stable fiscal plan.”

In Conclusion: As we embark on a new calendar year, our Board stands ready to work with our employees in addressing the myriad of issues which will necessitate our attention. We are blessed to have a fine staff across all departments who are dedicated to providing service excellence to our residents and others who they come into contact. Among our agendas, the Board will continue to involve itself with the I93 and Rte. 111 projects, undoubtedly handling personnel changes, focusing on our economic development initiative started this past year, and working with the Town Administrator and Department Heads on developing an overall operational strategic plan.

As your Board of Selectmen, we remain committed to serve the residents of Windham to the best of our abilities and pledge ourselves to all tasks at hand. We all recognize how wonderful our community is and guarantee that we will strive to work in a manner which fosters the best in our community for its employees, volunteers, and residents. We urge all residents to avail themselves of the opportunities your town has to offer and always welcome the involvement of our residents in the operations of town government. The doors to your government are always open, so take the time to stop in.

As a Board, we wish to extend our deepest appreciation and gratitude to all employees and volunteers who make Windham the place to be. We are fortunate to have such individuals and groups working with us, making it truly easier to get the job done. Collectively, the employees and passionate volunteers who serve on the many boards and committees make our government effective. We salute and praise all who work and volunteer for Windham and thank them for their time, dedication, and professionalism. Finally, we offer our gratitude to the residents of our community for all your interest and support. We recognize that our decisions and actions affect many people and welcome your thoughts, comments, and concerns.

Lastly, several Department Heads have volunteered to chair a variety of committees which being developed over the coming months. These committees are designed to take ideas generated at the Department Head level and, utilizing a variety of Town staff, implement these ideas into concrete accomplishments. These committees were formed around the concept of the Town’s Mission Statement and will serve to promote both internal improvements among Department Heads and Town staff, as well as further the relationship between Town employees, citizens, and volunteers.

The first of these committees to be up and running is the Public Relations Committee, chaired by David Poulson, Transfer Station Manager. This committee has been working on several initiatives to foster the relationship between the Town staff and the community, including a recent Town Slogan contest. Another committee to be established this year is the Employee Orientation committee. The goal of this committee is to establish a formal process to facilitate the transition of new personnel into the Town staff. Lastly, two committees have been proposed for the start of the new year including a Training/Personnel Development committee for Town staff, as well as a Volunteerism committee to highlight ongoing volunteerism for the Town and promote continued participation.

Respectfully submitted,

Galen Stearns
Roger Hohenberger
Christopher Doyle
Alan Carpenter
Bruce Breton
 Board of Selectmen



It is my pleasure to submit my Town Administrator's Report for 2003. This past year, our departments reached many of their goals and objectives as is detailed in both the Selectmen's Report and throughout each respective department's reports. I know I share the thoughts of many when expressing my deep appreciation and gratitude to all of our employees and volunteers for their efforts not only over the past twelve months, but over the past several years as our community has grown and developed into a wonderful place to work and live.

Similar to the past several annual reports, the following information is intended to focus on the upcoming year, highlighting some of the key issues and costs proposed in our 2004 budget, while the Board of Selectmen's report details some of the issues addressed and goals achieved over the past year.

2004 Budget Discussion

The overall 2003 tax rate increased by \$1.90/1000 valuation (10.47%), with the town's portion of the rate showing close to a 25% increase, one of the largest increases the Town has seen in over ten years. The increase in the town's portion was due essentially to four (4) main areas of increase – (1) a 27.5% increase in our health insurance premiums, (2) a major increase in the town's share of the State retirement costs for all employees, which resulted from poor economic performance results in investments, (3) the full year costs associated with four new firefighters hired midway through 2002, and (4) the impact of a 53rd payroll week, an oddity which occurs every five years or so. The table below depicts the 2003 tax rate compared to 2002, showing not only the changes in the Town portion, but also reflects the school and county portions as well to more fully show how the individual components of the Town's tax rate impacted the overall rate adjustment.

2003 TAX RATE HIGHLIGHTS

	2003 Net Appropriation	2003 Tax Rate	2002 Net Appropriation	2002 Tax Rate	% Increase (Decrease) (2003 – 2002)
Town	\$5,492,278	\$4.46	\$4,268,528	\$3.57	24.9%
Local School	\$11,348,888	\$9.23	\$9,655,217	\$8.07	14.4%
State School	\$6,161,475	\$5.05	\$6,214,134	\$5.24	(3.6%)
County	\$1,611,911	\$1.31	\$1,522,053	\$1.27	3.2%
Total Property Tax Assessed	\$24,614,552	\$20.05	\$21,659,932	\$18.15	10.47%

As we developed the proposed budget for 2004, we were particularly mindful of how the 10.47% tax increase from 2002 to 2003 may have an adverse impact on many of our residents, particularly our elderly, and strived to develop our 2004 budget with this in mind, while trying to address the needs of our departments and committees in order that they can best deliver services to our residents now and in the future.

Our collective efforts resulted in a 2004 budget recommendation, as submitted to the Deliberative Session, excluding petitioned articles, which is \$616,574.70 higher than the 2003 approved budget, or 6.453%. In comparison, the approved budget for 2003 was \$1,141,000 higher than 2002 or 14.14%. Twenty-eight and seventy eighths percent (28.78%) of the proposed increase (\$177,425) is related to personnel expenses with the balance of seventy one and twenty two hundreds percent (71.22%) or \$439,149.70 coming from increases in operational expenses across all departments.

The next several pages of this report will focus on these two portions of the total increase, highlighting some of the key areas in each. But first, an important procedural change in how we account for fringe benefit expenses, classified as an operating expense, needs to be made. Unlike past years wherein all employee fringe benefit cost were allocated to either the Retirement or Insurance budgets, beginning in 2004 these costs have been reallocated to the individual department budgets. Therefore, you will see a significant percentage increase in many departments, which is not reflective of a true increase in that department’s operating budget, as it is offset by a significant percentage decrease in the Insurance and Retirement budgets. Certain Retirement and Insurance costs which were not directly attributable to a department budget, but were applicable to the Town as a whole, were not reallocated and remain reflected in the 2004 Retirement & Insurance line items.

However, the total Insurance and Retirement budgets across all departments did see a net increase of \$173,525 and \$77,575, respectively, for existing employees. Additional costs for new employees’ benefits and certain union costs are reflected in separate warrant articles. In the Insurance category, the main increase is approximately \$113,000 in health insurance for current employees, which is primarily a result of an 18.5% increase in premiums for 2004. The other significant increase in this category was a \$33,160 increase in Workers Compensation Insurance, mainly due to a number of large cases over the past several years which resulted in an increase in the Town’s rating factor for the upcoming year. The \$77,575 increase in the Retirement category is predominantly due to the full year impact of the significant increase during mid-2003 of employer contribution rates to the State retirement system.

From this point forward, the departmental discussions below will focus on the budget increases in each department outside of the fringe benefit costs.

Personnel “Salaries”: Of the \$177,425 in salary-related increases, 39.27%, or \$69,670, is due to a 3.25% across the board wage increase for all eligible non-union employees, and 16.43% or \$29,142 due to applicable step increases for these same employees. In addition, \$41,230, or 23.24%, covers the 2004 salary costs for a proposed two year contract with the police union; \$26,210, or 14.77% for the 2004 salary costs of a two year contract with the fire union; and \$15,240 or 8.59% for the 2004 salary cost for a two year contract with the municipal union. All three union contracts reflect a 3.25% across the board wage increase as well as any applicable step increases.

As in the past few years, we find ourselves in need of adding new personnel to many of our departments. As originally submitted by all the departments and committees, the number of new personnel requests totaled seven, including six full time positions and one part time position. Each

of these employee request were reviewed carefully and received close scrutiny to ensure the need existed for adding staff and then to prioritize these needs within a reasonable budget adjustment. After reviewing the request and weighing our overall needs against the impact to our budget, the final requested budget, as submitted to the deliberative session, includes one (1) new full-time employee for the transfer station and three new part time employees, one each for the library and maintenance department, and a recreation coordinator. In addition to these new staff positions, increased hours have been proposed for a couple of employees in the library and transfer station to handle increased demand for services and workloads. Positions which were requested and not included in the final budget were two firefighters and a new police officer. These will be reconsidered in future years should they be again requested.

Town Clerk: Salaries have been increased by the 3.25% noted above, as well as an additional \$45,000 in Elected Official Fees paid to the Town Clerk. This increase in the amount of fees budgeted is predominantly due to a new law that went into effect in 2003 (Revised RSA 41:25) requiring that all revenues collected by the Town Clerk be deposited into the General Fund and any portion that is the Clerk's fees be subsequently paid out of the General Fund back to the Clerk. This requires a new appropriation that increases the Town Clerk budget by \$45,000 for 2004, however, 100% of this appropriation is offset directly by revenues, thus having no overall impact to our anticipated taxes.

Maintenance: \$13,270 has been budgeted in a separate warrant article for a proposed new employee for the Maintenance Department, effective June 1, 2004, at thirty hours per week, with no benefits. This employee is needed due to the growing usage of Town buildings, such as the Searles School and new Griffin Park multipurpose building, all putting increased strain on the existing maintenance staff resources.

Transfer Station: Funds have been budgeted to increase the truck driver position from twenty-eight to forty hours per week. This position was newly created in 2003 and has been shown to be extremely beneficial to overall department operations. This person provides us with a dedicated employee to haul the waste, which frees up the Supervisor who was formerly responsible for the driving, to work with the station manager and other operators in handling the day to day operations of the facility.

In addition, funds for a new full-time Operator position effective June 1, 2004 have been budgeted as a separate warrant article. This employee will assist with the growing workload already in place, enable the Transfer Station to offer additional daily hours and allow the Transfer Station Manager to spend a portion of his time managing other Town-wide programs such as compliance with Federal Stormwater regulations and other environmental issues as they arise.

Recreation: Funds were included in the 2003 budget to hire a full time recreation coordinator to handle the multitude of recreational activities offered by the town and to coordinate with volunteer leagues such as the Baseball/Softball League and Soccer Association. The 2003 annual town meeting defeated the separate article requesting this position, however, the Board and Recreation Committee continue to feel very strongly that the town needs a Coordinator and have adjusted their request this year recommending that the Town hire a part-time person (thirty hours/week, no benefits). This position has been proposed due to the continued need for a staff

member to coordinate the various recreational programs offered by the Town including the Town beach, assist in the oversight of the maintenance of the Town’s sportsfields, coordinate with vendors regarding bid solicitation and billing concerns, while assisting in the oversight of a budget. While these duties are currently being performed by both existing Town staff and the volunteers on the Recreation Committee, the Recreation program would benefit from having someone on-staff and available during normal business hours to work with the Committee members and better facilitate the growing recreational needs of the Town.

Operations: The overall operating costs have increased \$439,149.70, of which \$173,525 and \$77,575 is due to insurance and retirement benefits as noted above which result from salary increases across all departments. Some of the other notable areas which make up the remaining \$253,660 increase in operating costs include:

Earned Time Trust: This budget reflects a \$30,000 increase, however it represents the same level of funding that had previously been approved by the Town Meeting for seven years; until 2002 and 2003 when this request was defeated by the voters. The Trust was established as a reserve account to enable the Town to spread out the cost of covering our liability to compensate employees for the leave time they have available at the time of their resignation or retirement from the Town. As opposed to paying employees from the annual operating budget in the year they leave the town’s employ, we created this trust to provide a more consistent funding mechanism for these costs which, when taken over time, better balances the tax burden. Why this request was defeated over the past two years remains uncertain, given the overwhelming support this article had received for many of the previous years. We continue to believe that the trust is the most prudent approach to fund this cost over time and hope the voters will once again endorse this concept by supporting our request at the 2004 town meeting.

General Government Buildings: The total operating increase of \$49,900 is mainly due to a reallocation of certain groundskeeping costs that were previously budgeted in the Recreation budget. A total of \$25,000 for Griffin Park regular field maintenance has been moved to the General Government budget in order to reflect the total cost of scheduled groundskeeping for all Town fields in one budget center (previously all Town fields other than Griffin Park were the only ones included in this budget). After this reallocation, the net increase in regular maintenance costs for all Town fields is \$30,310, mainly as a result of additional work needed at Griffin Park, as use of the fields continues to increase.

Information Technologies: Proposed operational increase of \$8,410 is due mainly to increases in service costs associated with the software systems that each department operates, including two new programs purchased last year, namely upgrades to the tax and assessing software programs and a new permit program for the building department.

Police: An operational budget increase of \$24,205 is due mainly to purchasing three cruisers versus the normal two purchased annually. In 2002, as a result of increases in other areas of the police budget and the need to hire an additional police officer, we decided to purchase only one cruiser, knowing that at some point in the next few years, we would have to purchase three to “catch up” to our normal annual rotation of two. This rotation, over time, insures that our front line vehicles are in the best working order for the demand that is placed on them. Other budget

increases are required to continue our ATV enforcement on the town and state trails. The program enabling us to borrow two ATVs from a local dealer has been eliminated, thus requiring us to purchase them for next year. These increases are balanced by reductions in other line items as noted on the detailed budget spreadsheets shown in the center of our annual town report.

Fire: Funding has been included to purchase a new 15,000 lb GVW vehicle lift to enable the Fire Department to perform more in-house maintenance on its heavy equipment and vehicles that it cannot fully service now. Aside from this item, the overall operating budget is level funded from last year with some minor increases in some line items being offset by similar decreases in others.

Highway Department: The proposed highway department’s operating budget has increased by \$37,720. This increase is related to several different areas within Summer and Winter Maintenance and is predominantly caused by the increased costs of both road reconstruction work and treatment of the roads in the winter, with weather being the underlying factor driving the increased winter costs.

Capital Outlay: The items within the proposed Capital Improvement Program, which are supported by the Board of Selectmen, reflect six (6) projects for the town in addition to the bond payment for the Fire Station, Police Station, Library, and Griffin Park. In total, the following represent an increase of \$97,819.70 over the funds allocated for town projects in 2003:

- \$30,000 for phase two improvements to Griffin Park – this is to supplement the donated funds which enabled the basketball, tennis and skateboard areas to be built and will cover costs of fencing and final surfacing of these areas;
- \$75,540 for Castle Hill Road Bridge construction – this is a continuation of the joint project between Pelham and Windham and the budget represents Windham’s share of the engineering design cost of the new bridge proposed to replace the existing one-lane bridge under the State’s Bridge Aid program;
- \$410,000 for purchase of a new Fire Engine (\$205,000 will be bonded for one year) – this is to replace Engine 1, which is a 1984 model, and is being replaced in keeping with the department’s normal replacement schedule;
- \$50,000 to begin the second phase of construction at the Bartley House Administrative Offices;
- \$65,000 for a new disposable trailer for the Transfer Station – this is part of a program to replace the three existing disposable trailers, one of which is 20+ years old and in poor condition;
- \$89,705 for an update to the Town’s Master Plan – this would cover the cost of consultants to update the 2000 Master Plan written in the late 1990’s, and is required by State law for validity of Zoning Ordinances and Impact Fees.

Conclusion

In closing, I would like to acknowledge all of our hardworking employees and volunteers who work so tirelessly to ensure that the residents of our community receive the services they require and deserve. These individuals are collectively a wonderful team and embody the spirit and enthusiasm it takes to fulfill our mission “to provide the highest quality public service through professionalism dedicated to excellence”.

To my immediate staff, I extend my deepest appreciation for their dedication, effort, and support. As Administrator, I have been blessed to work with a truly wonderful staff in the Administrative Offices, as well as an excellent group of department heads and their staffs, and countless dedicated volunteers. Collectively, these individuals make working for the Town of Windham a daily pleasure, even in the most stressful of times.

To the residents of Windham, I would like to express my continued appreciation for your support and involvement in town affairs. Please continue to be active in your community and remember that we are here to serve you and welcome questions, comments, or just a simple hello as you carry out your town business.

As we move forward into 2004, be assured that we all embrace the continuing challenge a growing community presents and pledge that we will work towards the best for Windham in all of our dealings.

Respectfully submitted,

David Sullivan

Town Administrator



POLICE DEPARTMENT



The police department began the year 2003 fully staffed however, once again underwent changes in personnel. Our prosecutor, Catherine Baumann left after serving the Town for several years to work in an established law firm. The Rockingham County Attorney's office assisted us during the year, enabling us to maintain the standard of prosecution we have at the Salem District Court. During the fall, Oscar Colvin was hired as our Prosecutor. He is retired from the US Air Force and joins us after working for the New Hampshire Public Defender's office in Nashua. Also, Officer Stephen Desilets left the department after working for a year and a half to work in the private sector and, Norma Ryan, formerly of Windham was welcomed as our part-time Records Clerk. This position, newly created, is a busy one, however we do not intend on making it full-time for the foreseeable future.

During the year, we created a four-member team who will ride the OHRV trails in town to monitor and enforce the laws. A special thanks to Naults Honda of Windham for loaning us the two OHRV's for this program and working with trail riders in the area. Money from the State of New Hampshire has been obtained through a grant to share the costs of this enforcement program.

The department participated in "Operation Saturation" during the 4th of July weekend along with other communities in the State. This program dealt mainly with policing for individuals operating under the influence. As a result, we made two DWI arrests during this 6-hour period. Funding for this program was made through NH Highway Safety.

Our RAD programs for adults and children have continued with enthusiasm. Sgt. Wagner and Det. Foley will be working the program in the Golden Brook School this coming year. A hearty thank you for all who have contributed to this cause during the past year.

Our Toys for Tots campaign with the U.S. Marines was revised in 2003. It is now known as Windham's Helping Hands and is coordinated through the Town and Schools. Thank you for your continued support of this program. I believe we had a banner year and you helped in putting a smile on some young child during this holiday.

I wish to thank the residents in town for all the support you have shown or expressed during the past year. Thank you for your calls when you have seen something that doesn't look right as it may have resulted in the apprehension of a violator. Together with your support, Windham is a safer place to live in. Thank you.

2003 IMC DISPATCH & RECORDS STATISTICS

For the year 2003, the Windham Police Department Dispatch generated 9730 Calls For Service.

We saw a dramatic increase in Calls For Service for the following call reasons: Assist Other Agency (+19), Attempt to Locate (+12), Blasting Information (+96), Criminal Mischief (+21), Disabled Vehicle (+106), Found Property (+14), Gas Drive Off (+15), 911 Hang-ups (+46), Lost or Stolen Plates (+24), Motor Vehicle Accidents (+42), Motor Vehicle Complaints (+21), Motor Vehicle Stops (+1630), OHRV Complaints (+117), Parking Complaints (+75), Police Information (+15), Paper Service (+42), Soliciting (+26), Suspicious Vehicle (+ 25), Traffic Hazard (+32), Theft (+23), and Wanted Persons (+21).

