

ANNUAL REPORTS

OF THE

OFFICERS, TRUSTEES, AGENTS, COMMITTEES,
AND ORGANIZATIONS

OF THE

TOWN OF WINDHAM

NEW HAMPSHIRE



FOR THE YEAR

2010

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ON THE COVERS



2010 saw the near completion of two (2) separate, yet distinctly related projects in the Town. As shown on our front cover, the Highway Department successfully relocated their base of operations to the newly constructed Salt Shed on Haverhill Road. This move came after years of working in the cramped, inefficient confines of the Windham Depot, and was initiated by changing State and Federal requirements regarding salt storage.



As shown in the photo to the left, the historic Depot freight building, which was in an increasing state of disrepair, served as the Highway Department's garage facility and was hardly large enough accommodate the Department's primary truck.

The site surrounding the Depot building, shown to the right, was utilized for equipment storage, with the salt/sand storage area being located in the rear. These two buildings combined left the bulk of the Town's equipment, as well as its sand stores, exposed to the elements.



The salt shed, as shown here and on our front cover, allows for 2500 tons versus 120 tons of covered sand/salt storage space, and meets current environmental standards for containment. Coupled with the four-bay garage facility, The Town's snow control/removal materials and equipment are no longer exposed to the elements thereby degrading in quality and posing potential environmental impacts.

The support for the Salt shed was overwhelming at the Municipal level, and its successful passage at Town meeting allowed for the completion of that project reflected on the rear cover of these Annual Reports; restoration of the historic Depot buildings.

ON THE COVERS

Endeavors to restore the Depot have been ongoing for several years. Shown here, in this undated photo, the Windham Depot was once a bustling station along the B & M line.



Photo courtesy of Mark Samsel

The restoration project encompassed the exteriors of the freight building and Depot itself. Much care was put into the latter, such as the duplication of the remaining bits of gingerbread trim.

At one point in the past, an addition was added to the freight building, which was removed as part of the project.



Photo courtesy of Mark Samsel



Photo courtesy of Mark Samsel

With the exterior renovation/restoration completed, the Town can now explore additional grants that may be available to complete a full interior restoration of the Depot.

TOWN OFFICIALS



BOARD OF SELECTMEN

Charles McMahon, Chair - 2011

Galen Stearns – 2011
Ross McLeod – 2012

Roger Hohenberger – 2012
Bruce Breton – 2013

TOWN ADMINISTRATOR

David Sullivan

ASSISTANT TOWN ADMINISTRATOR - FINANCE

Dana Call

TOWN CLERK

Nicole Merrill – 2012

TAX COLLECTOR

Ruth Robertson

MODERATOR

Peter Griffin – 2013

TREASURER

Robert Skinner – 2012

TOWN ASSESSOR

Rex A. Norman, CNHA

CHIEF OF POLICE

Gerald Lewis

FIRE CHIEF/ WARDEN

Thomas L. McPherson, Jr.

COMMUNITY DEVELOPMENT DIR.

Laura Scott

HIGHWAY AGENT

Jack McCartney

HEALTH OFFICER

David Poulson

IT DIRECTOR/GIS

Eric DeLong

HUMAN SERVICES

Kathleen Davis

TRANSFER STATION MANAGER

David Poulson

RECREATION COORDINATOR

Cheryl Haas

LIBRARY DIRECTOR

Carl Heidenblad

MAINTENANCE MANAGER

Allan Barlow

ANIMAL CONTROL OFFICER

Alfred Seifert

CABLE STUDIO COORDINATOR

Kelly McLaughlin

TRUSTEES OF TRUST FUNDS

Alphonse Marcil, Jr., Chair – 2011

Karen Marcil – 2012

TRUSTEES OF CEMETERY

Wendi Devlin, Chair – 2013

Gail Webster – 2011

TRUSTEES OF MUSEUM

Jean Manthorne, Chair – 2013

Dennis Root – 2011

Kim Monterio – 2012

SUPERVISORS OF THE CHECKLIST

Robert Skinner, Chair – 2014

Candy Johnson – 2012

Jill Moe – 2011

TRUSTEES OF LIBRARY

Mark Branoff – 2011

Anne Marie O'Neil – 2011

Carolyn Webber – 2012

Joe Siegel – 2011

Patricia Barstow – 2013

Mary Lee Underhill – 2013

Norman Boutillette – 2013

TOWN OFFICIALS

PLANNING BOARD

Phil Lochiatto, Chair – 2011
Rick Okerman – 2011
Bruce Richardson – 2011
Pam Skinner – 2012
Kristie St. Laurent – 2013
Ruth-Ellen Post – 2013
Bruce Breton, Selectmen – 2011
Ross McLeod, Selectman Alt. – 2011
Louis Hersch, Alternate – 2011
Sy Wrenn, Alternate – 2011
Lee Maloney, Alternate – 2011