From the 9730 Calls For Service, Police Officers generated 636 Offense Reports, 301 Accident Reports, and 247 Arrest Reports. We completed 31 more Offense Reports in 2003 than we did in 2002. We completed 4 less Accident Reports in 2003 than we did in 2002; however, we responded to 42 more accidents in 2003 than we did in 2002. We arrested 66 more persons in 2003 than we did in 2002.

We are providing a breakdown of Calls for Service with a comparison to the year 2002 and a breakdown of Arrests by primary arresting offense.

2003 ARRESTS BY PRIMARY ARRESTING OFFENSE

Aggravated Felonious Sexual Assault	1
Alcohol Offenses	13
Arrest on a Warrant	7
Bench Warrant	7
Burglary	3
Conduct After an Accident	2
Criminal Liability	1
Criminal Mischief	6
Criminal Threatening	3
Criminal Trespass	3
Disobeying an Officer	7
Disorderly Conduct	2
Driving After Suspension	38
Driving While Intoxicated	35
Drug Offenses	12
Endangering the Welfare	1
False Reports to Law Enforcement	3
Felonious Sexual Assault	1
Forgery	6
Fugitive from Justice	2
Habitual Offender	2
Issuing Bad Checks	2
OHRV Traffic Offenses	6
Other Traffic Offenses	1
Protective Custody-Adult	36
Receiving Stolen Property	3
Resisting Arrest or Detention	3
Robbery	1
Runaway Juvenile	1

Shoplifting	1
Simple Assault	20
Theft	9
Theft of Motor Vehicle	3
Theft of Services	1
Violation of a Protective Order	5
Total of Arrests	247

CALLS FOR SERVICE, 2003 vs 2002

	<u>2003</u>	<u>2002</u>		<u>2003</u>	<u>2002</u>
Abandoned Vehicle	42	52	Keep the Peace	23	45
Alarm Response	976	1007	Liquor Law Violation	2	9
Animal Control	47	58	Lockout Residential	1	0
Arson	3	2	Lost Property	23	22
Assault	16	28	Lost or Stolen Plates	45	21
Assist Citizen	188	184	Message Delivery	21	20
Assist Other Agency	276	257	Missing Person	18	18
Attempt to Locate	51	39	Motor Vehicle Accident	479	437
Bad Check	24	25	MVA Hit & Run	16	23
Blasting Information	274	178	Motor Vehicle Complaint	368	347
Burglary	26	29	Motor Vehicle Lockout	101	104
Burglary-Attempted	5	12	Motor Vehicle Pursuit	4	4
Building Check	22	22	Motor Vehicle Stop	2758	1128
Civil Problem	23	26	Motor Vehicle Theft	13	14
Criminal Mischief	166	145	Motor Vehicle Recovered	4	5
Controlled Substances	2	5	Neighbor Dispute	17	12
Criminal Threatening	26	22	Noise Complaint	86	89
Criminal Trespass	10	10	OHRV Accident	2	4
Disorderly Conduct	9	17	OHRV Stop	50	0
Disabled Cruiser*	13	0	OHRV Complaints	211	94
Disturbance	30	31	Other	1	32
Disabled Vehicle	414	308	Parking Complaints	194	119
Domestic	68	63	Pedestrian Check	34	31
Domestic Violence Petition	22	14	Police Information	191	176
DVP Violation	9	8	Paper Service	249	207
DWI Arrest	20	13	Private Investigator	8	15
Embezzlement*	1	0	Recovered Stolen Property	8	9
Escort-Bank	54	56	Repossession	15	17
Extra Patrol	80	84	Robbery	0	4
Family Offenses	5	4	Sex Offenses	8	8
Fish & Game	7	1	Shoplifting	0	1

	<u>2003</u>	<u>2002</u>		<u>2003</u>	<u>2002</u>
Fingerprinting *	52	0	Soliciting	156	130
Fire Department Response	103	914	Suspicious Person	46	52
Found Property	59	45	Suspicious Activity	110	140
Forgery	4	2	Suspicious Vehicle	193	168
Fraudulent Activity	18	39	Traffic Hazard	104	72
Gas Drive Off	55	40	Theft	106	83
Gun Shots	24	28	Theft from Motor Vehicle	23	30
911 Hang-ups	261	215	Traffic Control	18	30
Harassment	52	51	Untimely Death	7	4
Hotfinger Duplicate Calls	2	11	Unwanted Guest	19	15
Highway Safety	8	3	Vacation Patrol Check	159	151
Illegal Dumping	17	24	Vin Verification	75	97
Incapacitated Person	9	9	Wanted Person	70	49
Intoxicated Subject	10	6	Weapons Discharge	4	5
Juvenile Offenses	45	59	Well Being Check	62	62
			Grand Total	9730	8249
Note: (*) Indicates that this is a new category created for 2003.					

INCOME STATEMENT 2003

Alcohol Offenses	\$ 3,262.00
Court Witness Fees	3,607.29
Insurance Reports	2,453.00
Parking Violations	3,195.00
Pistol Permits	1,230.00
Other	704.02
Contracted Services*	3,420.49
<i>Total</i>	<u>\$ 17,871.80</u>

* This figure under Contracted Services represents 5% of the money collected and placed into the Special Revenue Fund, which totaled \$68, 409.75 in 2003.

Respectfully submitted,

Bruce Moeckel

Police Chief



FIRE DEPARTMENT



The year 2003 proved to be extremely busy for the department. As I look back upon the year there are a number of significant events that have taken place within the department. First, let me start by thanking the members of the Board of Selectmen for placing their faith and trust in me by promoting me to Chief. As Chief, I look forward to serving this community and for the opportunity to lead the members of this department as it continues to grow. Some of the challenges that face us as a department are the continued increase in calls for service to the community. In an effort to meet this increasing demand, we as a department will be looking to build and staff a new Public Safety Sub-Station out on Route 28 within the foreseeable future, as this area of Windham continues to grow.

As a result of my promotion, Thomas L. McPherson, Jr. was promoted to Deputy Chief. Deputy McPherson has been a dedicated employee to this community for twenty years. Prior to his promotion, Tom held the position as the departments Firefighter/Fire Inspector. Which became available when Ronald Hoegen retired. Ron left after serving twenty-six years with the department as a firefighter and as the departments first Firefighter/Fire Inspector for the last ten years. I would like to thank Ronald Hoegen for his many years of dedicated service to this community and wish him good luck on his retirement.

To fill this vacant position Robert Taylor, who has been with the department for ten years as a call firefighter, was promoted to full-time status. I would like to welcome Bob to the full-time position, as he emulates his father, who retired from the Derry Fire Department in 1977. Leaving the department this year after serving for more than five years was Steven van Voorhis. Steve served with this department as a Call Firefighter and left in August to pursue his career as a teacher in Massachusetts.

As the department grows, so does our commitment to improve upon our skills. This was very evident this past year, as many Firefighters have obtained the following certifications: Company Officer I&II, All Vehicle Pump Operators, Fire Inspector I, Emergency Medical Technician-Intermediate and Child Safety Seat Technician. All department personnel also received intensive training in firefighter self rescue and Rapid Intervention Team training.

This year we placed into service the new Self Contained Breathing Apparatus "SCBA" which was approved by the voters at the last March Town Meeting. This SCBA replaced the departments old outdated SCBA's with equipment that meets the new standards brought about after "9-11".

I would like to congratulate the members of the Windham Professional Firefighters, Local 2915 for receiving a First Place Award from the International Association of Fire Fighters National Media Award contest. This award was for a video, made in 2001, to educate the community for the need to add four additional Full-time Firefighters to the department, which the voters approved in 2001. This video was selected from the many entries that were submitted by firefighters from across North America.

The rapid town growth has been felt by the fire department this year. We finished the year with 1445 incidents, a decrease of 9% over the 2002 incident total of 1363. Of significant note here is the number of simultaneous incidents. A simultaneous incident is when more than one call happens at the same time. Over 33% of our calls occurred simultaneously.

On the medical side FF's Gary Kurgan and William Merrill have each completed the EMT-Intermediate course, improving our ability to provide Advance Life Support "ALS" service to the community. This will bring the number of ALS providers within the department to 13. With the combination of a \$4,000 grant from the New Hampshire Office of Emergency Management and \$1,500 from the Windham Firemen's Association, we purchased two new Stryker evacuation Stair Chairs and a hand operated hydraulic rescue tool. The chairs will improve the safe removal of patients who need to be carried over stairways as well as reducing potential back injuries to the firefighters moving the patients. The hydraulic tool will be used to gain entry into locked homes when someone has called for assistance but is unable to open a door to let EMS personnel in.

This year, we have treated 1107 patients, which is an increase of 9% over last years total of 1018 patients transported.

The department personnel have had a busy year providing public safety and education programs including CPR, first aid, OHRV safety in conjunction with NH Fish & Game, and boater safety in conjunction with NH Marine Patrol. Our Fire Prevention Week open house in October was again a great success. Thanks to all who attended.

Two special programs to make note of are the child safety seat inspection program and the personal floatation device (life jacket) loan program. Many town residents have had their car seats inspected and have been shown how to properly install the seats in their cars. These inspections are completed by Firefighter/Paramedic Scott Savard and Firefighter/EMT William Merrill, who received his Child Safety Seat certification this year. We have also had good participation in the PFD loan program. Anyone who is going out onto the water in Windham can stop by the fire station and borrow a PFD, from infant to XXXL adult, for the day.

As a charter member of the Southeastern New Hampshire Hazardous Materials Mutual Aid District, our department and Town receive the benefits of a highly trained and competent response team. The team covers an area of approximately 350 square miles and serves a population of over 150,000. Members of the Windham Fire Department serve on the team as team leaders, technicians and communication specialists. As part of our commitment to this team the department houses a 24 foot response/command trailer and box truck at our station.

The full time staff, supplemented by the call members have been busy answering the increased call volume while continuing the intensive training needed to stay in compliance with local, state, and federal certification requirements. It is a constant challenge to recruit and retain call firefighters. The hundreds of hours of initial training coupled with department required training and response to calls has taxed our current staff. Once hired, it takes 2 years to complete the necessary fire and EMS training and become certified to operate our equipment.

In a continued effort to improve the professional status of the department, Firefighter Tim Dunn completed a rigorous three-week Company Officer I & II program offered through the New Hampshire Fire Academy. Lt. William Brown, FF's Gary Kurgan, William Merrill and Robert Taylor completed a Driver Operator Pump certification through the NH Fire Academy, as well. and Firefighter Robert Taylor attended a two-week Recruit School held at the New Hampshire Fire Academy.

Throughout the year members of the department continue to hone their skills in areas of Ice/Water Rescue, Vehicle Extrication, Haz-Mat Decon Operations and hours upon hours of Emergency Medical Training and review. This training will allow the department to provide the residents of Windham with the highest level of pre-hospital care available. Firefighter safety and survival was also an important training topic. This year, Department members learned how to better utilize lifesaving rescue techniques to rapidly find victims, including trapped firefighters, and remove them from the building as quickly and safely as possible through many hours of Rapid Intervention Team (RIT) training at the site of the old Brookside Motel on Route 28. At the completion of these exercises, the three buildings were used for live training burns before being burned to the ground. I'd like to thank the Rogers Family for allowing the department to use this property as they make room for their new Auto body shop facility.

Our training room has been used on a nearly daily basis by scouting organizations, local, State, Federal agencies, and Community groups. If you are interested in using the room, please stop by the station for information.

In addition to use by community organizations, our training room serves as the Town's Emergency Operations Center (EOC) in the event of a town-wide emergency. The Emergency Management (EM) team is made up of full-time staff plus a dedicated group of volunteers who have worked extremely hard over the last year to plan for potential town-wide emergencies. The town has a comprehensive Emergency Management Plan, including sections for communications, detour routes, and emergency sheltering. In addition, the EM team has developed a number of brochures to help residents prepare for winter storms and what to do in case you have to evacuate to a shelter. Working with the NH Office of Emergency Management, the town has received grant monies to re-write our existing Emergency Management Plan to bring it into compliance with NH Office of Emergency Management guidelines. Although we hope to never need the emergency plan, it is reassuring to know that one is in place. If you are interested in participating on the emergency management team, please call or stop by the fire station.

In closing, I want to thank the residents of Windham for the continued support of your fire department. Many challenges lie ahead for the department, and I want to assure you that the members of the department will continue to train and prepare to meet the growing and 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, I hope everyone has a happy and healthy new year.

2003 FIRE PERMITS AND INSPECTIONS

TYPE	PERMITS	INSPECTIONS
Brush, Camp Cooking	57	10
Day Care	6	6
Foster Care	2	2
Heating Systems	173	173
Fuel Tank Install	49	49
Fuel Tank Removal	8	8

TYPE	PERMITS	INSPECTIONS
In-Service	0	227
Place of Assembly	4	4
Water Supply	18	150
Wood Stoves	10	10
Fire Alarm System	19	19
Sprinkler System	2	2
Fire Drills		12
Construction Inspections		85
TOTALS	865	757

Plans Review – 120 Fire Investigations – 4 Prosecutions – 0 Contractor Meetings – 130

INCOME STATEMENT

<i>Receipts</i>	2002	2003
Ambulance	\$ 155,751.75	\$ 161,570.52
Permit Fees	\$ 9,875.00	\$ 9,130.00
Copy Fees	\$ 276.00	\$ 192.00
Misc.	\$ 157.60	\$ 527.20

2003 FIRE SERVICE STATISTICS

<i>Type of Situation Found</i>	<i>Total Incidents:</i>
111 Building fire	6
112 Fires in structures other than in a building	1
113 Cooking fire, confined to container	6
114 Chimney or flue fire, confined to chimney or flue	3
116 Fuel burner/boiler malfunction, fire confined	2
130 Mobile property (vehicle) fire, other	1
131 Passenger vehicle fire	5
142 Brush, or brush and grass mixture fire	4
143 Grass fire	3
154 Dumpster or other outside trash receptacle fire	1
162 Outside equipment fire	2
211 Overpressure rupture of steam pipe or pipeline	1
251 Excessive heat, scorch burns with no ignition	4
311 Medical assist, assist EMS crew	4
321 EMS call, excluding vehicle accident with injury	627
322 Vehicle accident with injuries	194
323 Motor vehicle/pedestrian accident (MV Ped)	1

<i>Type of Situation Found</i>	<i>Total Incidents:</i>
381 Rescue or EMS standby	2
400 Hazardous condition, other	2
411 Gasoline or other flammable liquid spill	11
412 Gas leak (natural gas or LPG)	4
413 Oil or other combustible liquid spill	5
422 Chemical spill or leak	1
424 Carbon monoxide incident	6
440 Electrical wiring/equipment problem, other	5
444 Power line down	25
445 Arcing, shorted electrical equipment	5
460 Accident, potential accident, other	6
500 Service Call, other	31
511 Lock-out	11
520 Water problem, other	1
522 Water problem, other	10
531 Smoke or odor removal	23
542 Animal rescue	2
550 Public service assistance, other	1
551 Assist police or other governmental agency	5
553 Public service	17
554 Assist invalid	13
561 Unauthorized burning	18
571 Cover assignment, standby, moveup	101
600 Good intent call, other	23
611 Dispatched & canceled en route	26
621 Wrong location	17
631 Authorized controlled burning	9
641 Vicinity alarm (incident in other location)	2
650 Steam, other gas mistaken for smoke, other	3
651 Smoke scare, odor of smoke	18
652 Steam, vapor, fog or dust thought to be smoke	11
661 EMS call, party transported by non-fire agency	4
671 Hazmat release investigation w/ no hazmat	6
700 False alarm or false call, other	14
711 Municipal alarm system, malicious false alarm	1
721 Bomb scare - no bomb	1
730 System malfunction, other	14
731 Sprinkler activation due to malfunction	1

<i>Type of Situation Found</i>	<i>Total Incidents:</i>
732 Extinguishing system activation due to malfunction	1
733 Smoke detector activation due to malfunction	17
734 Heat detector activation due to malfunction	3
735 Alarm system sounded due to malfunction	9
736 CO detector activation due to malfunction	5
740 Unintentional transmission of alarm, other	14
741 Sprinkler activation, no fire - unintentional	1
743 Smoke detector activation, no fire - unintentional	30
744 Detector activation, no fire - unintentional	25
745 Alarm system sounded, no fire - unintentional	14
746 Carbon monoxide detector activation, no CO	4
911 Citizen complaint	2
<hr/>	
<i>Total Number of Incidents:</i>	<i>1,445</i>
<i>Total Number of Incident Types:</i>	<i>67</i>

Respectfully submitted,

Donald Messier
Fire Chief

FOREST FIRE WARDEN/STATE FOREST RANGER

Your local Forest Fire Warden, Fire Department, and the State of New Hampshire Division of Forests and Lands cooperate and coordinate to reduce the risk of wildland fires in New Hampshire. To help us assist you, contact your local Forest Fire Warden or Fire Department to find out if a permit is required before doing ANY outside burning. Fire permits are mandatory for all outside burning unless the ground where the burning is to be done (and surrounding areas) is completely covered with snow. Violations of the fire permit law and the other burning laws of the State of New Hampshire are misdemeanors punishable by fines of up to \$2,000 and/or a year in jail, in addition to the cost of suppressing the fire.

A new law effective January 1, 2003 prohibits residential trash burning. Contact the New Hampshire Department of Environmental Services at (800) 498-6868 or www.des.state.nh.us for more information.

Help us to protect you and our forest resources. Most New Hampshire wildfires are human caused. Homeowners can help protect their homes by maintaining adequate green space around the house and making sure that the house number is correct and visible. Contact your fire department or the New Hampshire Division of Forests and Lands at www.nhdf.org or 271-2217 for wildland fire safety information.

2003 FIRE STATISTICS

(All fires reported thru November 3, 2003)

<i>Totals by County</i>	<i># Fires</i>	<i>Acres</i>	<i>Causes of Fires Reported</i>	
Belknap	40	4.86	Arson	10
Carroll	46	13.99	Campfire	25
Cheshire	8	.68	Children	13
Coos	7	17.40	Smoking	20
Grafton	22	12.60	Debris	226
Hillsborough	60	11.34	Railroad	3
Merrimack	98	10.45	Lightning	2
Rockingham	56	18.54	Equipment	8
Strafford	34	7.94	Misc*	67
Sullivan	3	2.03	* (Misc: powerlines, fireworks, electric fences, etc.)	
	<i>Total</i>	<i>Total</i>		
	<i>Fires</i>	<i>Acres</i>		
2003	374	100		
2002	540	187		
2001	942	428		
2000	516	149		

Respectfully submitted for the State of NH,

Donald Messier

Acting Fire Chief/Local Fire Warden

SE NH HAZ-MAT MUTUAL AID DISTRICT

As the Chairman of the District I take great pride and pleasure in presenting the end of the year summary report to the fifteen communities that comprise the District. Let me first extend a heartfelt thank you to former Chairman and Chief of the Londonderry Fire Department Al Sypek for his tireless commitment to the member communities as well as the dedicated men and women who comprise the Hazardous Materials Response Team.

An incredible amount of work has been done since a new Board was formed in August of 2003. With the exception of our lasting Vice-Chair E. David Fisher, Chief of the Pelham Fire Department the entire Operations Board has seen new members. Additionally, Deputy Chief Paul Parisi of the Salem Fire Department and Chief Mike Carrier of the Londonderry Fire Department have become the new Haz-Mat Liaison and Haz-Mat Coordinator respectively. Salem Fire Chief Arthur Barnes brings years of budgetary experience to the position of Treasurer.

Administratively several procedures have been developed to better track inventory, equipment purchases, various expenditures, and the tracking of grants received throughout the year. The Regional Emergency Planning Committee has been moving forward with its training and development of the Hazard Risk Analysis for all communities as well as the Tier II reporting requirements of the Environmental Protection Agency through its E.P.C.R.A. program. The personnel dedicated to this task are entirely funded through the Department of Transportation Hazardous Materials Emergency Planning grants administered by the State of New Hampshire. New this year is a change in policy of the District providing gas meters to the member communities, as this budget item is consistently overspent. Individual departments will be responsible for upgrading and/or maintaining their existing inventory and supplies for the meters. Several grants are available to departments for the purchase of these items. The District will soon have a new member community; the Town of Candia, New Hampshire Fire Department is in the approval process as of this writing. The District's website has been developed and is used by the members as well as the public for information, updates, training schedules etc. See www.senhazmat.org for your District's site. Finally, a physical office has been established with the assistance of James Turse, Town Administrator for the Town of Derry, NH at the new Municipal center adjacent to the Emergency Operations Center. This will allow the District's administrative functions to be centralized and better coordinated. The phone number is 421-9254. This office is being provided free of charge by the Town of Derry.

The Hazardous Materials Team members have had a full year of training under the guidance of Lt. Jim Roger and Firefighter Don Worthington. Members are required to attend a minimum of 24 hours of refresher training per 29C.F.R.1910.120. These requirements are consistently exceeded annually with the dedicated hard work of these two individuals.

In the communication and networking areas the State of New Hampshire Department of Health and Human Services has funded an Electronic Studio for all eight regional Hazardous Materials Teams within the state. As the administrator of the studio the Chairman of the District is responsible for the constant updating of material, resources, and terrorist alerts as part of his duties as the Hazardous Materials Liaison for the Department of Health and Human Services. Funding for this encrypted and secure Virtual Private Network is paid entirely through a grant from the Centers for Disease Control. Additionally, the Chairman of the District sits as the Vice-Chair of the New Hampshire Hazardous Materials Collaboration Council, which is comprised of the leadership of all

eight Haz-mat teams in the state. This gives the Southeast District member communities the benefit of the latest information from the state and Washington, access to the status and availability of grant funding mechanisms, as well as providing a network of professional representatives from the E.P.A., O.S.H.A., the military, and the State Police. Communication for emergency response personnel including the Technical Team Leaders has been dramatically improved through the purchase of Nextel wireless devices with a capability of wireless faxing, sending and receiving email communications, and the sending of digital photographs at the scene of Haz-Mat events.

Responses: The Hazardous Materials Response component of the District responded to approximately 25 events in 2003 ranging from liquefied propane gas leaks to a school bus collision resulting in petroleum products leaking into a water supply.

In closing, I would like to thank the leadership of the Board of Directors, Operations Committee members, and the men and women that comprise one of the finest Hazardous Materials Response Teams and the District in the State of New Hampshire. This District could not exist without these dedicated, hardworking, and selfless individuals from all fifteen communities. I am truly humbled and amazed at the amount of volunteer effort put forth by this diverse group of dedicated individuals as they protect the more than 150,000 residents from the adverse effects of hazardous materials, bio-terrorism, and natural disasters. As 2004 approaches we look forward to continue serving the citizens that make up the Southeast New Hampshire Hazardous Materials Mutual Aid District and thank you for your continued support.

Respectfully submitted for the District,

James Richardson

Chairman

PLANNING & DEVELOPMENT DEPARTMENT

Overview: The Planning and Development Department lost two dedicated workers from our department this year. Bob Thorndike, the department's long-time consultant, historian, Town Surveyor, Town Engineer, Selectman, road construction inspector and plan reviewer passed away in July. Bob cannot be replaced, and we miss him greatly. In addition, Bruce Flanders, our Building Inspector/Health Officer, fell at a construction site and became disabled late last year. He attempted to return to work, but after a short time had to stay home per doctor's orders. As a result, we were granted permission by the Selectmen to hire part-time Building Inspectors, and the State Health Board appointed me as Deputy Health Officer to perform Bruce's duties. At times we were behind in reviewing and issuing permits, and I appreciate everyone's patience during this past year. Walter Warren, the Department's Assistant Planner resigned effective November 30 to become a Code Enforcement Administrator and Planner in Merrimack. We have conducted a through search and held extensive interviews to replace him, and hope to announce our new planner in January. We have also advertised for the Building Inspector/Health Officer position and we hope to have someone on board by February.

Site Plan, Subdivision, Zoning, Building, Health and Other Codes: The Planning and Development staff drafted eighteen Zoning Ordinance amendments, two Site Plan Amendments, and six subdivision amendments for presentation at public hearings. Among the zoning amendments was a zoning map change along Route 111 across from Wall Street. This area is proposed to be rezoned to Village Center District, a mixed use-zoning district.

Inspections, Roads, Buildings, and Septic Systems: The department continued its task of road, building, pool, daycare, well, deck, driveway, electrical, plumbing, chimney, sign, blasting and septic system inspections. Various part-time inspectors were hired to perform these tasks. A private civil engineering firm is contracted to perform daily road construction inspections at new subdivisions, the cost of which is borne by the developer. These inspections are overseen by the Planning and Development Department. The Department staff conducts construction inspections for performance guarantee releases, spot checks, and town acceptance of new subdivision roads. The developer's funds are held as a financial guarantee for finishing new roadways. One year after a new road has been completely finished, the project is inspected and the Selectmen vote to release this money back to the developer and accept the road as a Town road.

Code Enforcement: Code enforcement is done primarily on a complaint basis. Owners that fail to comply with Town land use regulations are notified and, after discussions or court action, the properties are brought back into compliance. I would like to extend my thanks to all those individuals who contacted our office with their concerns. We cannot be everywhere, and your calls keep us aware of possible violations. We remind our residents that all such callers' names are kept strictly confidential.

Personnel: I would like to praise and thank the Planning and Development personnel during this especially difficult year. Bruce Flanders, Building Inspector/Health Officer (retired in December); Edward Madigan (resigned in May), Ron Preble, and Jim Tierney, part-time Building Inspectors, Virginia Gray, Building Dept. Clerk and receptionist; Nancy Charland, part-time Planning Board Secretary; Pat Kovolyan, part-time Zoning Board of Adjustment and Conservation Commission secretary; Walter Warren, Assistant Planner (resigned in November), and our summer intern Margo Logan for their dedicated service during the past year.

I would also like to thank Robert Thorndike, the Town Surveyor and Plan Review Consultant, (who passed away this year), John Thorndike, (Bob’s son and assistant) and our Highway Agent, Jack McCartney, for their assistance this year with plan reviews and new road inspections.

Support for Citizen Boards: The department supplies various volunteer boards with staff support. We serve the Planning Board, Board of Selectmen, Capital Improvements Committee, Zoning Board of Adjustment, Board of Health, Historic District/Heritage Commission, and the Conservation Commission.

Volunteers: The Planning and Development Department would like to acknowledge the volunteer contributions of Paul Keller and Tom Case again this year, for their input into and review proposed regulations and ZBA approval history.

The Department would also like to thank the cable volunteers for their time and energy in broadcasting all of the Town board and committee meetings. It is through their efforts that the townspeople can see what is going on from the comfort of their homes.

Special Projects: The Planning and Development Department provides assistance to the Selectmen and the Town Administrator in managing special town projects, and 2003 was no exception. The department was involved in the continued construction of Griffin Park, town road improvement permits, the Town’s Emergency Management Plan, proposed new Master Plan, Adelpia’s installation of new fiber optic cable throughout town, Pennichuck Waterworks proposed sale to a Regional Water District and working with the NH Highway Department on the Route 93 and Route 111 expansion in Windham.

Private Contractors: Independent contractors, under the supervision of the Planning and Development Department, help with the review of subdivision and site plans. Robert and John Thorndike and Keach Nordstum Associates help review all subdivision and site plans for the Planning Board. Drainage plans, when deemed necessary by the Planning Board, are reviewed by the Rockingham County Conservation District. Stone Hill Environmental did well and water quantity studies. URS Engineers did an Aquifer study. Cosello, Lomasney & deNapole, Inc., of Manchester, currently assists the town staff with the daily inspections of new roads. The cost of these outside consultants falls to the developer.

Legal: In the area of code enforcement actions, proposed ordinance reviews, and appeals of Planning and/or Zoning Board decisions, the Planning and Development Department oversees the Town’s Attorney, Bernard Campbell.

2003 YEAR-END STATISTICS

Type of Permit	# Issued	Type of Permit	# Issued
Single Family Dwellings	52	Sheds	41
Accessory Apartments	6	Decks/Porches	47
Multi-Family Units	62	Mail Box Sheds	2
Electric	348	Raze Building	10
Plumbing	299	Retail Office Renovations	4
Chimney	72	Industrial Buildings	1
Well	82	Gazebo/Greenhouse	2

Type of Permit	# Issued	Type of Permit	# Issued
Fence	11	Pump Stations	1
Signs	17	Barn	0
Home Occupations	5	Pool house	0
Alterations/Additions	59	Club House	10
Garages	31	Driveway	40
Foundation Only	20	Road Permits	11
Above Ground Pools	10	Blasting Permits	51
In ground Pools	27	Sunday License	40
Septic Systems	110	3 Season Rooms	13
Gas Station/Convenience	1	Finished Basements	29
Construction Trailers	2	Finished Attics	4
Screened Porches	8	Temp. Mobile Homes	2
Hot Tubs	1	Conversions, year around	4

MISCELLANEOUS FEES COLLECTED

School Impact Fees - Single Family Dwelling	115,000.00
Developers' Contributions to Route 28 Emergency Response Fund	28,000.00
Developers' Contributions to Recreational Improvements Fund	10,500.00
Total	\$153,500.00

FEES STATEMENT

Permit Fees	\$100,764.79	Electrical Fees	\$ 20,477.90
Planning Board Fees	13,247.00	Plumbing Fees	13,529.80
Zoning Board Fees	3,775.00	Sewage Fees	5,575.00
New Road Fees	15,718.00	Chimney	2,330.00
Sunday Licenses	940.00	Well	3,290.00
Blasting Fees	4,350.00	Fence	165.00
Driveway Fees	1,190.00	Health	215.00
Sign Fees	1,560.58	Conversions	200.00
Home Occupation	125.00	Master Plan sales	50.00
Stop Work Orders	400.00	Misc. Permit Fees	3,412.75
		Total Income (log)	191,315.82

Respectfully submitted,

Alfred Turner

Director of Planning & Development



CAPITAL IMPROVEMENTS COMMITTEE



The Capital Improvements Program (CIP) provides long range financial planning for the Town of Windham's capital projects costing \$50,000 and greater. Through the continued efforts of the CIP, Windham has met the challenges of providing for the growing infrastructure needs of our community, and at the same time has helped to maintain a balanced tax rate.

The Fiscal Year 2004 CIP committee was comprised of nine highly committed volunteers including:

Lee Maloney, Chairman – Planning Board Member
Nancy Prendergast, Vice Chairman – Planning Board Member
Suzanne Jortberg, Secretary – Citizen Member
Bev Donovan, School Board Alternate Member
Roger Hohenberger, Board of Selectmen Member
Jack Merchant, Citizen Member
Julie Morgan, Citizen Member
Galen Stearns, Board of Selectmen Alternate Member
Marcia Unger, School Board Member

The town of Windham continues to experience the impacts of growth in several areas. Some of that growth has translated into a \$33.9 million increase of our 2003 actual net tax valuation of \$1,230,091,551. The CIP committee used the 2003 actual valuation as a base, applied a conservative 2.5% increase to reach an estimated valuation figure for 2004. The committee then applied the established CIP rate of \$1.55 per thousand to project 2004 CIP revenues of \$1,954,308. Of the total projected CIP revenue, \$1,125,156 had already been allocated in 2004 to projects approved in prior years for which the town carries a statutory obligation. These capital projects include Town Master Bond and School Renovation Bond.

The CIP committee reviewed and prioritized 46 capital projects submitted by 9 separate town boards, departments and committees. The spreadsheet that accompanies this report itemizes the projects funded, the year in which each project is budgeted, and the amount of each allocation. The complete CIP plan with accompanying narrative and project descriptions will be posted on the Windham Town Website. The Windham Planning Board voted unanimously to accept the 2004 plan as prepared.

While the number of projects submitted and reviewed by the committee has been increasing over the years, the complexity of these projects is also increasing. We wish to extend our thanks to each town board, department, and committee that participated in this process and for the considerable time and effort made to help the committee to understand their needs. In addition, we encourage Windham residents to continue their support of our Capital Improvements Program, as it is the best way to service the town's capital needs while maintaining Windham's strong fiscal health.

Respectfully submitted for the Committee,

Lee Maloney
Chairman



CAPITAL IMPROVEMENTS PROGRAM FY 2004



CIP FY 2004-2010 APPROPRIATION CHART (SUMMARY)

	CRF		2004	2005	2006	2007	2008	2009	2010
	Notes	Balances							
CIP Projected Availability			\$1,954,308	\$1,973,851	\$1,993,590	\$2,013,525	\$2,033,661	\$2,053,997	\$2,074,537
Fixed CIP Obligations									
Town Master Bond	*(1)		588,520	566,695	544,385	387,075	245,975	236,689 < final payment	
SAU Building	*(2)		2,437 < final payment						
Schools Renovation Bond	*(3)		521,799	519,044	504,365	494,974	484,014	475,026 < final payment	
Searles Bond	*(4a)		12,400	12,464	12,512	12,544	12,560	12,160	12,160
Total Fixed Obligations			\$1,125,156	\$1,098,203	\$1,061,262	\$894,593	\$742,549	\$723,875	\$12,160
Effective Availability Other			\$829,152	\$875,648	\$932,328	\$1,118,932	\$1,291,112	\$1,330,122	\$2,062,377
Other CIP Annual Contributions		-	290,800	449,024	162,512	162,544	162,560	258,160	162,160
Net to Annual Appropriations		\$ -	\$ 1,119,952	\$ 1,324,672	\$ 1,094,840	\$ 1,281,476	\$ 1,453,672	\$ 1,588,282	\$ 2,224,537
Annual Appropriations									
FIRE DEPARTMENT		-	205,000	455,000	236,750	205,000	205,000	150,000	150,000
SELECTMEN		-	125,540	141,910	50,000	230,000	103,000	0	0
HIGHWAY AGENT		-	300,000	300,000	300,000	300,000	300,000	300,000	300,000
LIBRARY			0	0	0	0	0	0	0
CONSERVATION		620,000	0	0	0	0	0	0	0
TRANSFER STATION		-	65,000	165,000	290,000	285,000	405,000	0	0
PLAN. & DEV. DEPARTMENT		-	89,705	0	65,000	0	0	0	0
RECREATION		-	30,000	0	0	0	0	0	0
SCHOOL DEPARTMENT		586,347	304,707	295,293	250,000	2,125,000	1,829,000	1,783,000	3,070,000
Total Annual Appropriations			\$ 1,119,952	\$ 1,357,203	\$ 1,191,750	\$ 3,145,000	\$ 2,842,000	\$ 2,233,000	\$ 3,520,000
Variance			(\$0)	(\$32,531)	(\$96,910)	(\$1,863,524)	(\$1,388,328)	(\$644,718)	(\$1,295,463)

CAPITAL IMPROVEMENTS PROGRAM FY 2004

2004-2010 APPROPRIATION CHART (DETAILS)

		CRF							
	Notes	Balances	2004	2005	2006	2007	2008	2009	2010
Effective Availability Other			\$ 829,152	\$ 875,648	\$ 932,328	\$ 1,118,932	\$ 1,291,112	\$ 1,330,122	\$ 2,062,377
OTHER CIP									
ANNUAL CONTRIBUTIONS									
Searles Trust Fund	*(4b)	48,883	12,400	12,464	12,512	12,544	12,560	12,160	12,160
School Impact Fee Funds	*(5)		250,000	150,000	150,000	150,000	150,000	150,000	150,000
Developers Fees	*(6)			141,000					
Castle Hill Bridge – State Reimb.	*(7)		28,400	145,560					
Church Road – State Reimb.	*(8)							96,000	
Library CRF		33,253							
Total Other contributions			\$ 290,800	\$ 449,024	\$ 162,512	\$ 162,544	\$ 162,560	\$ 258,160	\$ 162,160
Net to Annual CIP Appropriations			\$ 1,119,952	\$ 1,324,672	\$ 1,094,840	\$ 1,281,476	\$ 1,453,672	\$ 1,588,282	\$ 2,224,537
ANNUAL APPROPRIATIONS									
FIRE DEPARTMENT									
Engine 1 Replacement			205,000	205,000					
Forestry Truck Replacement					95,000				
Substation				250,000					
Ambulance 2 Replacement					141,750				
Engine 3 Replacement						205,000	205,000		
Tanker – Addition								150,000	150,000
Sub-Total		\$0	\$205,000	\$455,000	\$236,750	\$205,000	\$205,000	\$150,000	\$150,000
SELECTMEN									
Lowell Rd. Bike Paths (attached to funding)						127,000			
Castle Hill Bridge (50% share before State reimb.)			75,540	141,910					

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CAPITAL IMPROVEMENTS PROGRAM FY 2004

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	Notes	CRF Balances	2004	2005	2006	2007	2008	2009	2010
Bartley House			50,000		50,000				
Path Trail - Rail to Trail						103,000	103,000		
Sub-Total		\$0	\$125,540	\$141,910	\$50,000	\$230,000	\$103,000	\$0	\$0
HIGHWAY AGENT									
Road Improvements			300,000	300,000	300,000	300,000	300,000	300,000	300,000
Sub-Total		\$0	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
LIBRARY									
Sub-Total		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONSERVATION									
Land Fund		1,460,000							
Committed for (Stolarz)		(840,000)							
Sub-Total		\$620,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRANSFER STATION									
Trailer Replacement			65,000	65,000	65,000				
Facilities Improv./Renovation				100,000	100,000	100,000	100,000		
Articulating Loader Replacement						85,000			
Conveyor System Renovation						100,000			
Skid Loader Replacement							55,000		
Baler Replacement							250,000		
Tractor Trailer Replacement					125,000				
Sub-Total		\$0	\$65,000	\$165,000	\$290,000	\$285,000	\$405,000	\$0	\$0
PLAN. & DEV. DEPT./TAX ASSESSOR									
2000 Master Plan Update			89,705						
Aerial Photogrammetric Corrections					65,000				
Sub-Total		\$0	\$89,705	\$0	\$65,000	\$0	\$0	\$0	\$0
RECREATION									
Griffin Park Phase II			30,000						
Sub-Total		\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL IMPROVEMENTS PROGRAM FY 2004

	Notes	CRF Balances	2004	2005	2006	2007	2008	2009	2010
SCHOOL DEPARTMENT									
School Land		50,000							
High & Elem. School Land Facilities		250,000	250,000	250,000	250,000	250,000			
School Septic Replacement		100,000	54,707	45,293					
High School Facilities						1,875,000	1,829,000	1,783,000	1,738,000
Elementary School Facilities		186,347							1,332,000
Sub-Total		\$586,347	\$304,707	\$295,293	\$250,000	\$2,125,000	\$1,829,000	\$1,783,000	\$3,070,000
TOTAL ANNUAL APPROPRIATIONS			\$1,119,952	\$1,357,203	\$1,191,750	\$3,145,000	\$2,842,000	\$2,233,000	\$3,520,000
VARIANCE			(\$0)	(\$32,531)	(\$96,910)	(\$1,863,524)	(\$1,388,328)	(\$644,718)	(\$1,295,463)

CIP FY 2004-2010 FOOTNOTES

**** The CRF's, managed by the Trustees of the Trust Funds, are invested in a Money Market account earning 1.37% interest as of 11/15/02

FIXED OBLIGATIONS

- ***(1)** Represents 10 year bond (2000-2009), of \$4,196,064 at 4.57% covering Fire Station, Police Station, Library, and Griffin Park Phase I projects.
- ***(2)** Represents 10 year bond (1995-2004), for SAU building of \$250,000 at 6%. Payment includes 30% state funding. Refinanced at lower rate in 1999.
- ***(3)** Represents 10 year bond (2000-2009) for schools renovation of \$5,992,000 at 4.65%. Use CRF and Impact fees to reduce total annual payments. Payment includes 30% state funding.
- ***(4a)** Represents 10 year bond (2004-2013) of \$100,000 at 4.5% for renovations of Searles Chapel west room.