ZONING BOARD OF ADJUSTMENT

Mark Samsel, Chair – 2011
Tom Murray – 2012
Dianna Fallon – 2012
Heath Partington – 2013
Elizabeth Dunn – 2013
Jonathan Sycamore, Alternate – 2011
Michael Scholz, Alternate – 2012
Jim Tierney, Alternate – 2013
John Alosso, Alternate – 2013

CONSERVATION COMMISSION

Jim Finn, Chair – 2013
Wayne Morris – 2011
Pam Skinner – 2011
Lisa Ferrisi – 2011
Dennis Senibaldi – 2012
Brian Dellorfano – 2012
John McRobbie, Alternate – 2011
Bernie Roulliard, Alternate – 2012

HIGHWAY SAFETY COMMITTEE

Thomas McPherson, Chair – Fire Chief
Gerald Lewis, Chief of Police
Jack McCartney, Highway Agent
Laura Scott, Community Dev. Director
Al Barlow, Maintenance Supervisor
Robert Coole, Citizen

HISTORIC DISTRICT/HERITAGE CMSN.

Carol Pynn, Chair – 2011
Nancy Kopec – 2011
Jerry Parsons – 2013
Galen Stearns, Selectmen – 2011
Carolyn Webber, Alternate – 2012
Beth Talbott, Alternate – 2012
Kay Normington, Alternate – 2012

ROCKINGHAM PLANNING CMSN.

Carl Griffin – 2014
Peter Griffin – 2013
Eileen Maloney – 2011

CAPITAL IMPROVEMENTS COMMITTEE

Rob Gustafson, Citizen Member, Chair – 2013
Jack Merchant, Citizen Member - 2011
Nancy Pendergast, Planning Board Member
Lee Maloney, Planning Board Member
Galen Stearns, Selectman Member
Roger Hohenberger, Selectman Alternate
Ed Gallagher, School Board Member
Dennis Senibaldi, Citizen Member – 2012

CABLE ADVISORY BOARD

Margaret Case, Chair – 2012
Mary Griffin – 2011
Leo Hart – 2011
Alan Shoemaker – 2012
Barbara Coish – 2012
Nicole Merrill – 2013
Donna Mauro, Alternate – 2012

RECREATION COMMITTEE

Ralph Valentine, Chair – 2012
Chris O'Neil – 2011
Glen Yergeau – 2011
Lynn Goldman – 2012
Bill Brennan – 2012
Dennis Senibaldi – 2013
Barry Goldman – 2013
Kyle DaCruz, Alternate – 2012

HISTORICAL COMMISSION

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

HOUSING AUTHORITY

Charles McMahon, Chair – 2011
Leo Hart – 2012
Grace Marad – 2013
John Alosso – 2014
Mary Griffin – 2015

TOWN OFFICIALS

MEETING SCHEDULES

The **Board of Selectmen** meet Monday evenings at 7:00 PM at the Community Development Department. Persons interested in meeting with the Selectmen should contact the Administrative Assistant at 432-7732.

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

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

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

The **Historic District/Heritage Commission** meets the second Wednesday of each month at the Bartley House (Administrative Offices) at 4:00 PM.

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

The following boards and/or committees have no regular meeting schedule, rather they meet as is necessary or required: **Trustees of Trust Funds, Cemetery Trustees, Trustees of Museum, Supervisors of the Checklist, Capital Improvements Committee** and the **Housing Authority**.

HOW TO VOLUNTEER

Volunteers are always needed and welcomed! Most volunteer positions are appointed in June of each year by the Board of Selectmen, including the: Cable Advisory Board, Conservation Commission, Depot Advisory Committee, Historic District/Heritage Commission, Historic Commission, Housing Authority, Recreation Committee, Technical Advisory Committee, and Trustees of the Museum. Citizen members of the Capital Improvements Committee are appointed by the Planning Board, and alternates to the Zoning Board of Adjustment and Planning Board are appointed by those Boards respectively. If you are interested in volunteering your time to any of these groups, a letter of interest should be submitted to the Town Administrator @ PO Box 120. Submission of your interest is not a guarantee of appointment. Your information will remain on file until a vacancy arises, at which the time Board will review all submissions and appoint those candidates deemed best for the position.