CIP CONTRIBUTIONS

- ***(4b)** Represents projected rental revenue from Searles Chapel.
- ***(5)** Impact fees collected per year, above a \$50,000 standing reserve, are to be applied to the school bond payment. Fee collection is projected at \$150,000/yr.
- ***(6)** Fees collected by the Planning Dept. will offset part of the cost of the new Fire Department Substation
- ***(7)** Funds from State of NH will offset the state's portion of the Castle Hill bridge cost. Anticipated receipt of funds - 2004 and 2005
- ***(8)** Funds from State of NH will offset the state's portion of the Church Road repair cost. Anticipated receipt of funds - 2009

TAX VALUATION PROJECTION

PROPERTY VALUATION	% INCREASE	YEAR	PROJECTED	
			CIP TAX RATE	\$ AVAILABLE
\$1,230,091,551			\$1.55	\$1,906,642
\$1,260,843,840	2.5	2004	\$1.55	\$1,954,308
\$1,273,452,278	1.0	2005	\$1.55	\$1,973,851
\$1,286,186,801	1.0	2006	\$1.55	\$1,993,590
\$1,299,048,669	1.0	2007	\$1.55	\$2,013,525
\$1,312,039,156	1.0	2008	\$1.55	\$2,033,661
\$1,325,159,547	1.0	2009	\$1.55	\$2,053,997
\$1,338,411,143	1.0	2010	\$1.55	\$2,074,537
\$1,351,795,254	1.0	2011	\$1.55	\$2,095,283

*** Based on Tax Assessor's Valuation for tax year 4/1/2002-3/31/2003



After elections (newly elected: Nancy Prendergast and Pam Skinner), annual Board re-organization, and appointment of a new alternate (Phil LoChiatto), the Board currently stands at:

- Ross McLeod, Chairman
- Wayne Morris, Vice-Chairman
- Lee Maloney, Secretary
- Walter Kolodziej
- Nancy Prendergast
- Pam Skinner
- Chris Doyle, Ex-Officio (BOS)
- Roy Dennehy, Alternate
- Phil LoChiatto, Alternate
- Bruce Breton, Alternate for Ex-Officio (BOS)

We continued to have Public Discussions and Hearings on the 1st and 3rd Wednesday of each month, and worked on legislative issues during workshops on the 2nd and 4th Wednesdays.

For a workshop on water, we had guest speakers from the State's Department of Environmental Services, Pennichuck Water Works, and Selectman Carpenter who is also one of our three representatives to the Rockingham Planning Commission. It was an informative workshop on a topic of great concern; presentations are available from the Planning and Development Office.

With respect to Economic Development, a side issue was the Planning Board's Public Discussion and Hearing processes. After incorporating workshop feedback, we successfully streamlined our meetings, saving both time and money while more efficiently moving through the agenda.

The proposed legislation we brought to a town vote in March all passed by solid margins. The new Gateway Commercial District at Exit 3 of I-93 is established to try and optimize commercial development and mitigate our tax revenue losses from the forthcoming I-93 impact in this key transportation area. Elderly Housing, with increased demand recently, has been revamped as we seek to encourage development of this type to include particular features. The sign ordinance was adjusted, utilizing a table that summarizes the quantitative information, making things much easier to understand and work with in the future, and also adjusting some dimensional numbers as we seek to protect our sense of place.

This year's legislative efforts have consisted of a slight modification to Elderly Housing as we lower the age from 62 to 55 in keeping with legal opinions and recent Zoning Board decisions. The sign ordinance is being adjusted to more fully define Temporary Signs; Vernal Pool setbacks are being considered for an increase; and School Impact Fees are updated, with new language to provide funds disbursement flexibility for the School Board. As of this writing, the Elderly Housing

amendment has been moved forward to the Town Warrant, and the other three are still in the Public Hearing phase.

It is time again for us to update the very foundation upon which our ordinances and regulations stand: our Master Plan. We spent this past year defining what we were looking for with an update, establishing a Request for Proposal, soliciting bids, interviewing candidate firms, and selecting the firm we feel can best assist the town in updating our Master Plan. It is, and will be, our Master Plan. An outside firm merely facilitates the process and ensures that we get it done in such a fashion as to maximize citizens' input. They will also be able to relate our town's concerns and desires into a cohesive planning document that addresses such growth-impacted items as: conservation, recreation, economic development, traffic, road connections, and zoning. Pending incorporation of this Capital Improvements Program (CIP) item by the BOS into the budget and approval of the budget by the voters in March 2004, the Planning Board will be able to move the update process forward.

We regretfully bid farewell early at the end of November to Town Planner Walter Warren and his significant contributions as he moved on to another planning job. He brought a high level of skill, support, and diplomacy to his job and will be missed. We wish him well. The town is also fortunate to have such solid staff support: Al Turner and Nancy Charland have continued to provide the board with invaluable assistance throughout the year.

It has been both a pleasure and an honor to serve as Chairman of your Planning Board this past year. Balancing oft-competing issues such as safety, conservation, aesthetics, traffic, neighborhood development, and abutters' concerns never ceases to provide lively and engaging dialogue on a variety of applications before the board.

Respectfully submitted for the Board,

Ross McLeod
Chairman

“Growth is inevitable... , but destruction of community character is not. The question is not whether your part of the world is going to change. The question is how.” --Edward T. McMahon, The Conservation Fund



ZONING BOARD OF ADJUSTMENT



The Zoning Board of Adjustment consists of five members: Bruce Breton as Chairman, Christopher Doyle as Vice Chairman, Robert Gustafson as Secretary, and Al Souma and Georges Roy as Regular members. There are also two alternate members of the Board: Tony Pellegrini and Kara DiFruscia.

The Zoning Board of Adjustment are appointed volunteers who serve to interpret the Zoning Ordinances. The Board has the power to grant Variances, Special Exceptions, Equitable Waivers, and hear appeals from Administrative Decisions.

A Variance is the establishment of a use, which is otherwise prohibited, in the zoning ordinances. Variances are relief from regulations that, if strictly applied, would deny a property owner all beneficial use of his land and thus possibly amount to a confiscation.

A Special Exception is a use of and or buildings that is permitted by a special exception and subject to specific conditions that are set forth in the ordinance. All special exceptions must be made in harmony with the general purpose and the intent of the zoning ordinance.

An Equitable Waiver of Dimensional Requirement is tool, which the ZBA uses when a lot or other division of land, or structure thereupon, is discovered to be in violation of a physical layout or dimensional requirement. The Board shall, upon application by and with the burden of proof of the property owner, grant an equitable waiver from the dimensional requirements if, and only if, the Board makes all the findings outlined in RSA 674:33-a.

The Board also has the power to hear and decide Appeals if it is alleged that there is an error in any order requirement, decision or determination made by an Administrative Official in the enforcement of the Zoning Ordinance. An appeal from the administrative decision must be made within 30 days of one's awareness of the decision.

The Zoning Board of Adjustment would like to thank Mr. Al Turner, the Planning and Development staff, the Windham Cable Committee, Mr. Thomas Case, and Mrs. Barbara Coish for their time and dedication.

ACCOUNTABILITY OF CASES

<i>Variances</i>		<i>Appeal from Admin. Decision RSA 674:41</i>	
Granted _____	43	Granted _____	1
Denied _____	1	Denied without prejudice _____	1
Denied without prejudice _____	1	<i>Request for Re-Hearing</i>	
<i>Special Exception</i>		Granted _____	2
Granted _____	1	Denied _____	3
<i>Appeal of an Administrative Decision</i>		<i>Cases Withdrawn</i> _____	1
Granted _____	1	<i>Cases Continued to 2004</i> _____	1
Denied _____	1		

Respectfully submitted for the Board,

Bruce Breton
Chairman



The Town of Windham property assessment tax base expanded further this year with residential development. Several subdivisions were approved, adding nearly 200 building lots to the inventory. Four large parcels, which had the Current Use Assessment classification, were subdivided and developed, provided penalty tax revenue of over \$1.3 Million paid to the Town Conservation Fund. The new lot values help spread out the tax burden, however, development of additional homes furthers the strain on limited town resources.

Department of Revenue continued its statewide program monitoring Assessing practices. DRA Auditor's have visited four times in 2003 and reviewed our assessing program, plans, and data. The Town of Windham is scheduled for certification of property tax assessments in tax year beginning April 1, 2005. The Town must meet criteria for accuracy, proportionality and have assessment statistics between 90% and 110% of market value. The Town's current assessment ratio is 80.9%.

A combination of low interest rates and favorable investment history in real estate is continuing to spur activity in Windham. Many residents have profited greatly from the historically strong real estate market. The average sale price of a new single family home is \$512,500! With increasing values, many property owners refinanced and remodeled their homes to add extra room or further increase its value. Rising values can be a double edge sword, however, as assessments are based on market value. In Tax Year 2005 residents may see a significant increase in their assessment.

Windham experienced over 500 transfers of property ownership this year and verified 300 valid sales. As directed by the Department of Revenue, each sale must be qualified and a determination made for the State Equalization process. The Net Valuation on which the tax rate is set increased nearly \$34 Million. This increase was primarily a result of new construction and renovations.

The Assessor continued the program of "quartering", inspecting over 1,000 properties again this year. The goal is to visit each parcel, at least once, in a four-year period. However, with the high volume of new construction, sales activity, and conflicts with the new software programs, the assessing department has been playing catch up and continues its annual request for additional help

The Town of Windham offers Tax Credits and exemptions available by State Law to all eligible residents: qualified Veterans, elderly, disabled, or blind taxpayers, and for improvements to assist persons with disabilities. Interested persons should inquire in the Assessing Office to see if they qualify. In 2003, the Town had 377 homeowners qualify for a credit and 73 residents receiving an exemption.

Current Use property owners enjoyed significant tax savings this year. 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.

Respectfully submitted,

Rex A. Norman, CNHA

Town Assessor



HEALTH DEPARTMENT



The Town of Windham long time Health Officer Bruce Flanders retired this year after an accident at a construction site. Bruce Flanders will be missed and we wish him the best. I have been appointed Deputy Health Officer by the State Health Board to take over Bruce Flanders job duties.

The Windham community water supply that serves the buildings around Town Hall was tested throughout the year and had good water quality results. Water testing for bacteria at Seavey Pond, Shadow Lake, Rock Pond, and spot testing on Cobbetts Pond was not done this year, but we expect to continue the testing next year.

Once again, the Town saw no reported cases of rabies; however, calls were received about dead birds and, unfortunately, several did turn up with a positive result for West Nile Virus. Residents are, as always, cautioned to avoid deceased birds, and care must be taken not to touch or remove dead birds. Instead, call the State toll-free number 1-866-273-NILE (6453), where information can be found on what to do if you discover a dead bird, how to reduce mosquitoes (carriers of the Virus), and other informative data about the Virus. Residents may also contact our office at 432-3806 for assistance.

The New Hampshire Department of Health and Human Services has established a toll free Influenza hotline 1-866-273-6453 (8:00am to 4:30pm) or 1-800-852-3345 (all other hours). This hotline will have information about the flu, its symptoms and treatment and prevention.

Local daycare facilities as well as foster care homes were once again inspected by the Health Department, as required by law. The Department checks for the facilities' adherence to health and safety codes, cleanliness, and water quality.

Throughout the year, we receive reports from different environmental testing companies for certain sites in town. Previously contaminated sites are showing a marked decrease in VOC (Volatile Organic Compounds). The Department of Environmental Services (DES) continues to monitor all of these sites, and several water discharge permits were issued to businesses where contaminated water was being treated.

The Windham Board of Health wrote, held public hearings on and passed a new well ordinance that requires more testing of private wells. The required tests are for water quality and quantity.

The Board of Health has also visited industries and businesses to check that hazardous materials are utilized properly and Best Management Practices (BMP) are followed in the handling and disposal of all hazardous materials around Canobie Lake watershed. David Poulson has helped manage this operation.

The Board of Health convened twice during the year to consider waivers of the Windham Health Ordinance. Inspections, reviews, and/or permits issued included the following:

Test Pits Viewed	1
Septic System Inspections	241
Septic Plans Reviewed	117
Septic Permits Issued	110

Spring will soon be upon us and I again would like to remind our residents of the importance of refraining from feeding the waterfowl that frequent our lakes and ponds. Such attention encourages their presence, and increases the risk of contamination to our water resources.

In closing, I again would like to thank the staff of the Planning and Development Department for their ongoing support and assistance in enabling the Health Department to run smoothly and efficiently.

Respectfully submitted,

Alfred F. Turner, Jr.

Deputy Health Officer



TRANSFER/RECYCLING STATION



As each year ends, the Transfer/Recycling Station’s ongoing mission is to continue to enhance its overall performance, and to set goals of improvement year to year. The Station’s staff is dedicated to providing the best service to the residents of Windham.

We renewed our Municipal Solid Waste contract with Wheelabrator for the next three years, and continue to transport our municipal solid waste to the waste-to-energy facility in Penacook. We established an agreement with LL&S Wastewood Processing Plant and the Gateway Resource Recovery Facility, both in Salem, to exchange our metal materials for our demolition debris at a very modest price. We continue to market our recyclables to a variety of source-select facilities throughout the region to ensure the integrity of our recycling program.

We continue to monitor our out-of-service landfill site through annual post-closure activities. Our residential yard waste program is located at the landfill site, providing a service for the residents to dispose of their yard waste material.

A thank you goes out to the Station’s staff for their hard work, dedication, and service to the community. We would also like to thank the Windham residents for their ongoing support, cooperation, and adherence to Station policy.

2003 GOALS

1. Continue to phase-in a five (5) year strategic plan.
2. Update and upgrade our Standard Operating Procedures.
3. Enhance our team-building process.
4. Continue to upgrade the facility.
5. Conduct a solid waste feasibility study.

2003 STATISTICS

Municipal Solid Waste: (increased 7%)	4,031 tons
Demolition Waste: (increased 46%)	1,074 tons
Recyclables: (decreased 2%)	1,952 tons

Respectfully submitted,

David Poulson
Manager



ANIMAL CONTROL OFFICER



As always, we feel it important take this opportunity to remind pet owners that while the Town does not have a “leash law”, it does adhere to the requirements of RSA 466:30-a. This statute, the Dog Control Law, requires that owners keep their dogs within sight or hearing distance at all times, and ensure that the animal does not roam off the owner’s property.

Also, residents are reminded that all dogs, cats, and ferrets three months of age and older must be vaccinated against the rabies virus, and all dogs must be licensed with the Town Clerk’s Office by three months of age. All dogs currently registered in the Town are due for re-registration annually by April 30. Residents are urged to obtain their licenses prior to this date, to avoid paying fines/late fees.

All animal related questions, complaints, or concerns should be reported to the *non-emergency* number of the Police Department, 434-5577. Messages will then be relayed to us by the dispatchers for response.

ANIMAL CONTROL STATISTICS

	2003	2002
Number of dogs picked up	55	64
Number of dog bites reported	17	13
Number of dogs hit by automobiles	8	4
Number of dogs euthanized	1	0
Number of animals adopted out	12	13
Fish and Game calls	55	49
Number of cat issues	37	2
Total warnings issued	241	71
Total calls logged	746	703
Total hours worked	854	905
Total miles traveled	6,123	6,237
Total Assessed Penalties	\$3,275	\$3,340

Respectfully submitted,

Alfred Seifert

Animal Control Officer



2003 got off to a crazy start, with lots of snow and hours spent plowing and sanding. Finally, when April was over, things returned somewhat to normal. From then on, we worked on routine maintenance of the roads and began planning for upcoming events.

By the arrival of summer, we were involved in basin cleaning and repairs, street sweeping throughout the town, roadside mowing, sign replacement, repairs, and/or installation, brush and tree removal, shoulder shimming, cold patching and working on our new Stormwater Management practices. Come late summer and early fall, our road projects began.

We rebuilt the last section of Rock Pond Road, and re-shaped, re-crowned and re-paved Millstone and Crestwood roads. Several smaller sections of road were also re-paved. We also saw final pavement on several new roads throughout town and, finally, the completion of Church Road. The culvert now works well, and the entire job turned out very nice. Our thanks to Nesenkeag Construction for a job well done.

The same thanks are extended to our sub-contractors, particularly the locals, who have been there for the Department and the Town time and again, year after year. These folks always extend their best efforts for us, and many work well beyond normal hours. Some give up their nights, weekends, and even holidays for us, and we greatly appreciate their time and efforts.

We would also like to thank the voters who allowed us to purchase our new front end loader. We have already made good use of it, and found additional uses beyond our original expectations. Other purchases in 2003 included an additional truck from the State Surplus program and another sander from a private vendor. We have quickly put both pieces to good use as well, and are hopeful to have these vehicles for several years of service.

With another year at a close, we feel that the vast majority of our goals were attained. Though there is always more we wish we could do, time is always in shorter supply than there are projects to do. We once again kept costs within our budget constraints, and should be able to return funds back to the Town. Although it may not be in large amounts, having completed our goals and enduring a long winter, this to us is an accomplishment in itself.

In closing, once again, thank you to all for your continued support of our efforts and, as always, we welcome your comments; good or otherwise.

Respectfully submitted,

Jack McCartney

Highway Agent



MAINTENANCE DEPARTMENT



Your town maintenance department employees are Joanne Garabedian, Wendy Lorentzen, Bruce Montgomery, and Bob Porter. The maintenance department cleans and maintains all town buildings and, in addition, is responsible for opening, closing and setting up the Searles Building for special events and rentals. This responsibility often results in a staff member closing the building late at night or sometimes-early morning.

During 2003, the maintenance department has been involved in the following projects:

- Completed rebuilding a rear wall at the Town Hall. This wall had originally been disassembled in order to replace a heat exchanger for one of the building's heating systems.
- Completed the necessary construction items required for the relocation of the Administrative Offices from Town Hall to the renovated Bartley House.
- Physically moved all of the Administrative Office's furniture and records from Town Hall to the Bartley House.
- Working with Barbara Coish, the second floor of the Senior Citizen Center was cleaned out of obsolete and unwanted material in preparation for the scheduled building addition.
- Framed openings at the Transfer Station for the installation of doors for heat retention for the sorting line.
- Rehabbed the former Administrator's Office into space for the Town Treasurer, Cemetery Trustees, and Supervisors of the Checklist. A door was relocated from an inside wall to the main corridor, the walls were repaired, and the area was repainted.
- The department is working with the Nesmith Library staff rearranging areas at the library in order to accommodate their needs.
- In December, the staff worked with the Historic Committee to prepare the building for the next phase of restoration. The basement area was cleaned of many years worth of saved material.

The staff also provides off hours coverage for building related issues (i.e. water leaks, snow removal, heating problems, etc.) and assists town committees and organizations with local community programs.

During 2004, we anticipate our involvement at Griffin Park to increase as a result of the completion of the multipurpose building, new basketball and tennis courts, and the increased usage generated by these improvements.

The maintenance staff appreciates the support and cooperation of all the town departments, employees and residents. We look forward to the challenges of 2004.

Respectfully submitted,

Allan Barlow

Maintenance Supervisor



HUMAN SERVICES



State law directs the Town of Windham to provide financial assistance to our residents when situations occur in their lives making it impossible for them to meet their basic needs. The Town is the safety net for its residents until their situation improves or until other agencies assist. The Town, based on eligibility, will assist residents with shelter, food, utilities, medical needs and/or any other necessities. This assistance is of a temporary nature and may be provided directly by the Town or by referring them to appropriate Federal, State or local agencies.

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

The Town of Windham assisted 41 families in 2003, which is a slight decrease from the previous year. The total cost of this assistance was \$45,421.00 which reflects a decrease of \$5,594.64 over 2002 expenses. The primary needs continue to be housing, food and utilities. In 2003, increases were primarily for housing, which is so expensive in this area. The Town received \$33,749.71 in reimbursement from residents previously assisted.

This year, holiday efforts and the Back to School Clothing Drive were coordinated through Windham Helping Hands. Residents were extremely generous, both with gifts and donations. I want to thank you, on behalf of the families assisted, for your caring and willingness to help your neighbors. It is truly appreciated and helped them through difficult times.

Also, heartfelt thanks to the van drivers for their many hours of service to our residents who need transportation to doctors, pharmacies and grocery stores. We have had new drivers volunteer and we truly welcome and need them. We have lost some drivers due to personal time constraints and we sincerely thank them for their service over the years. This program could not exist without the volunteers who are so giving and caring. If anyone would be interested in volunteering as a driver, please call me at 432-7732.

The weekly shopping trip to Wal-Mart has grown and is truly enjoyed and relied upon by many residents. The Wal-Mart trip is on Wednesday mornings and anyone wishing to go can call my office at 432-7732 to sign up.

Again we remain hopeful the economy will continue to improve in 2004, but we will remain ready to provide temporary assistance as needs arise in a timely, compassionate and confidential manner.

The following represents a breakdown of the assistance granted in 2003.

Food Vouchers	4,426.63
Shelter Vouchers	31,697.81
Mortgage Assistance	4,095.24

Electricity Vouchers	415.46
Fuel Vouchers	1,701.80
Medical	294.63
Telephone	132.20
Transportation Needs	140.88
Miscellaneous	1,516.35
Funeral Assistance	500.00
Donation to Shepard's Pantry	500.00
Total	\$45,421.00

Respectfully submitted,

Kathleen Davis

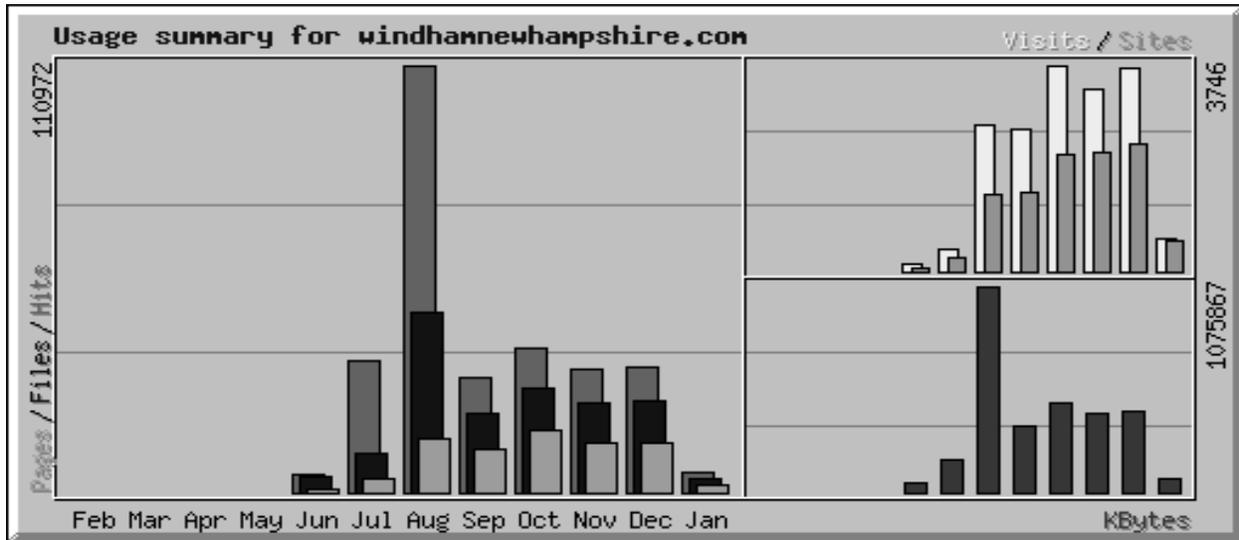
Human Resource Coordinator

INFORMATION TECHNOLOGIES DIRECTOR

The past year has been interesting to say the least, with possibly the most important event being the complete restructuring of the Town's official web site, which went live over the summer. I want to say thank you to everyone who has contributed to the content, and remind the residents that the new address is:

www.WindhamNewHampshire.com

The following chart represents an overview of statistics since the change was implemented:



August represents the period of time when the bulk of the current web site was constructed; September when we finally started to get the word out that the site had been updated; and, October, November and December begin to show a pattern of usage. With public service announcements, increased use of the event calendars and the availability of subscription services, we expect to see the monthly usage continue to increase over the next 12 months.

An important area in the above graph is the Visits/Sites located in the top right corner. The darker gray bars indicate the total number of UNIQUE visitors per month, and clearly show an overall increase month to month. This is a sign that the site is attracting attention from current, as well as new visitors.

A special note of thanks and a truly deserved job well done goes to Wendi Devlin, without whose support the site would lack the energy and vibrancy it currently possesses.

The department has also implemented new email addresses for Town employees. The previous method of first initial/last name @ town.windham.nh.us will continue to function for the time being, allowing for transition, and will be completely eliminated by 2006.

The New: ITDirector@WindhamNewHampshire.com

The Old: ITDirector@town.windham.nh.us

A special thanks to Jacques Borcoche, Windham Resident and long time volunteer, for helping ensure that the transition was painless, as well as many other helpful hints and tips.

On the more technical side of things, the Town continues to experience growing pains as software upgrades, updates, and replacements caused delays and a great deal of frustration in our Tax Collector and Assessing departments. I am working hard, even now, to make next year's upgrades (in Police, Fire and Assessing) go smoothly.

Also in 2004, I will be de-centralizing file sharing and workload from three servers to five. This will be accomplished by adding two new smaller, but very powerful, "blade-servers" in 2004 along with a third in 2005. One will remove 100% of the Police Department's computer use from the central server, and the other will take 100% of the Assessing Department, as well as the file sharing of 23 users, away from the central server. This will not only increase performance and efficiency, but provide additional redundant backups of critical data. This project is perhaps the most ambitious I have undertaken since I first started in this position, and its implementation will have lasting effects on all users. I hope to complete the first phase by mid summer.

In closing, I extend thanks to all for their continued support of my efforts.

Respectfully submitted,

Eric DeLong

I. T. Director



The year 2003 was a year of growth and change at the Nesmith Library. The number of programs we provide for our users, and the size of our collections, have both grown. Our staff has changed.

We saw our long-time (20+ years) cataloger, Alberta Corvi, retire in June. We wish her sunny days in her garden, and quality time to spend with her husband and family. Our head of youth services, Beth Strauss, left us to take her innovative problem solving skills to Manchester's inner city, Wilson School. Hearing Beth's tales of immigrant children who come to school overly dressed for fear that their clothes will be gone if they don't take them to school, of children whose families move out of their apartments in the middle of the night, and of a school budget that does not provide money for books for its library, leads us to realize how lucky we are to be in Windham, a town that supports its citizens and its library.

Collections:

- All magazines and newspapers are now cataloged and searchable on the OPAC (on-line public access computer), as are most of our online databases. The following items on microform have also been cataloged : The Windham Independent 1969-1989, Rockingham County Census from 1840 to 1930, and New York Times from 1991-1993.
- The vertical file has been weeded, updated, and cataloged.
- We have started a separate collection of foreign language materials in Chinese, Russian, Polish, Italian, and Spanish.
- The Dictionary of Art, a beautiful, comprehensive 36-volume set, has been added to our reference collection.
- We now have two First Teacher Packs on Wheels in an effort to provide resources for local educators.
- Our expanding collections have made it necessary to shift materials on a frequent basis. Once shifting is completed we hope to finish installing signs on the ends of the stacks.

Programs:

- For children, story hours continue on a regular basis. Two hundred eighty-six young readers and listeners registered for our summer reading program, "Reading Rocks the Granite State." The summer program included weekly crafts and several contests.
- Special children's programming in 2003 included visits by author, Jennifer Ericsson, the Museum of Science presentation, "Super Cold Science," an informative session on butterflies, and more. More than 20 unique programs were held over the year.
- Adult programming covered many areas from the "Secret Life of Lobsters," to an introduction to Feng Shui (offered in both the spring and the fall), to memoir writing, to the annual holiday concert by the Bell Choir of the First Congregational Church of Pelham. In all, 28 programs were offered in 2003.

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- We also served our young adult users with 4 programs, including an ever-popular poetry/karaoke night.
 - Our “Nuntius” group of students comes in on an almost weekly basis to put together a bright and appealing newsletter for their peers. They do a fabulous job!
 - One program of note is our monthly potluck. Please join us in 2004 on the fourth Friday of each month to share lunch and conversation!

Like academy award winners, we always want to thank those who have shared in our success, and hope that we haven’t missed anyone. A big thank you to:

- Our staff members—those who have served the town for many years, and those who have recently arrived—they work together to keep the library running like a well-oiled machine.
- Our Board of Trustees who have been so supportive to the staff and responsive to the library’s needs.
- The town maintenance department for keeping the premises clean and in good repair.
- Lois Freeston for maintaining our website, www.nesmithlibrary.org. The site offers a portal to the library’s online catalog, to annotated lists of websites, and to online databases which are heavily used for research, consumer information, and more.
- The Friends of the Library (F.L.O.W.) for their generous support. It should also be noted that F.L.O.W., along with Windham Helping Hands, has worked to provide the less fortunate citizens of Windham with holiday gifts and back-to-school supplies!
- Treasured Toys of Salem for their donation of a Thomas the Tank Engine train table, which has been set up in the children’s room to the delight of our youngest library users!
- Merchants in the area who provide items for our Summer Reading Program raffle, and to the Windham Police and Fire Departments for offering unforgettable experiences to our young readers.
- The University of New Hampshire’s speakers bureau. We in NH have access to university professors who, without payment, are willing to visit libraries to share their knowledge. This is a great benefit to all the citizens of the state!
- The local “experts” who provide entertaining and informational programs to the library for free, or at a greatly reduced cost.
- Patricia Gill of Easter Seals and her clients who come to the library faithfully to dust the shelves and put away videos.
- Our 25 volunteers who shelve the massive amount of materials that are returned to the library each week. Sometimes the task must seem daunting, but it is always done with a smile.

- The NH State Library and the drivers of the van that twice-weekly provide us with materials on interlibrary loan.
- YOU! Our users of the library. It has been a pleasure to serve you.

2003 YEAR END STATISTICS

Registered Patrons	8,132
Books Added	6,189
Total # Titles in Collection	64,235
Items Circulated	132,641
Library Visits	86,273
Program Attendance	4,653
Multipurpose Room Bookings	370
Internet Uses	2,787
Volunteer Hours	1,343

INCOME STATEMENT

(RSA 202-A:11 111. RSA 202-A:11-a)

Fines	7,179.51
Lost/Damaged	1,168.47
Replacement Cards	101.00
Non-resident Cards	350.00
Copies	560.17
Donations	901.70
Other	969.38
Total:	11,230.23

Respectfully submitted,

Diane Mayr

Lois Freeston

Acting Directors



NESMITH LIBRARY TRUSTEES



At the close of 2003, the Nesmith Library Board of Trustees wishes to express its gratitude...

- To the residents of Windham for authorizing the initial funding for the Library Building Needs Study. Marjorie L. Judd, Library Building Consultant, will share the data and documentation of Phase 1-Needs Assessment at a public forum early in the New Year.
- To F.L.O.W. Board members Rhenea Regan, Sharon Scannell and Sue Gerstenberger; Windham School District Librarian, Diana Greenleaf; and former Youth Services Librarian, Beth Strauss for the Young Adult Area Project. The project is designed to create a visually-inviting environment, to attract more young adults to the library, and to provide a safe, educational place for them to quietly socialize and study.
- To the former Director John Barrett for his accomplishments in the library, his participation in Town activities, and his membership in numerous Library Associations in the New Hampshire and New England over the past three years.
- To Lois Freeston and Diane Mayr who have been Acting Co-Directors since John's departure and have so capably managed the day-to-day operations of the library and dealt so professionally with the staff, Board and patrons.
- To each member of the staff who has worked diligently during the transition not only in performing assigned tasks, but also in anticipating and assuming extra duties.

The Board of Trustees is pleased to announce that Carl Heidenblad, Director of the Nesmith Library in the Armstrong Building from 1984 to 1994, will assume Directorship of our "new and improved" Nesmith Library in February. Since leaving Windham, Carl has served as Director of the Chambersburg District Library and the Adams County Library System in Pennsylvania.

Respectfully submitted for the Trustees,

Mary Lee Underhill
Chairperson



2003 saw our ongoing project list shrink as:

- The fence at the Cemetery on the Hill was installed. Hopefully, we will now be able to work on addressing the back stone wall.
- The roadways in all three cemeteries were completely gone over.
- Our new office space located in the Town Hall was completed.

We can never let this opportunity pass by without thanking the Boy Scouts, Girl Scouts, Cub Scouts and Brownies for all their efforts each year. They help us with our flower plantings and flag replacement, and immerse themselves into their tasks with dedication and pride. They are also involved in our “Adopt an Ancestor” program, which we hope to see grow to include the residents of Windham. Thanks to all for a job well done.

As we enter into 2004 we hope, with our new computer, to begin updating our records and working on the cemetery maps, along with various other projects. As well, hydro-seeding is planned for all three cemeteries sometime in the coming year.

As always, without the residents’ support of our budgetary needs and various other issues, we could not be successful in overseeing cemeteries of which we can all be proud. Thank you.

Respectfully submitted for the Trustees,

Gail Webster
Chairman



The Windham Conservation Commission had a very active 2003. In February, we held our public hearing to approve the purchase of the Ingersol Tri-Town Tree Forest. This 27-acre parcel adjacent to the Andrews Town Forest was part of a joint effort by Windham, Londonderry, and Hudson, to preserve over 200 acres spanning the three towns. The project received statewide recognition and was granted funding from both LCHIP and DES.

As we were focused on this important acquisition, the Conservation Commission was also responding to a citizen petition placed on the March 2003 ballot that sought to redirect 50% of our current funding source into Windham's general fund. The Conservation Land account is funded entirely through the 10% current use penalty tax. A cut in that revenue source would have dramatically impacted the Commission's ability to negotiate and compete for Windham's open land, land that is under tremendous development pressure. The Commission was delighted and humbled by the overwhelming support by our fellow citizens who voted 3-1 to retain our funding source. We also understood the very clear message sent by that vote: Windham's residents want our lands to be protected from development.

During the past year, we set our sights on a number of land parcels located throughout Windham. In total, we acquired just under 200 acres at a cost of \$1.4 million. The average price paid per acre was \$7300, well below the current rates for open land in Windham and Southern New Hampshire. All parcels that were acquired met several important criteria, the most important being proximity to existing town-owned conservation land. Three of the 2003 land purchases were located in Windham's Southeast, an area that was identified by prior Conservation Commissions, the Nature Conservancy, and other groups for its unique environmental characteristics and high ecological value.

With the purchase of the Pesando property (10 acres), the Stolarz Land (79.5 acres off Osgood Road), and the Lord property (70 acres immediately adjacent to Stolarz), members of the public can now walk from Range Road to the Salem border without stepping onto private land.