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

SENATE BILL 2 SESSIONS



DELIBERATIVE SESSION

February 6, 2010

The Annual Deliberative Session was held on February 6, 2010 at a new location, Windham High School. The meeting opened at 9:05 am. Peter Griffin made a motion to recess the Town Portion of the Deliberative Session, so that the School portion can conduct their part; being that this is the first time that the School and Town held their Deliberative Session at the same time. Motion made and seconded.

At 11:09 am the Town part of the Deliberative Session reconvened. The introductions were made for Administrator David Sullivan, Assistant Administrator Dana Call, Town Clerk Nicole Merrill, Board of Selectmen, and Town Attorney Bernard Campbell. The salute to the flag was made and Moderator Peter Griffin gave instruction on how our Deliberative Session works. Moderator Peter Griffin also made the motion to allow non-residents to stay for the duration and the motion was affirmed. Discussion to follow:

ARTICLE 4. To see if the Town will vote to raise and appropriate the sum of Nine Hundred Sixty thousand, and no 100ths (\$960,000.00) Dollars for the purpose of engineering and constructing a highway facility including salt shed, garage, and associated site improvements on the Town owned property 11-A-300 (land next to the Transfer Station) and to authorize the withdrawal of \$350,000 from the Capital Reserve Fund established for this purpose and to be applied towards funds raised and appropriated, with the balance of \$610,000 to come from general taxation. This will be a non-lapsing account per RSA 32:7, VI and will not lapse for a period of three (3) years. This article is part of the Capital Improvement Program.

Motion made by C. McMahon and seconded by several to **AMEND** Article 4. Voted in the **AFFIRMATIVE** to read as follows: "To see if the Town will vote to raise and appropriate the sum of Nine Hundred Sixty thousand, and no 100ths (\$960,000.00) Dollars for the purpose of engineering and constructing a highway facility including salt shed, garage, and associated site improvements on the Town owned property 11-A-300 (land next to the Transfer Station) and to authorize the withdrawal of \$350,000 from the Capital Reserve Fund established for this purpose and to be applied towards funds raised and appropriated, with the balance of \$610,000 to come from general taxation. **Further to authorize the Board of Selectmen to apply any federal, state or private funds made available therefore toward the cost of the project.** This will be a non-lapsing account per RSA 32:7, VI and will not lapse for a period of three (3) years. This article is part of the Capital Improvement Program."

C. McMahon explained that this article is part of the Capital Improvement Program. The funds are to be used towards the construction of a Highway Garage and Salt Shed, including necessary site work, etc. The intent is to use the \$350,000 balance already raised in the Capital Reserve Fund for this project along with \$610,000 from this year's appropriation. This project can be done with current appropriations while still maintaining a \$0 increase in the overall Town budget appropriation from last year. Motion made and seconded to place Article 5 on the Ballot as amended. Voted in the **AFFIRMATIVE**.

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

R. Hohenberger explained that as far as the Property Trust goes, there is no change in the requested appropriations from 2009. The current balance of the trust at 12/31/09 is \$40,900+/-, much of these funds having already been committed to current projects. Funding for 2010 has not yet been allocated, but four main projects will receive priority – (1) Resurfacing the Griffin Park tot playground surface (\$19,500 estimate), (2) Painting the exterior (mainly trim surfaces) of the Fire and Police Stations (\$8,000 estimate), (3) completing the renovation of the Town Hall first floor – Assessing Office area (\$4,000 estimate), and (4) reestablishing vapor barrier in basement of Armstrong Building (pending estimate). Motion made and seconded to place Article 5 on the Ballot as written. Voted in the **AFFIRMATIVE**.

SENATE BILL 2 SESSIONS

ARTICLE 6. To see if the Town will vote to ratify the latest negotiated collective bargaining agreement entered into by the Selectmen and Local Union 3657 AFSCME (Police Union) for the period April 1, 2010 to March 31, 2011 under the terms and conditions of said contract which is to expire on March 31, 2011. Note that no additional monies are required beyond that which is already included in the Operating Budget, Article 15, those monies representing the funds needed to provide the same level and types of benefits, retirement, and step increases to those eligible under the current wage scale. Pursuant to RSA 273-A:12, if approved, the terms of this collective bargaining agreement, including the pay plan, but excluding cost of living increases, will continue in force and effect until a new agreement is executed.