While the benefits of preserving our open space are multifold, the Conservation Commission seeks to promote the use and enjoyment of these public lands. To this end, the Commission held several key meetings this year with members of the Trails Committee in order to outline a comprehensive trails program. This program will include trail maintenance as well as the building of new trails. Special emphasis was placed on connecting those trails that have been dissected by development.

The Conservation Commission has also been active in completing its other duties as follows:

- Our review and comment on applications before the Planning Board including Windham Meadows, Spruce Pond Estates, and Bear Hill Extension.
- Investigation and review of several Dredge and Fill Applications and the associated environmental impacts pertaining to these applications.
- Comment on ZBA cases where impacts to the environment were noted.

- Organization and sponsorship of a community out-reach workshop on Natural Resource Assessments that focused on encouraging environmentally friendly development.
- Debate and advocacy of specific positions on a number of important cases before the town, including a developer-proposed upgrade of Hopkins Road to a Class V subdivision road and other road construction projects that would have proven detrimental to our sensitive wetlands and wildlife corridors.
- Annual monitoring walks of Deer Leap and the Landry Family Conservation easement. And joint cleanup of the Ingersol Forest with members of the Londonderry and Hudson Conservation Commissions.

As we look to the new year, the Commission has a number of important land acquisitions under consideration. In part, these purchases will include working with the State of New Hampshire Department of Transportation to mitigate for any wetlands lost to the expansion of I-93. We also look forward to finalizing and implementing our trails plan with the help of the Trails Committee.

This year, we welcomed two new members to the Commission, Mr. Bruce Anderson and Mr. Dennis Senibaldi. We also, with regret, accepted the resignations of three of our members, Mr. Gerry Capron, Ms. Dianna Fallon and Mr. James Finn.

Finally, we wish to take this opportunity to thank the members of our Board of Selectmen for their guidance and unwavering support as we worked through some difficult land purchases. And we extend a very special thanks to our fellow residents for the continued support.

Respectfully submitted for the Commission,

Bruce D. Anderson, Ph.D.
Chairman



2003 was an extremely productive year at Windham Community Television as we continued to grow and expand our programming, volunteer base, and awareness throughout the Town of Windham.

2003 saw a continued expansion of new programming. As of this report, Channel 21 produced 140 programs this year and Channel 20 covered approximately 120 meetings, for a total of around 500 hours of original programming in 2003. To our regular line-up of shows we added “Book Beat”, a monthly book review show produced by 8th graders at Windham Middle School with the help of teachers Nancy Fahey and Diana Greenleaf; “The Slimsational Kitchen”, a monthly cooking show focusing on healthy cooking; “The Evie Vicki Show”, a monthly fun gardening and home decorating show; and, “New England Rock TV”, a monthly music show produced by Windham students and featuring performances by local rock bands. In addition to these shows, the following list is a brief description of other monthly shows currently being produced by volunteers at WCTV:

- “A Time for You” is a half hour program dealing with relaxation techniques and hypnosis.
- “Reading Reflections” takes a topic and recommends books that relate to it.
- “Cooking with Nancy” is a monthly cooking show.
- “Focus on the Issues” deals with issues concerning Windham.
- “The Woof Woof Show” is a program dealing with dog training and other related topics.
- “Health, Wealth, and Fitness” focuses on alternative and unique ways to stay fit.
- “Yoga with Mimi” is a yoga instruction show.
- “Blues After Sunset” is a monthly music program featuring local blues bands.
- “A Time for Animals” is a monthly show featuring animals for adoption at the Salem Animal Rescue League.
- “Windham Watch” is WCTV’s longest running regular show featuring guests from the world of politics, entertainment, and local interest. It is hosted by Windham’s Mary Griffin.

As always, WCTV covered numerous town events including the “Easter Bunny”, “Little League Opening Day”, “Strawberry Festival”, “Senior Picnic”, “Tree Lighting Ceremony”, the “Windham Community Band in Concert”, and “The Golden Brook Holiday Concert”. In February, WCTV cablecast the School and Town deliberative sessions live from Golden Brook School. In December WCTV cablecast the H.S. Coop Deliberative session live.

In addition, due to the dedicated work of volunteers Tom Case and Barbara Coish, WCTV Channel 20 continues to cablecast Selectmen, Planning Board, ZBA, Conservation Commission, and CIP meetings on a regular basis.

Other special programming produced during 2003 were monthly School Board meetings, a series called “Observing the Candidates”, which focuses on the democratic presidential nominees. As of this report, we have taped shows featuring Joe Lieberman and Gen. Wesley Clark. “Windham Outreach” is a show focusing on different town departments. The purpose of the show

is to give Windham residents a better understanding and awareness of Town services. We taped a show in September featuring Dave Poulson and the Transfer Station. We hope to continue this series in 2004. On December 19th, we held the 2nd Annual "Santa Is Coming to Windham" special LIVE at our studio. Santa comes to our studios and the children of Windham are invited to come by and meet him. We have refreshments and a lot of fun. Special recognition should go to volunteer Belinda Sinclair (The Woof Woof Show) for putting this together. And to Delahunty's Nursery and Florist who provide the set decorations and come in and set it up. In addition, Delahunty's has provided sets for "A Time for You", another of WCTV 21's shows.

WCTV continued to welcome new volunteers to the station. This year we added 20 new volunteers. In May, long-time volunteer Wanda Koch was recognized with a Volunteer Appreciation award for her outstanding work at WCTV.

In January and February of 2003, WCTV worked very closely with Adelphia to improve the quality of WCTV 20 and 21's signal that is sent to Windham residents. We worked with Adelphia to adjust the signal and Adelphia installed a fiber optic line from WCTV studios to improve the signal. The quality has been vastly improved since.

In March, WCTV sent out a town wide survey. The survey had various questions aimed to gauge resident's awareness of WCTV21, to see where WCTV can improve, and to evaluate what programs people are watching and what types of shows they'd like to see.

In April, WCTV held an open house for the residents of Windham. The purpose was to increase awareness of Channel21 in the community and to let residents know more about what WCTV offers. The event was a big success and WCTV gained many new volunteers through this event.

WCTV purchased two new digital studio cameras for the Channel 21 studio. These will also improve the video quality of all shows produced at WCTV's studios.

Two of WCTV's programs won awards at the Alliance for Community Media's Northeast Video Festival in October. Volunteer Dick Pelletier won 3rd place in the Performing Arts category for his show "Blues After Sunset" and volunteer Kathy Schader won 2nd place in the Special Interest category for "The Slimsational Kitchen". WCTV is proud of Dick and Kathy and all of our volunteers for all of the great work they do.

In 2003, Adelphia completed their upgrade of Windham's cable service and two-way internet service.

2003 has been a very productive and positive year at WCTV. I would like to thank all of our volunteers once again 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.

I look forward to another year of growth and success at WCTV.

Respectfully submitted,

Jim Daddona

WCTV Cable Coordinator



Although it is not apparent from the outside, there is a lot of activity inside the Windham Museum in preparation for a permanent opening. The interior of the Armstrong Building has been restored as closely as possible to its original state, and Museum Trustees Dennis Root, Kim Monterio, and Jean Manthorne have been working to restore the artifacts and create displays. The final stage of the project, prior to the opening, is the cataloguing of the collection using a software system called Past Perfect, which is specifically designed for museums.

The Museum's collection has come primarily from four sources. It originated with a collection of artifacts gathered by the Windham Antiquarian Society that was formed in 1900 and was in existence until 1908. The purpose of the Society was to "solicit and collect articles of historic and antiquarian interest, to be preserved by the town." The sixty-six artifacts in this collection were stored for years in the basement of the Searles School. Also, Dennis Root has scanned seventy-five post cards from his collection which have been matted for display and Alan Campbell's family has loaned the museum seventy-five books along with old town reports, a bookcase, some antique eyeglasses, and an old typewriter. Among the Campbell books are several family diaries. Finally, the Daughters of the American Revolution, Molly Stark Chapter, contributed twenty-six artifacts related to Windham's history when the D.A.R. museum in Derry closed.

All 242 artifacts are being catalogued by volunteers from the Windham Historical Society. Details entered in the database include the provenance of the artifact, a complete physical description, an index of all individuals related to the artifact, cross-references to related items in the collection, and information on the donor. This database will then provide a complete description of the collection and will provide searchable information for historic and genealogical research.

The Trustees are planning on opening the Museum early in 2004.

Respectfully submitted for the Trustees,

Jean Manthorne
Chairman

❧ JOINT LOSS MANAGEMENT COMMITTEE ❧

The Joint Loss Management Committee is delegated the responsibility of overseeing various health and safety issues as mandated by the New Hampshire Department of Labor and the Town of Windham Health and Safety Policy.

The Committee is comprised of management and labor representatives, who are dedicated to collaborating as a team to ensure the health and safety interests of the Town's workforce. Health and safety is a grassroots program, and begins in the field with employee awareness.

Respectfully submitted for the Committee,

David Poulson

Chairman

✧ HISTORIC DISTRICT/HERITAGE COMMISSION ✧

The Historic District/Heritage Commission is tasked with the review and approval of building projects in the Town of Windham's historic districts and with the protection and preservation of the town's historic assets. In 2003, our work included the review of projects both within the districts and throughout the town. Our work also included several key initiatives, which we highlight below:

Windham Depot Historic District – Based on work begun in 2002, the Commission was pleased this year to add the Windham Depot as the Town's fifth historic district and to begin the work of preserving and restoring this important commercial area. Toward this end, the Commission either initiated or was involved in several projects concerning the Depot. First among these was its participation at a meeting sponsored by the Rockingham Planning Commission and the NH Department of Transportation to discuss the use of ISTEA and CMAQ funding for the proposed "rails to trails" initiative and the possible role of the Windham Depot Historic District in the project. As a follow up to this meeting, the Commission studied the commissioning of a preservation study for the district to properly assess the scope and costs or any preservation work that might ultimately be undertaken under a broader "rails to trails" project. In this context, the Commission sought out small grant programs to fund the initial planning phase of the study and early in 2004 will submit a grant proposal to the New Hampshire Preservation Alliance under its program of small project development grants for development phase assistance. Finally, with further reference to the Depot, the Commission met with the Town's Board of Selectmen (BOS) to discuss property ownership in the Depot. The BOS asked the Commission to serve as the initial contact with the State's Department of Resource and Economic Development in setting a meeting to discuss the current ownership and ultimate disposition of the Depot properties.

Senior Center – During the year the Commission worked with Barbara Coish of the Senior Center on the new single story addition to the Center, to be constructed on the west side of the building. The structure will include a porch and will provide for the much-needed addition of new space for Center functions. The project will also include several renovations to the existing structure including repairs to the roof and windows.

Historic Markers Program – Also during the year, the Commission took the initiative to establish a historic markers program to identify and recognize important Town historic assets, including buildings and sites. The program will be administered by the Heritage Commission and be open to property owners who seek formally to recognize qualified properties by the placement of a Town placard identifying and briefly describing the building or site. The program was inspired by the State of New Hampshire's program that marks key landmarks on a statewide basis.

Town Pound – Following on Kevin Cole's very successful Eagle Scout project to clear and mark the Simpson Cellar Hole, the Commission worked during 2003 with Mr. Jon Wain, a prospective Eagle Scout, on a new project to clear and beautify the Windham Town Pound located in the Town Centre. The project is expected to consist of clearing the perimeter of the Pound, including along both North Lowell Road and the parking lot to expose the Pound wall. It will also include the construction a large wood sign with stone landscaping at its base and the installation of a Plexiglas-covered placard on the sign describing the history of the Pound.

Respectfully submitted for the Commission,

Patrick J. Schena
Chairman



HIGHWAY SAFETY COMMITTEE



The Highway Safety Committee, which is comprised of the Town Administrator, Planning Director, Police and Fire Chiefs, Highway Agent, and Maintenance Supervisor, 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 eleven (11) site plans and submitted applicable comments to the Planning Board. The Committee maintained its standard policy of recommending new roads be constructed with a minimum pavement width of twenty-eight (28) feet with curbing and closed drainage systems on all applicable applications. Of the eleven (11) plans reviewed, the Committee offered highway safety comments on ten (10), with the remaining plan requiring none, as the Committee felt it met or exceeded any highway safety concerns.

The Committee was also very active in reviewing residents' requests for signage, particularly for speed limits signs and no parking signs. Each request is reviewed carefully and recommendations are made to the Board of Selectmen with the overall objective being to ensure safety on the roads while not putting up signs for the sake of installing a sign. This philosophy has resulted in some requests being denied by the Committee due to the particular signs being unenforceable by our police department.

If any one has a recommendation or request for a highway safety measure, we encourage them to submit requests to us using the "Highway Safety Request Form" which may be obtained from the Town Administrator's Office. Once received we will review the issues presented and make a recommendation to the Board of Selectmen to either approve or deny the request.

As always, I wish to offer our appreciation to the residents for their interest and involvement over the past year. We are encouraged by the interest shown and look forward to working with all in our continued pursuit to promote highway safety within Windham. To the Committee members themselves, I offer my gratitude for their involvement and commitment to meeting our mission.

ITEMS TAKEN UNDER CONSIDERATION

	# Considered by HSC	# Approved by BOS	# Denied by BOS	# Still Pending	# Referred to State
New Signage					
Stop Signs	2	2	0	0	0
Slow Children Signs	3	0	3	0	0
No Outlet Signs	1	1	0	0	0
No Parking Signs	1	0	1	0	0
Blind Drive Signs	1	1	0	0	0
No Thru Trucking	1	1	0	0	0

	# Considered by HSC	# Approved by BOS	# Denied by BOS	# Still Pending	# Referred to State
Speed Limit Signs	4	1	1	2	0
Street Name Signs	0	0	0	0	0
Eliminate Signage					
Eliminate No Parking	0	0	0	0	0
Eliminate Passing Zone	1	0	0	0	1
Other					
Street Light	1	0	1	0	0
Parking Lot Reviews	1	0	0	1	0
Site Distance Concerns*	0	0	0	0	0
Guardrail Installation	1	1	0	0	0
Road Striping	1	0	0	1	0

*Note: After review by the Committee, any confirmed brush clearing is performed by the Highway Agent.

Respectfully submitted for the Committee,

David Sullivan

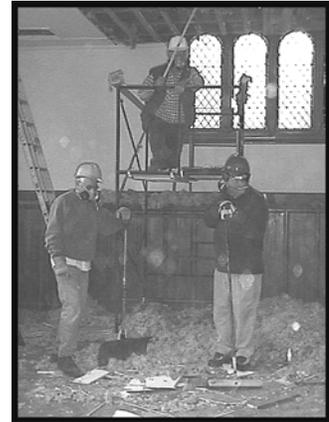
Town Administrator/Chairman



HISTORIC COMMITTEE



At last year's Town Meeting, the voters approved the Article granting permission to obtain funding to work on restoration of the West room in the Searles Building. The money is funded by revenue from the rental of the building and is not a Town expense. The income generated in 2003 was approximately \$19,000. Assisting the Committee in the endeavor to secure Town approval were Diane Carpenter and Melissa Gould. We appreciate all their efforts, as well as the many other people that worked on our behalf. Thank you to all.



Start of the actual construction has been delayed because of preliminary work that had to be done to explore the building for any structural defects, and because the room was rented until December 24, 2003.



Parkview Engineering of Londonderry was hired to appraise the West outside wall and ceiling, and to make recommendation. Also, Architect Richard Monahan was brought on board to develop plans and to work with the Engineer. As work progressed, Fulcrum Associated was procured for the actual construction. They were the firm involved in the restoration of the East room and the basement, so their knowledge of the building is invaluable and their cooperation in working with the Committee has been very much appreciated.

So, as 2004 arrives, actual construction is about to begin. A subcommittee comprised of George Dinsmore, Fred Linnemann, and Bill Wallace has been formed to work with the contractors and, even now, they have put in countless hours and volunteered their time to the demolition work and other necessary labor, as well as Clerk of the Works. Estimated time for completion is in the spring. Weddings and parties are already being booked for June. With both rooms available, our income should increase greatly for the last six months of 2004.

Brad Dinsmore, author of "Images of Windham", the new pictorial history of the Town, has generously donated the profits from his book to the Searles Restoration Fund. This gift has raised our funding to be used in the building, and we extend our grateful thanks to him. The book is available at the Town Hall, Selectmen's Office, Nesmith Library, and Prudential Dinsmore Real Estate office.



Others we wish to thank include: Jeanette McMahan, our function coordinator who does such a professional job and gives so much of her time; Al Barlow and his crew that keep the building clean and in good repair; Ross McLeod and the Soccer Committee for their cooperation during their games and our functions; and, last but not least, Town Administrator David Sullivan and the Board of Selectmen.

Respectfully submitted for the Committee,

Marion Dinsmore
Co-Chairman



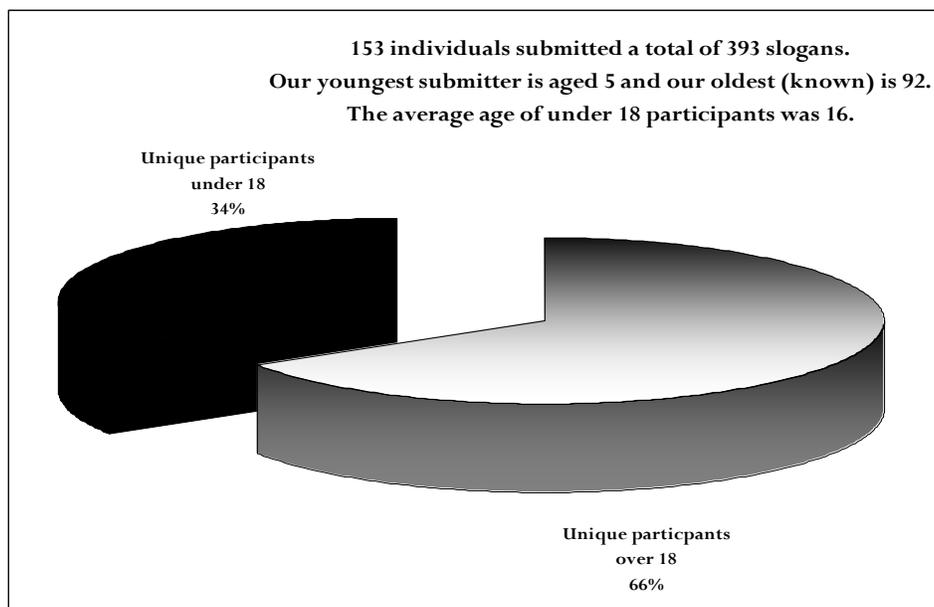
PUBLIC RELATIONS COMMITTEE



As a result of the Town's Mission statement and its goals, a Public Relations Committee has been established consisting of myself, Fire Chief Don Messier, Cable Coordinator Jim Daddona, Planning Board Secretary Nancy Charland, and Administrative Assistant Wendi Devlin. The core mission of this Committee is to ensure a positive Town image through molding of public opinion, and the following goals have been established towards that endeavor:

- To prevent problems and reduce complaints – minimize negatives.
- To educate and inform – outreach programs.
- To promote a positive image.
- To establish a Town workforce buy-in.

The Committee's first major project, undertaken during 2003, was to promote the adoption of an official Town slogan through the "Pen Windham's Slogan" contest. The winning slogan, depicted on the cover of these annual reports, was submitted by Mr. Robert Costa, a long-time resident of Windham. The chart below provides an overall view of our contest submission statistics.



As a Committee, we are continuing to work on methods to solicit input from the public and will remain dedicated to finding the means to attain our intended goals.

I would like to thank the members of this Committee for their dedication and hard work. We ask the residents of Windham to assist us in this endeavor.

Respectfully submitted for the Committee,

David Poulson
Chairman



TECHNICAL ADVISORY COMMITTEE



In 2003, The Technical Advisory Committee worked closely with the Town's IT Director in order to improve Town infrastructure services and reduce expenses. Our mission continues to focus on enhancing our existing technologies to further integration throughout every town department. A key ingredient of this synergy is the emphasis on communication across an expanding network and database infrastructure.

Working together (IT Director, library, and TAC), the Town high-speed Internet access is pooled with the library. This results in lower cost and a better performance for the town.

Building on the existing fiber optic network that was activated among all town buildings in 2001. The town phone system was upgraded to a T1 to further lower cost and provide additional features such as caller ID and 100 Direct Dial digital ID's.

The town web site address has been changed:

windhamnewhampshire.com

and the site has been improved in terms of look and feel as well as features such as separate graphical activity calendars for Town events, Community events and Television station scheduling. This site has been brought about through the work of Wendi Devlin and Eric DeLong. We would also like to thank Dick Forde for his tireless efforts over the last 6+ years as Webmaster in designing & maintaining the Town's site and keeping the many committees' meeting minutes up-to-date.

The old Town Internet address, town.windham.nh.us is being phased-out.

The Town's IT Director, working closely with the TAC continues long-range planning for integrating servers, networks, backups, and software usage. The TAC also reviews the technical plans for the library and makes suggestions where appropriate.

The TAC was sorry to miss the contributions of two longtime members Dick Gumbel and Margaret Crisler and was happy to welcome the new Selectmen's representative Alan Carpenter.

The TAC remains heavily involved in all aspects of Windham's use of technology. We enthusiastically welcome your participation in our activities.

Respectfully submitted for the Committee,

Jacques Borcoche

Chairman

❧ STORMWATER MANAGEMENT COMMITTEE ❧

As of May, 2003, the US Environmental Protection Agency implemented the Phase II Stormwater Regulation. This regulation is intended to mandate small communities, like Windham, to ensure the environmental integrity of its urbanized stormwater conveyance systems through a Stormwater Management Plan. The ongoing function of the Committee is to ensure all the requirements of the Plan are adhered to during the term of this 5-year Stormwater Permit.

During 2003, the Committee was established consisting of myself, Town Administrator David Sullivan, Highway Agent Jack McCartney, Fire Chief Don Messier, Planning Director Alfred Turner, and Maintenance Supervisor Allan Barlow, and the members started on the requirements of the plan. Windham's plan, similar to all other local jurisdictions, consists of six (6) minimum control measures with specific goals to implement them. These measures are:

1. Public education and outreach
2. Public involvement and participation
3. Illicit discharge detection and elimination
4. Construction site stormwater run-off control
5. Post-construction stormwater management
6. Pollution prevention and good housekeeping

This is an ongoing process, and the Committee will be addressing the various requirements of the Plan each year during the permit term.

I would like to thank the Committee members for their dedication and hard work over the past year. We ask the residents of Windham to assist and support us with the implementation of our Stormwater Plan, and encourage interested individuals to review the full document at the Administrative Offices.

Respectfully submitted for the Committee,

David Poulson

Chairman



COMMUNITY BAND



Now in its seventh year, the Windham Community Band (WCB) continued to fulfill its role as a community-based musical organization in 2003. It provided opportunities for personal musical growth to its sixty or more volunteer musicians who participated actively throughout the year in the organization's three performing groups: the Concert Band, the Swing Band and the Flute Ensemble. The Band contributed more than ever in 2003 to the musical entertainment and cultural vitality of Windham and surrounding communities.

Under the musical leadership of Music Director Bruce Lee, the Concert Band continued to grow as a symphonic band and the Swing Band to raise its capabilities as a dance band. Bruce provides both groups with an ever-expanding repertoire which is interesting and challenging to the players as well as stimulating and entertaining to audiences. Rob Daisy continued to assist Bruce with the Concert Band as Assistant Conductor. Drawing on his background as a music educator and professional woodwind player, he helps Bruce prepare Concert Band performances and serves as conductor as needed.

Thanks to the work of Frank Rydstrom, the Concert Band and Swing Band had several notable first-time bookings in 2003 with first-time appearances at Sampas Pavilion in Lowell, MA, as part of the Heritage Farm Concert Series; at the Seashell in Hampton Beach, NH; and at Newburyport's Yankee Homecoming. In October, thanks to the sustained efforts of Roanne Copley, the WCB was proud to host a community band from Switzerland, the Musique d'Harmonie des Armes Reunies, for a concert at Windham's Center School. The concert was followed by a Town Hall wine and cheese reception organized by Judy Howard.

The Windham Community Band's core performing group since the beginning has been the Windham Concert Band. In addition to the "firsts" mentioned above, the 2003 concert schedule included the following events: the Lawrence 150th Anniversary Celebration, the Windham Strawberry Festival, Dr. Fredenburg's patient appreciation day concert at Greeley Park in Nashua, the second annual Concert on the Common in Windham, a concert at Field of Dreams in Salem, the Evening of Giving at the Mall at Rockingham Park, the Derry Holiday Parade, and the Windham Tree Lighting Ceremony.

In its sixth year, the 20-member Windham Swing Band was very active during 2003. Consisting of musicians who love to play jazz and swing, the Swing Band brings to life Big Band music from the Swing Era up to the present day. In addition to the "firsts" mentioned above, the band played the following events in 2003: the Windham Strawberry Festival; the Windham Concert on the Commons; the Stage Door Cafe in Manchester; Nashua's Greeley Park; Warner NH Men's Club; the Granite Rose in Hampstead; the Sheraton Tara in Nashua; the Downtown Haverhill Association's summer series; the Lowell Elks Club Cystic Fibrosis fundraiser; Londonderry common; and the Evening of Giving at the Mall at Rockingham Park.

Also in its sixth year, the Windham Flute Ensemble, under the direction of David Howard, grew from 7 to 10 members, added a bass flute to the ensemble, and maintained a very active concert schedule. The Flute Ensemble played for the first time for the Greater Derry Arts Council's Snow Show (art show) at the Adams Memorial Opera House, and made a joint appearance with the Timberlane Community Band's Flute Group at the first Timberlane Band Festival. Other events included: the Windham Strawberry Festival, the fall craft fair at St. Peter's

Episcopal Church in Londonderry, a concert at St. Peter's, a private event at Searles Castle, a holiday concert at Derry Public Library, and Salem's Kelley Library's Holiday Reception. The Flute Ensemble also taped an hour long holiday program for Derry cable access TV.

All three groups performed at the Windham Community Band's annual "Evening of Music" at Castleton on March 22, 2003. We are preparing for another great year, beginning with our sixth annual Pops concert and swing dance on March 20, 2004 at Castleton and continuing with a full summer concert season.

The band wishes to thank their families, friends, audience, faithful followers, the WCB Executive Board, the Friends of Windham Arts and Recreation, and everyone who does so much to make this organization a success. We thank town and school officials, as well as the many individual and business contributors, for their support. We look forward to another successful year, and will continue to be musical ambassadors for Windham everywhere we perform.

Respectfully submitted,

Roanne Copley

General Manager

David Howard

Assistant Manager



2003 EMPLOYEE WAGES AND BENEFITS



DEPARTMENT/ NAME	POSITION	REGULAR SALARY	SHIFT DIFF'L	OV. TIME	HOLIDAY	CONTRACT SVCS*	INCENTIVE PAY	OT/HOL. RECALC.	OTHER	2003 TOTAL GROSS PAY	2003 BENEFITS**	2003 SALARY & BENEFITS
<u>TOWN OFFICERS</u>												
Breton, Bruce	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Carpenter, Alan	Selectmen	1,200.00	-	-	-	-	-	-	-	1,200.00	91.80	1,291.80
Doyle, Christopher	Selectmen	1,200.00	-	-	-	-	-	-	-	1,200.00	91.80	1,291.80
Hohenberger, Roger	Selectmen	1,200.00	-	-	-	-	-	-	-	1,200.00	91.80	1,291.80
Johnson, Mary	Trustee of T. Fund	350.00	-	-	-	-	-	-	-	350.00	26.78	376.78
Skinner, Robert	Treasurer	2,500.00	-	-	-	-	-	-	-	2,500.00	214.82	2,714.82
Stearns, Galen	Selectmen	1,300.00	-	-	-	-	-	-	-	1,300.00	99.46	1,399.46
<u>ADMINISTRATION</u>												
Call, Dana	Finance Director	60,638.25	-	-	-	-	-	-	8.64 (a)	60,646.89	20,527.99	81,174.88
Davis, Kathleen	Human Resources	44,312.74	-	3,777.03	-	-	-	-	5.94 (a)	48,095.71	11,910.94	60,006.65
Devlin, Wendi	Admin Assistant	37,941.12	-	-	-	-	-	-	-	37,941.12	20,142.12	58,083.24
Sullivan, David	Town Administrator	79,531.74	-	-	-	-	-	-	44.28 (a)	79,576.02	27,548.55	107,124.57
<u>INFORMATION TECH</u>												
DeLong, Eric	Tech Director	64,355.11	-	-	-	-	-	-	30.00 (a)	64,385.11	24,856.73	89,241.84
<u>TOWN CLERK</u>												
Boylan, Sean	Deputy Town Clerk	12,262.15	-	127.22	-	-	-	-	-	12,389.37	4,896.70	17,286.07
Hobbs, Laurie	Dep. Town Clerk*	13,287.44	-	268.13	-	-	-	-	-	13,555.57	7,927.97	21,483.54
Keating, Kathleen	Asst Town Clerk*	12,761.66	-	48.03	-	-	-	-	-	12,809.69	10,697.13	23,506.82
McCartney, Linda	Asst Town Clerk*	2,771.70	-	39.41	-	-	-	-	150.00 (b)	2,961.11	385.58	3,346.69
Tuck, Joan	Town Clerk	36,316.73	-	-	-	-	-	-	-	36,316.73	2,469.75	38,786.48
<u>TAX COLLECTOR</u>												
Hunt, Alice	Deputy Collector	25,233.68	-	6,061.31	-	-	-	-	-	31,294.99	16,102.65	47,397.64
Keefe, Elaine	Asst Tax Collector	1,410.95	-	-	-	-	-	-	-	1,410.95	107.94	1,518.89
Robertson, Ruth	Tax Collector	44,327.09	-	4,625.80	-	-	-	-	-	48,952.89	5,643.36	54,596.25
<u>MAINTENANCE</u>												
Barlow, Alan	Maint. Supervi	43,826.20	-	-	-	-	-	-	-	43,826.20	22,818.59	66,644.79
Dinsmore, George	Temp Laborer/Seaks	123.63	-	-	-	-	-	-	-	123.63	9.46	133.09

2003 EMPLOYEE WAGES AND BENEFITS

DEPARTMENT/ NAME	POSITION	REGULAR SALARY	SHIFT DIFF'L	OV. TIME	HOLIDAY	CONTRACT SVCs*	INCENTIVE PAY	OT/HOL. RECALC.	OTHER	2003 TOTAL GROSS PAY	2003 BENEFITS**	2003 SALARY & BENEFITS
<u>MAINTENANCE</u>												
Garabedian, Joanne	Custodian	28,339.94	-	413.02	-	-	-	-	400.00 (c)	29,152.96	10,110.59	39,263.55
Linnemann, Fred	Temp Laborer/Seales	106.38	-	-	-	-	-	-	-	106.38	8.14	114.52
Lorentzen, Wendy	Custodian	26,998.12	-	1,137.15	-	-	-	-	268.87 (c)	28,404.14	10,036.96	38,441.10
Montgomery, Bruce	Custodian	28,829.49	-	1,491.22	-	-	-	-	400.00 (c)	30,720.71	10,316.79	41,037.50
Porter, Robert	Custodian	14,595.91	-	-	-	-	-	-	-	14,595.91	1,846.47	16,442.38
Wallace, Willard	Temp Laborer/Seales	117.88	-	-	-	-	-	-	-	117.88	9.02	126.90
<u>ELECTIONS</u>												
Griffin, Peter	Moderator	150.00	-	-	-	-	-	-	-	150.00	11.48	161.48
Moe, Jill	Supervisor	280.00	-	-	-	-	-	-	-	280.00	21.42	301.42
Skinner, Robert	Supervisor	308.00	-	-	-	-	-	-	-	308.00	-	308.00
Webster, Gail	Supervisor	336.00	-	-	-	-	-	-	-	336.00	25.72	361.72
<u>ASSESSING</u>												
Norman, Rex	Assessor	65,949.75	-	-	-	-	-	-	45.00 (a)	65,994.75	25,766.41	91,761.16
Zins, Jennifer	Admin Asst	31,627.66	-	145.86	-	-	-	-	-	31,773.52	21,126.88	52,900.40
<u>POLICE</u>												
Baumann, Cathy	Prosecutor	7,753.33	-	-	-	-	-	-	-	7,753.33	593.09	8,346.42
Bliss, Bryan	Patrolman	36,321.94	1,461.09	5,566.76	2,486.73	3,218.60	-	326.11	750.00 (c)	50,131.23	11,037.71	61,168.94
Caron, Michael	Sergeant	55,568.69	746.48	13,697.58	3,963.26	3,207.47	1,297.22	664.45	814.40 (a,c)	79,959.55	24,505.98	104,465.53
Clark, Daniel	Patrolman	36,769.93	550.00	9,345.95	2,365.82	3,515.28	-	176.77	617.00 (c)	53,340.75	11,333.49	64,674.24
Colvin, Oscar	Prosecutor	11,977.00	-	-	-	-	-	-	-	11,977.00	916.25	12,893.25
Comeau, David	Patrolman	46,968.41	1,764.25	14,632.81	3,348.58	17,400.40	2,215.85	1,453.79	802.40 (a,c)	88,586.49	20,439.61	109,026.10
Cryts, Laura	Secretary	31,322.80	-	178.68	-	-	-	-	-	31,501.48	21,174.70	52,676.18
Desilets, Stephen	Patrolman*	40,127.28	1,315.80	728.19	2,503.10	253.94	-	110.70	750.00 (c)	45,789.01	21,386.89	67,175.90
Fedele, Edward	Patrolman	49,992.00	249.99	12,465.99	2,667.20	3,074.42	1,141.16	418.01	803.60 (a,c)	70,812.37	23,409.60	94,221.97
Flynn, Jessica	Patrolman	37,497.96	472.11	6,139.37	2,514.71	496.14	-	110.14	750.00 (c)	47,980.43	10,832.72	58,813.15
Foley, Wendy	Patrolman	51,294.10	74.19	4,244.92	2,231.00	236.42	2,282.32	282.10	804.00 (a,c)	61,449.05	22,603.02	84,052.07
Lodise, Michael	Patrolman	48,952.75	380.12	6,245.19	3,269.38	474.17	2,215.85	498.45	802.40 (a,c)	62,838.31	17,358.59	80,196.90
Malisos, Greg	Patrolman	48,887.87	1,012.82	14,224.36	3,044.65	10,628.47	2,215.84	1,092.78	802.40 (a,c)	81,909.19	24,414.87	106,324.06
Moeckel, Bruce	Chief	75,744.40	-	-	-	-	-	-	819.00 (a,c)	76,563.40	23,529.32	100,092.72
Moltenbrey, Steven	Patrolman	48,825.73	109.42	15,947.98	2,902.92	1,912.36	2,215.84	926.11	802.40 (a,c)	73,642.76	23,709.30	97,352.06
Occhipinti, Chuck	Sergeant	55,617.76	584.18	5,707.84	3,373.66	568.41	2,594.45	516.53	833.12 (a,c)	69,795.95	22,643.23	92,439.18