Motion made by C. McMahon and seconded by B. Breton to **AMEND** Article 6 to read as follows: “To see if the Town will vote to ratify the latest negotiated collective bargaining agreement entered into by the Selectmen and Local Union 3657 AFSCME (Police Union) for the period April 1, 2010 to March 31, 2011 under the terms and conditions of said contract which is to expire on March 31, 2011. Note that no additional monies are required beyond that which is already included in the Operating Budget, Article 15, those monies representing the funds needed to provide the same level and types of benefits, retirement, and step increases to those eligible under the current wage scale (**the latter totaling \$12,350**). Pursuant to RSA 273-A:12, if approved, the terms of this collective bargaining agreement, including the pay plan, but excluding cost of living increases, will continue in force and effect until a new agreement is executed.”

C. McMahon explained about how the current pay scale will remain in place for this one year contract with no increases. He also explained that in accordance with the new State law that eligible employees will still receive their step increases based on the current scale in place. The last point that C. McMahon stated is that Employees co-payment amounts as of March 31, 2010 will remain the same for the duration of the contract and not be changed until a new agreement beyond March 31, 2011 is in place. Motion made and seconded to place Article 6 on the ballot as **AMENDED**.

ARTICLE 7. To see if the Town will vote to ratify the latest negotiated collective bargaining agreement entered into by the Selectmen and Local Union 1801 AFSCME (Municipal Union) for the period April 1, 2010 to March 31, 2011 under the terms and conditions of said contract which is to expire on March 31, 2011. Note that no additional monies are required beyond that which is already included in the Operating Budget, Article 15, those monies representing the funds needed to provide the same level and types of benefits, retirement, and step increases to those eligible under the current wage scale. Pursuant to RSA 273-A:12, if approved, the terms of this collective bargaining agreement, including the pay plan, but excluding cost of living increases, will continue in force and effect until a new agreement is executed.

Motion made by C. McMahon and seconded by B. Breton to **AMEND** Article 7 to read as follows: “To see if the Town will vote to ratify the latest negotiated collective bargaining agreement entered into by the Selectmen and Local Union 1801 AFSCME (Municipal Union) for the period April 1, 2010 to March 31, 2011 under the terms and conditions of said contract which is to expire on March 31, 2011. Note that no additional monies are required beyond that which is already included in the Operating Budget, Article 15, those monies representing the funds needed to provide the same level and types of benefits, retirement, and step increases to those eligible under the current wage scale (**the latter totaling \$6,270**). Pursuant to RSA 273-A:12, if approved, the terms of this collective bargaining agreement, including the pay plan, but excluding cost of living increases, will continue in force and effect until a new agreement is executed.”

C. McMahon went into more detail about how the COLA has a 0% increase, how the eligible employees will still receive their step increases based on the current scale in place, the employees co-payment amounts as of March 31, 2010 will remain the same for the duration for the contract and not be changed until the new agreement beyond March 31, 2011 is in place. He also mentioned that the contract provides for the creation of “advisory committees” consisting of two members of both the Union

SENATE BILL 2 SESSIONS

Membership and Town Officials to develop an updated wage survey for unit members. Basically in whole, the conclusion that C. McMahon specified is that there were no cost impacts. Motion made and seconded to place Article 7 on the ballot as **AMENDED**.

ARTICLE 8. To see if the Town will vote to raise and appropriate the sum of \$20,000, said amount to be withdrawn from the balance in the previously established Searles Special Revenue Fund for payment of both marketing related and maintenance related costs. Approval of this article will have no additional impact on the tax rate.

B. Breton explained that the intent of this Article is to authorize a combined total expenditure of \$20,000 for paying marketing cost as well as maintenance cost relative to the rentals of the Searles building. Typically, the town expends approximately \$8,000-\$9,000 on marketing costs and between \$3,000-\$4,000 on maintenance costs annually. As of 12/31/09, the revenue fund has approximately \$13,440 in the account, however all but \$6,125 has already been encumbered in other projects. B. Breton also made aware that this was the same level that was requested last year. Motion made and seconded to place Article 8 on the ballot **AS WRITTEN**.

ARTICLE 9. To see if the Town will vote to raise and appropriate the sum of \$12,160, said amount to be withdrawn from the balance in the previously established Searles Special Revenue Fund for the purposes of paying the principal and interest on the outstanding loan taken to fund renovations and repairs to the West wing of the building in 2003. Should this article pass, the debt service account in the approved operating budget from Article 15 will be reduced by a sum \$12,160. Approval of this article will have no additional impact to the tax rate.

B. Breton summarized this Article by saying that the intent of the Article is to authorize the expenditure for paying the principal and interest costs associated with the bond taken out to renovate the West wing in 2003. This request is in accordance with the affirmative vote on Article 6 of the 2003 Town Meeting. As of 12/31/09, the revenue fund has approximately \$13,440 in the account, however all but \$6,125 has already been encumbered in other projects. Motion made and seconded to place Article 9 on the ballot **AS WRITTEN**.

ARTICLE 10. To see if the Town will vote to raise and appropriate the sum of \$2,350 for the Conservation Commission, and authorize the Selectmen to transfer all unexpended Conservation Commission funds as of December 31, 2010 to the Conservation Fund in accordance with RSA 36-A:5.

R. McLeod explained that the 2010 Budget request for Conservation is \$2,350 representing an increase of \$0 or 0.00% from the 2009 appropriation of \$2,350. Motion made and passed to place Article 10 on the ballot **AS WRITTEN**.

ARTICLE 11. Shall we permit the public library to retain all money it receives from its income-generating equipment to be used for general repairs and upgrading and for the purchase of books, supplies and income-generating equipment?

R. McLeod went into detail about how this Article is requested by the Library Trustees. Under RSA 202-A:11-a, libraries, if approved by a Town Meeting vote, it can be allowed to retain all monies received from its income-generating equipment in a non-lapsing account and used for general repairs, upgrading and the purchase of books, supplies, and other income-generating equipment. Motion made and seconded to place Article 11 on the ballot **AS WRITTEN**.

ARTICLE 12. Shall the town modify an Exemption for the elderly under the provisions of RSA 72:39-b as follows: for a person 65 years of age up to 75 years, \$160,000; for a person 75 years of age up to 80 years, \$190,000; for a person 80 years of age or older, totally exempt. To qualify, the person must have been a New Hampshire resident for at least 3 consecutive years and own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married for at least 5 consecutive years. In addition, the taxpayer must have a net income of not more than \$45,000, or if married, a combined net income of less than \$55,000; and own net assets not in excess of \$160,000 excluding the value of the person's residence as described in RSA 72:39-a (I).

SENATE BILL 2 SESSIONS

R. Hohenberger explained that the intent of this article is to amend the eligibility criteria for receiving elderly exemptions by increasing the income threshold allowances for singles from \$40,000 to \$45,000; for married couples from \$50,000 to \$55,000, and the allowed assets from \$150,000 to \$160,000. Currently, there are 67 residents who will receive these exemptions (24 ages 65-74; 17 ages 75-79, and 26 over age 80). In 2008 the totals were 84 (34, 24, and 26 respectively) due to 17 individuals being disqualified due to either their incomes (8 of the total) or assets (9 of the total) exceeding the allowances. The highest allowances across the State is \$50,000 for single and \$60,000 for married and for those towns who provided a higher asset allowance (15 in total) the average allowed is \$243,850. Motion made and seconded to put Article 12 on the ballot **AS WRITTEN**.

ARTICLE 13. By Petition of Richard Horrigan and others “To see if the Town will vote to discontinue Wyman Road, an abandoned Class V road, in its entirety.

G. Stearns specified that this Article 13 would be presented by petitioners; however, the petitioner wasn’t present. G. Stearns offered some more information on that particular Article instead. He said that the road is located across from Exit 3, abuts approximately six (6) parcels of land, all of which except one is owned by the State of NH. Much of the road no longer exists physically as it has been removed as part of the RTE 93 improvements. If approved, Wyman Road would permanently be discontinued with the abutting lots assuming ownership of the land to the center line of the existing roadway. R. McLeod also mentioned that the enabled parcel was a more workable piece of land and that it would be beneficial for town if anything. Motion made and seconded to put Article 13 on the ballot **AS WRITTEN**.

ARTICLE 14. By Petition of Jeff Spanos and others “To see if the Town will vote to approve the following resolution to be forwarded to our State Representative(s), our State Senator, the Speaker of the House, and the Senate President. Resolved: The citizens of New Hampshire should be allowed to vote on an amendment to the New Hampshire Constitution that defines “marriage”.