2003 EMPLOYEE WAGES AND BENEFITS

DEPARTMENT/ NAME	POSITION	REGULAR SALARY	SHIFT DIFF'L	OV. TIME	HOLIDAY	CONTRACT SVCs*	INCENTIVE PAY	OT/HOL. RECALC.	OTHER		2003		2003 SALARY & BENEFITS
											2003 TOTAL GROSS PAY	2003 BENEFITS**	
<u>POLICE</u>													
Palermo, Louis	Patrolman	48,959.51	455.74	7,151.93	3,336.16	1,710.03	2,215.85	568.36	810.32	(a,c)	65,207.90	17,527.73	82,735.63
Record, Glen	Sergeant	50,304.11	1,944.51	13,490.14	3,370.10	7,972.64	-	646.74	807.36	(a,c)	78,535.60	24,196.30	102,731.90
Rogers, Scott	Patrolman	43,842.87	632.92	10,204.44	3,127.89	3,402.53	2,215.85	746.09	6,102.55	(acd)	70,275.14	22,922.25	93,197.39
Ryan, Norma	Records Clerk	9,400.76	-	-	-	-	-	-	-	-	9,400.76	719.04	10,119.80
Wagner, Carl	Sergeant	55,618.35	496.85	5,503.82	3,766.72	741.74	2,594.45	503.27	812.96	(a,c)	70,038.16	23,672.81	93,710.97
Yatsevich, Patrick	Captain	61,039.22	-	-	-	-	-	-	532.07	(a,c)	61,571.29	23,108.57	84,679.86
<u>DISPATCHING</u>													
Denman, Deanna	Dispatcher	30,033.21	350.05	2,361.52	2,077.25	-	-	50.87	131.50	(c)	35,004.40	16,977.16	51,981.56
Gallant, Jason	Dispatcher	28,607.29	459.85	5,483.44	1,920.96	-	-	120.54	200.00	(c)	36,792.08	11,015.74	47,807.82
Lelievre, Kathleen	Dispatcher	34,923.67	342.18	4,336.42	2,444.10	-	-	64.41	425.00	(c)	42,535.78	22,412.41	64,948.19
Morgan, Leonard	Dispatcher	34,901.20	392.75	6,857.84	1,436.11	-	-	85.06	4,455.00	(c,d)	48,127.96	11,212.72	59,340.68
Mullaney, Diane	Dispatcher	12,884.97	-	1,167.50	-	-	-	-	-	-	14,052.47	1,075.02	15,127.49
Whittemore, Paul	Dispatcher	28,570.13	812.20	2,396.93	1,920.96	-	-	115.68	400.00	(c)	34,215.90	10,727.24	44,943.14
<u>FIRE DEPARTMENT</u>													
Brown, James	Lieutenant	48,964.01	-	19,964.67	2,690.76	1,085.24	581.98	412.23	719.32	(caf)	74,418.21	14,966.74	89,384.95
Brown, William	Lieutenant	48,964.09	-	50,744.72	2,665.67	6,195.61	1,163.97	2,060.07	986.12	(caf)	112,780.25	25,268.63	138,048.88
Campbell, Gordon	Firefighter	37,554.98	-	20,938.02	2,091.55	3,635.36	1,065.65	769.46	450.00	(c)	66,505.02	25,758.82	92,263.84
Cizmada, Louis	Callfirefighter	2,298.92	-	277.52	-	-	-	-	-	-	2,576.44	197.10	2,773.54
Curran, Joseph	Callfirefighter	1,190.08	-	263.84	-	-	-	-	-	-	1,453.92	111.21	1,565.13
Curtin, James	Callfirefighter	4,345.50	-	591.18	-	17.14	-	-	-	-	4,953.82	378.94	5,332.76
Decker, Lisa	Callfirefighter	10,053.61	-	2,013.23	-	1,322.60	-	-	-	-	13,389.44	1,024.25	14,413.69
Delaney, Scott	Lieutenant	45,755.68	-	16,844.31	2,632.65	-	2,424.93	984.99	4,316.05	(cad)	72,958.61	25,082.46	98,041.07
Delaney, William	Callfirefighter	985.65	-	723.08	-	-	-	-	-	-	1,708.73	130.69	1,839.42
Demarco, Ralph	Firefighter	42,828.99	-	24,557.80	2,175.57	1,295.82	3,166.06	2,108.81	450.00	(c)	76,583.05	27,029.50	103,612.55
Dunn, Timothy	Firefighter	41,331.79	-	14,212.79	2,216.83	558.37	1,406.19	590.72	450.00	(c)	60,766.69	14,247.02	75,013.71
Hanlon, Jennifer	Firefighter	43,195.24	-	10,489.79	2,341.03	1,911.01	3,166.06	1,106.40	450.00	(c)	62,659.53	14,582.14	77,241.67
Hildebrandt, Eric	Firefighter	37,903.87	-	15,854.27	2,140.34	261.39	1,902.94	942.89	450.00	(c)	59,455.70	24,275.13	83,730.83
Hoegen, Ron	FF/Fire Inspect.*	13,807.94	-	-	-	-	-	-	-	-	13,807.94	12,852.70	26,660.64
Johnson, Wilfred	Callfirefighter	8,291.22	-	331.20	-	258.22	-	-	-	-	8,880.64	679.34	9,559.98
Kurgan, Gary	Firefighter	37,499.30	-	11,712.51	2,187.84	348.52	456.71	178.41	450.00	(c)	52,833.29	23,949.09	76,782.38
McPherson, Tom	Deputy Fire Chief	52,001.06	-	3,138.61	-	-	-	-	243.00	(a,c)	55,382.67	23,557.10	78,939.77
Merrill, William	Firefighter	37,105.07	-	17,656.53	1,975.67	411.69	456.71	263.43	450.00	(c)	58,319.10	24,683.14	83,002.24

2003 EMPLOYEE WAGES AND BENEFITS

DEPARTMENT/ NAME	POSITION	REGULAR SALARY	SHIFT DIFF'L	OV. TIME	HOLIDAY	CONTRACT SVCs*	INCENTIVE PAY	OT/HOL. RECALC.	OTHER	2003 TOTAL GROSS PAY	2003 BENEFITS**	2003 SALARY & BENEFITS	
<u>FIRE DEPARTMENT</u>													
Messier, Donald	Fire Chief	62,936.28	-	-	-	-	-	-	37.80	(a)	62,974.08	25,443.55	88,417.63
Mistretta, Michael	Firefighter	43,195.26	-	6,597.87	2,383.43	783.60	2,395.94	559.77	450.00	(c)	56,365.87	24,399.09	80,764.96
Moltenbrey, Jay	Lieutenant	48,964.07	-	23,661.95	2,729.50	1,110.21	4,170.88	2,380.63	457.56	(a,c)	83,474.80	28,001.13	111,475.93
Norton, David	Callfirefighter	8,528.55	-	471.91	-	-	-	-	-	-	9,000.46	688.53	9,688.99
Ramsden, Patricia	Secretary	31,873.46	-	1,248.32	-	-	-	-	900.00	(b)	34,021.78	4,573.73	38,595.51
Richards, Kimberly	Callfirefighter	3,070.68	-	681.98	-	-	-	-	-	-	3,752.66	287.06	4,039.72
Savard, Scott	Firefighter	43,195.23	-	11,607.43	2,318.89	824.82	2,909.35	1,016.02	450.00	(c)	62,321.74	24,933.20	87,254.94
Specian, Michael	Callfirefighter	7,789.78	-	1,504.89	-	15.24	-	-	-	-	9,309.91	712.25	10,022.16
Taylor, Robert	Firefighter	27,279.14	-	8,547.11	1,247.76	573.18	-	-	450.00	(c)	38,097.19	13,593.53	51,690.72
Tieland, Steven	Callfirefighter	5,131.11	-	463.50	-	-	-	-	-	-	5,594.61	427.98	6,022.59
Vanvoorhis, Steve	Callfirefighter	430.04	-	-	-	-	-	-	-	-	430.04	32.92	462.96
Worthington, Don	Firefighter	43,327.85	-	22,743.75	2,223.93	6,143.06	2,652.64	1,904.45	450.00	(c)	79,445.68	27,227.78	106,673.46
Zins, Scott	Firefighter Mechanic	43,848.17	-	20,374.61	2,377.34	1,336.52	2,539.49	1,017.27	450.72	(a,c)	71,944.12	26,514.35	98,458.47
<u>PLANNING/DEVELOP</u>													
Charland, Nancy	Planning Bd Sec.	13,236.94	-	-	-	-	-	-	-	-	13,236.94	1,674.53	14,911.47
Flanders, Bruce	Building Inspect.*	13,117.88	-	-	-	-	-	-	4,243.59	(a,e)	17,361.47	9,079.65	26,441.12
Gray, Virginia	Secretary	32,359.98	-	-	-	-	-	-	-	-	32,359.98	16,760.62	49,120.60
Kovolyan, Patricia	ZBA/CC Secretary	14,926.63	-	-	-	-	-	-	-	-	14,926.63	1,888.24	16,814.87
Logan, Margo	Intern	4,775.00	-	-	-	-	-	-	-	-	4,775.00	365.29	5,140.29
Madigan, Edward	PT Inspector*	14,081.42	-	-	-	-	-	-	-	-	14,081.42	1,077.22	15,158.64
Preble, Ron	PT Inspector	15,819.84	-	282.80	-	-	-	-	-	-	16,102.64	5,776.99	21,879.63
Tierney, James	PT Inspector	6,267.59	-	-	-	-	-	-	-	-	6,267.59	479.49	6,747.08
Turner, Alfred	Planning Direct.	72,137.75	-	-	-	-	-	-	129.00	(a)	72,266.75	26,652.39	98,919.14
Warren, Walter	Asst Planner*	45,387.83	-	6,074.34	-	-	-	-	7.20	(a)	51,469.37	22,261.83	73,731.20
<u>SOLID WASTE</u>													
Bell, Lesley	Operator 1	36,635.67	-	520.58	827.03	-	-	-	316.80	(c)	38,300.08	17,526.37	55,826.45
Bleeker, Kevin	Truck Driver	20,994.49	-	-	-	-	-	-	-	-	20,994.49	1,606.09	22,600.58
Dobson, Robert	Operator 2	36,934.72	-	1,754.84	840.94	-	-	-	43.16	(c)	39,573.66	22,228.67	61,802.33
Holm, Wayne	Supervisor/Driver	45,098.51	-	755.41	1,018.10	-	-	-	402.40	(a,c)	47,274.42	18,050.25	65,324.67
Lorentzen, Chris	Operator 1	35,911.52	-	233.41	267.49	-	-	-	200.00	(c)	36,612.42	11,118.79	47,731.21
Parsons, Ralph	Laborer	29,239.08	-	304.88	457.52	-	-	-	-	-	30,001.48	3,302.95	33,304.43
Poulson, David	Transfer Mgr.	62,582.18	-	-	-	-	-	-	508.36	(a,c)	63,090.54	22,258.91	85,349.45

2003 EMPLOYEE WAGES AND BENEFITS

DEPARTMENT/ NAME	POSITION	REGULAR SALARY	SHIFT DIFF'L	OV. TIME	HOLIDAY	CONTRACT SVCS*	INCENTIVE PAY	OT/HOL. RECALC.	OTHER	2003 TOTAL GROSS PAY	2003 BENEFITS**	2003 SALARY & BENEFITS
<u>ROADS</u>												
Hindes, Steven	Highway Laborer	32,249.15	-	6,273.77	28.77	-	-	-	-	38,551.69	17,422.50	55,974.19
McCartney, John	Highway Agent	63,232.24	-	-	-	-	-	-	57.96 (a)	63,290.20	25,437.51	88,727.71
<u>ANIMAL CONTROL</u>												
Butterfield, Charles	Dep. AC Officer	1,568.64	-	-	-	-	-	-	-	1,568.64	120.01	1,688.65
Seifert, Alfred	AC Officer	11,675.25	-	-	-	-	-	-	-	11,675.25	893.20	12,568.45
<u>RECREATION</u>												
Alosso, Jodie	Beach Staff	4,062.32	-	-	-	-	-	-	-	4,062.32	310.77	4,373.09
Caten, Holly	Beach Staff	2,273.29	-	-	-	-	-	-	-	2,273.29	173.92	2,447.21
Gallagher, Colleen	Beach Staff	5,404.84	-	-	-	-	-	-	-	5,404.84	413.50	5,818.34
Harland, Jason	Beach Staff	2,710.16	-	-	-	-	-	-	-	2,710.16	207.33	2,917.49
Maroon, Bethany	Beach Staff	3,344.88	-	-	-	-	-	-	-	3,344.88	255.88	3,600.76
Misra, Rebecca	Beach Staff	1,981.95	-	-	-	-	-	-	-	1,981.95	151.63	2,133.58
Moser, Kristin	Beach Staff	3,890.04	-	-	-	-	-	-	-	3,890.04	297.59	4,187.63
Samsel, Abigail	Beach Staff	999.12	-	-	-	-	-	-	-	999.12	76.41	1,075.53
Stearns, Dwight	Beach Staff	2,827.46	-	-	-	-	-	-	-	2,827.46	216.29	3,043.75
<u>LIBRARY</u>												
Barrett, John	Library Director*	59,335.15	-	-	-	-	-	-	949.68 (a,b)	60,284.83	8,699.93	68,984.76
Chen, Yi-Ching	Circulation Svcs Lib	24,593.78	-	7.07	-	-	-	-	-	24,600.85	19,405.93	44,006.78
Corvi, Alberta	Catalog Librn*	19,394.52	-	-	-	-	-	-	16,319.83 (e)	35,714.35	16,692.10	52,406.45
Day, Jena	Librn Admin Asst	17,487.77	-	59.11	-	-	-	-	-	17,546.88	1,342.21	18,889.09
Freeston, Lois	Reference/ILL Librn	45,040.61	-	1,197.40	-	-	-	-	3.44 (a)	46,241.45	23,144.91	69,386.36
Frey, Karen	Library Assistant	3,104.27	-	-	-	-	-	-	-	3,104.27	237.48	3,341.75
Marietta, Terrie	Library Assistant	5,658.24	-	-	-	-	-	-	-	5,658.24	432.88	6,091.12
Mayr, Diane	Adult Svcs/Coll Dev	32,167.78	-	1,553.63	-	-	-	-	-	33,721.41	11,100.79	44,822.20
McCue, Angela	Asst. Youth Svcs Lib	26,632.54	-	758.81	-	-	-	-	900.00 (b)	28,291.35	2,355.72	30,647.07
Miloro, Michael	Library Assistant	9,704.74	-	-	-	-	-	-	-	9,704.74	742.51	10,447.25
Nagle, Barbara	Library Assistant	16,802.13	-	-	-	-	-	-	-	16,802.13	1,285.46	18,087.59
Rittenhouse, Elaine	Tech Services Lib	37,067.61	-	-	-	-	-	-	-	37,067.61	17,365.85	54,433.46
Sanderling, Marija	Asst Library Direct*	38,125.22	-	-	-	-	-	-	3,750.85 (a,e)	41,876.07	16,967.15	58,843.22
Shea, Carolyn	Tech Services Lib	38,912.13	-	-	-	-	-	-	-	38,912.13	17,618.39	56,530.52
Strauss, Elizabeth	Youth Service Lib.	23,438.11	-	-	-	-	-	-	149.68 (e)	23,587.79	20,257.48	43,845.27

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2003 EMPLOYEE WAGES AND BENEFITS

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DEPARTMENT/ NAME	POSITION	REGULAR SALARY	SHIFT DIFF'L	OV. TIME	HOLIDAY	CONTRACT SVCS*	INCENTIVE PAY	OT/HOL. RECALC.	OTHER	2003 TOTAL GROSS PAY	2003 BENEFITS**	2003 SALARY & BENEFITS
EMERGENCY MGT												
Horaj, Mary Ann	Secretary	1,751.32	-	-	-	-	-	-	-	1,751.32	134.00	1,885.32
CABLE												
Daddona, James	Coordinator	39,991.60	-	961.91	-	-	-	-	375.00 (b)	41,328.51	17,319.25	58,647.76
		3,765,777.07	14,607.50	515,169.13	97,909.87	86,900.62	53,664.18	25,772.51	67,597.73	4,627,398.61	1,560,193.12	6,187,591.73

* - Individual who terminated employment with Town during 2003

(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 - \$75/month

(c) refers to taxable portion of clothing allowance

(d) refers to disability pay from insurance company

(e) refers to earn time buyout at time of termination

(f) refers to longevity pay

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

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http://www.windhamnewhampshire.com/



OFFICIAL MUNICIPAL WEBSITE
Windham, N.H.
Old Values ~ New Horizons



OUR MISSION: "To provide the highest quality public service through professionalism dedicated to excellence."

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Highway Safety Committee - Microsoft Internet Explorer
http://www.windhamnewhampshire.com/board/hsc.htm



Highway Safety Committee

The Highway Safety Committee is currently chaired by the Town Administrator, and is composed of various town Department Heads. The Committee meets once a month, when necessary, and is charged with ensuring the safety of the Town of Windham's roadways through review and discussion of issues and subsequent recommendations made to the Board of Selectmen for implementation/implementation of signage, repairs and maintenance, striping, and the like.

Residents who have a concern or issue relating to Highway Safety are asked to complete an electronic **Highway Safety Committee Request**. Any written correspondence should be directed to: **Chairman, Highway Safety Committee, PO Box 120, Windham, NH 03087-0120**.

An archive of **Committee Minutes** is now available online.

Currently serving on the Committee are:

- David Sullivan, Town Administrator, Chairman
- Alan Barlow, Maintenance Supervisor
- Jack McCarty, Highway Agent
- Don Messier, Fire Chief
- Ronnie Morcel, Chief of Police

Guestbook - Microsoft Internet Explorer
http://www.windhamnewhampshire.com/guestbook.htm



Welcome to our Guestbook!

Can't find your post? You may need to refresh your browser :-)

- e-mail: ingigman7@comcast.net
- Date: Saturday, January 10, 2004
- Time: 06:21 PM

Comments

Nice site...excellent way to serve the community. Larry D aka Slugging Man

- e-mail: hajtraj@yahoo.com
- Date: Tuesday, December 16, 2003
- Time: 01:40 AM

Comments

Notices & Postings - Microsoft Internet Explorer
http://www.windhamnewhampshire.com/noticeposting.htm



Public Notices & Postings

PUBLIC HEARING NOTICE

General Government \$ 1,642,470.00

The Board of Selectmen will hold a public hearing at 7:45 pm on January 26, 2004 at the Planning and Development Building to consider whether or not to remove the curbed island / barrier installed at the intersection of Cardinal and Crooke Road.

Posted January 13, 2004

LEGAL NOTICE

PUBLIC HEARING NOTICE

The Board of Selectmen will hold a public hearing on the proposed Town Budget and Warrant for 2004 on Monday, January 12, 2004 at 7:15 pm at the Planning and Development Department, in accordance with RSA 32. A second hearing, if necessary, will be held on Thursday, January 15, 2004 at 7:00 pm, at the Planning and Development Department. The proposed budget figures are as follows:

Local Services and Links

UTILITY SERVICES	MEDICAL FACILITIES	RELIGIOUS SERVICES
INFORMATIONAL SERVICES	BANKING FACILITIES	REALTOR SERVICES
SHOPPING FACILITIES	CHILD CARE PROVIDERS	VETERINARY CARE
LOCAL ORGANIZATIONS	REGIONAL/STATE LINKS	MISCELLANEOUS LINKS

UTILITY SERVICES

Cable Provider:

NOTE: Any data contained herein is intended to be the information processor only, and has been routinely used for business purposes. With the exception of our state provided, with whom a business agreement is in effect, we do not warrant the accuracy or timeliness of the information contained herein. The information is provided as a service of Windham without any liability for the value or performance of same. If you wish to file a claim against inclusion, please do so on-line.

Event Calendars - Microsoft Internet Explorer
http://www.windhamnewhampshire.com/noticeposting.htm



Event Calendars

Use the links below to find out what's coming up in Windham!

WINDHAM TOWN EVENTS



"...Government of the people, by the people, for the people, shall not perish from the Earth." Abraham Lincoln, Gettysburg Address, November 19, 1863

WINDHAM COMMUNITY CALENDAR OF EVENTS



Planning Department - Microsoft Internet Explorer
http://www.windhamnewhampshire.com/dept/plandevp.htm



Planning and Development

Location: 3 North Lowell Road
Hours of Operation: 8A-4P, M-F
Ph: (603) 432-3806
Fax: (603) 432-7362



Allard Turner, Planning Director

The Planning and Development Department offers the following links, with more information coming soon!

From Lowell Road:

- Exit 3, Left onto Route 111W
- Straight through first set of lights at Village Green
- Right at second set of lights onto North Lowell Road
- Planning Department is directly to the left above the old Fire Station
- Access is via ramp in rear

From Nahsawhatchuck:

www.WindhamNewHampshire.com