This Article was presented by David Bates, one of the petitioners that were involved. He went into an explanation about how if the Article were to pass then it would be only an advisory to clarify what it read on the NH Constitution, between “man and woman”. He also went into detail about how it wouldn’t be a radical change, but it should be put before the voters.

J. Hebert stated that there was discrimination on the Article and he wants to see the people concentrate on more important issues. B. Dunn seconded J. Hebert’s statement about having the Town concentrate on Town issues. B. Dunn then made a motion to **AMEND** and seconded by several for Article 14 to read as follows: “To see if the voters of the Town of Windham, are in favor of peace and prosperity.”

R. McLeod went in support of B. Dunn’s amendment saying that he didn’t want to drag the Town in as a pawn for the State process.

A. Difruscia is in support of the amendment. He went into detail on how this change would go backwards on the Constitution rather than forward. He also went into explanation of how discriminatory this Article is. There was a motion by A. Difruscia to **MOVE THE QUESTION**. Voted in the **NEGATIVE**. Motion **DEFEATED**.

After some more debates on the pros and cons of the Article there was a Secret Ballot Vote requested by two different parties for the Amendment that was presented. After receiving the Secret Ballot Vote request Moderator Griffin opened the polls at 12:45pm and declared that there was to be a recess for 20 minutes while residents voted and Officials tallied up the results. The polls closed at 1:05pm. Results were as follows: NO, 58 – YES, 40. There were 99 cast ballots and 1 voided ballot.

After the ballots and box were sealed, and everybody settled down, Town Administrator, David Sullivan made the announcement of Employee of the Year. All of the Department Heads were awarded with the honor. D. Sullivan noted that all Department Heads and Committee Chairs had worked extremely hard, especially this year to present yet another 0% increase in the budget. All Department Heads and available Committee Chairs stood and accepted this award.

SENATE BILL 2 SESSIONS

D. Sullivan presented yet another award that happens periodically, named the Special Accomplishment Award. This award was presented to Joan Tuck. This award was very well deserved, especially for her 40+ years of undivided experience, her willingness to drop everything for anybody, and her character. She was very surprised and caught off guard, and tearfully accepted the well-earned award.

Ms. Cheryl Haas, Recreation Coordinator then presented the Annual Recreation Committee Award. The next award that was issued was the Recreation Committee award. That award went to Bruce Breton, for his dedication and assistance for the many recreational events that the town holds.

The Session was reconvened to Article 15 after the award ceremony took place.

ARTICLE 15. 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 \$11,881,965. Should this article be defeated, the operating budget shall be \$11,995,139 which is the same as last year, with certain adjustments required by previous action of the town, or by law, or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI to take up the issue of a revised operating budget only. * If Article 9 of this warrant passes, this article will be reduced by \$12,160 (Long Term Debt line).

Town Officers' Salaries	\$ 3,690
Administration	503,480
Town Clerk Expenses	209,800
Tax Collector Expenses	161,850
Election and Registration	19,600
Cemeteries	47,000
General Gov't Buildings	482,370
Appraisal of Properties	196,730
Information Technologies	175,680
Town Museum	5
Searles Building	14,340
Legal Expenses	52,400
Retirement	2,500
Insurance	248,805
Contracted Services	5
Police Department	2,333,740
Dispatching	470,690
Fire Department	2,699,245
Emergency Management	8,070
Community Development	448,130
Town Highway Maintenance	1,177,770
Street Lighting	13,490
Solid Waste Disposal	879,890
Health and Human Services	84,295
Animal Control	20,455
General Assistance	57,040
Library	975,260
Recreation	186,115
Historic Commission	1,000
Senior Center	6,420
Cable TV Expenses	89,440

SENATE BILL 2 SESSIONS

Interest Expenses (TANs)	500
Long Term Debt	12,160
<i>(Principal \$10,400 and Interest \$1,760.00)</i>	
Capital Outlay – Roads (Part of CIP)	300,000

G. Stearns explained this Article and noted that most budgets have either remained the same or actually decreased from 2009.

R. Coole asked about the Long term debt, specifically, if the Town would have any in the long run. D. Sullivan made it clear that the Town no longer has any long term debt. Motion made and seconded to place Article 15 on the ballot **AS WRITTEN**.

OTHER BUSINESS: B.Dunn asked about letting more people know about the Deliberative Session and its new location. Town Clerk, Nicole Merrill assured B. Dunn that the Town Clerk’s Office advertised as much as they could, and that next year they will put a message on the vehicle registration.

P. Griffin adjourned the meeting at 1:40pm.

OFFICIAL BALLOT RESULTS March 9, 2010

The annual Town Election for Windham, New Hampshire was called to order at 7:00 AM by Town Moderator, Peter Griffin. Ballots were publicly opened by Town Clerk, Nicole Merrill. Present were: Selectman Galen Stearns, Selectman Roger Hohenberger, School Clerk Mary Ann Horaj, Ballot Clerks, and the Supervisors of the Checklist. Protest Petitions were publicly announced and posted. The following were DULY ELECTED:

<u>SELECTMAN</u>		<u>TRUSTEE OF LIBRARY</u>	
* BRUCE BRETON	1177	* PATRICIA BARSTOW	48
Margaret Crisler	1095		

<u>MODERATOR</u>		<u>TRUSTEE OF LIBRARY</u>	
* PETER GRIFFIN	1860	* MARYLEE UNDERHILL	1558
		* NORMAN BOUTILLETTE	1251
		* PATRICIA BARSTOW	126

TRUSTEE OF TRUST FUNDS

<u>TRUSTEE OF CEMETERY</u>		<u>PLANNING BOARD</u>	
* WENDI DEVLIN	1809	* RUTH-ELLEN POST	1249
		* KRISTI ST.LAURENT	1347
		Walter Kolodziej	1044

ZONING BOARD OF ADJUSTMENT

* HEATH PARTINGTON	998
James Tierney	514
John Alosso	775
* ELIZABETH DUNN	1394

ZONING BALLOT/ARTICLE #2

PB Amendment #1	YES	1912	PB Amendment #2	YES	1694
	No	344		No	543
PB Amendment #	YES	1575	PB Amendment #4	YES	1180
	No	702		No	1007
PB Amendment #5	YES	1559	PB Amendment #6	Yes	781
	No	636		NO	1357

SENATE BILL 2 SESSIONS

PB Amendment #7	YES	1725	PB Amendment #8	YES	1421
	No	514		No	788
PB Amendment #9	YES	1425	PB Amendment #10	Yes	608
	No	649		NO	1665
PB Amendment #11	YES	1413	PB Amendment #12	YES	1496
	No	687		No	571
ZONING BALLOT/ARTICLE #3					
Citizens Petition #1	YES	1424	Citizens Petition #2	YES	1564
	No	746	<i>*Needed 2/3rds majority votes.</i>	No	749
Citizens Petition #3	Yes	787	Citizens Petition #4	Yes	577
	NO	1502	<i>*Needed 2/3rds majority votes.</i>	NO	1648
ARTICLE #4	YES	1336	ARTICLE #5	YES	1273
	No	966		No	934
ARTICLE #6	YES	1550	ARTICLE #7	YES	1516
	No	693		No	712
ARTICLE #8	YES	1695	ARTICLE #9	YES	1854
	No	534		No	405
ARTICLE #10	YES	1649	ARTICLE #11	YES	2075
	No	602		No	221
ARTICLE #12	YES	1934	ARTICLE #13	YES	1854
	No	344		No	331
ARTICLE #14	YES	1428	ARTICLE #15	YES	2008
	No	832		No	386

There were 2539 cast ballots. 132 of those were Absentee Ballots and 4 ballots were Voids. Going into the Election there were 9952. There were 52 new registered voters, bringing the total of registered Voters to 10,004.

Respectfully Submitted,



Nicole L Merrill, Town Clerk

STATEMENT OF APPROPRIATIONS



General Government:

Town Officers' Salaries	\$ 3,690.00
Administration	503,480.00
Town Clerk's Expenses	209,800.00
Tax Collector's Expenses	161,850.00
Election and Registration Expenses	19,600.00
Cemeteries	47,000.00
General Government Buildings	482,370.00
Appraisal of Property	196,730.00
Information Technology	175,680.00
Town Museum	5.00
Searles Building	14,340.00
Legal Expenses	52,400.00
Retirement	2,500.00
Insurance	248,805.00

Public Safety:

Contracted Police Services	5.00
Police Department	2,333,740.00
Dispatching	470,690.00
Fire Department	2,699,245.00
Emergency Management	8,070.00
Community Development	448,130.00

Highways, Streets and Bridges:

Town Maintenance	1,177,770.00
Street Lighting	13,490.00

Sanitation:

Solid Waste Disposal	879,890.00
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Health/Welfare:

Health and Human Services	84,295.00
Animal Control	20,455.00
General Assistance	57,040.00

Culture and Recreation:

Library	975,260.00
Recreation	186,115.00
Historic Commission	1,000.00
Conservation Commission	2,350.00
Senior Center	6,420.00
Cable TV Expenses	89,440.00

Debt Service:

Long Term Notes (Principal and Interest)	0.00
Interest Expense - Tax Anticipation Notes	500.00

STATEMENT OF APPROPRIATIONS

Capital Outlay/Other:

Road Improvements	300,000.00
Salt Shed/Highway Garage Construction	960,000.00
Use of Searles Revenue Fund	20,000.00
Searles Bond Payment from Revenue Fund	12,160.00

Operating Transfers Out:

Property Maintenance Trust	30,000.00
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Total Appropriations:	\$12,894,315.00
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2010 TAX RATE COMPUTATION

Total Town Appropriations	\$12,894,315.00		
LESS: Revenues	5,249,081.00		
LESS: Shared Revenues	0.00		
ADD: Overlay	78,159.00		
ADD: War Service Credits	243,000.00		
	7,966,393.00		
Net Town Appropriations	7,966,393.00		
Approved Town Tax Effort	7,966,393.00		
Town Rate:			3.99
Approved School Tax Effort	28,809,194.00		
Local School Rate:			14.42
State Education Taxes	4,926,045.00		
State School Rate:			2.49
Approved County Tax Effort	2,159,839.00		
County Rate:			1.08
Total of Town, School, State and County	43,861,471.00		
LESS: War Service Credits	(243,000.00)		
PLUS: Village District Commitments	14,106.00		
	\$43,632,577.00		
PROPERTY TAXES TO BE RAISED:			
TOTAL TAX RATE			\$21.98

SUMMARY INVENTORY OF VALUATION



DESCRIPTION OF PROPERTY	2010 VALUATION
VALUE OF LAND ONLY:	
Current Use	\$ 200,600
Residential	903,937,750
Commercial/Industrial	<u>74,238,250</u>
Total of Taxable Land	\$ 978,376,600
VALUE OF BUILDINGS ONLY:	
Residential	\$ 941,545,175
Manufactured Housing	63,700
Commercial/Industrial	<u>78,090,225</u>
Total of Taxable Buildings	\$ 1,019,699,100
PUBLIC UTILITIES	<u>\$ 15,315,000</u>
VALUATION BEFORE EXEMPTIONS	\$ 2,013,390,700
IMPROVEMENTS TO ASSIST PERSONS W/DISABILITIES	<u>(\$448,430)</u>
MODIFIED ASSESSED VALUATION OF ALL PROPERTIES	\$ 2,012,942,270
Deaf Exemptions – 3 @ \$15K	\$ 45,000
Blind Exemptions - 5 @ \$15K	75,000
Elderly Exemptions -	
29 @ \$160K	4,640,000
19 @ \$190K	3,592,300
27 @ Full Exemption	6,072,500
Disabled Exemption - 8 @\$160K	<u>1,265,200</u>
TOTAL AMOUNT OF EXEMPTIONS	<u>(15,690,000)</u>
NET VALUATION ON WHICH TAX RATE IS COMPUTED	\$ 1,997,252,270
LESS: Public Utilities:	<u>(15,315,000)</u>
NET VALUATION ON WHICH STATE EDUCATION TAX RATE IS COMPUTED	\$ 1,981,937,270

COMPARATIVE STATEMENT OF APPROPRIATIONS & EXPENDITURES



	APPROPRIATIONS FORWARDED FROM 2009	APPROPRIATIONS 2010	RECEIPTS AND REIMBURSE.	TOTAL AMOUNT AVAILABLE	EXPENDITURES 2010	APPROPRIATIONS FORWARDED TO 2011	BALANCES UNEXPENDED (OVERDRAFTS)
GENERAL GOVERNMENT							
Town Officer's Salaries		3,690		3,690	3,068		622
Administration	5,586	503,480		509,066	503,556		5,510
Town Clerk's Expenses		209,800		209,800	209,200		600
Tax Collector's Expenses		161,850		161,850	153,320		8,530
Election and Registration		19,600		19,600	26,642		(7,042)
Cemetery		47,000		47,000	32,290	6,999	7,711
General Gov't Bldgs		482,370		482,370	470,989		11,381
Appraisal of Property		196,730		196,730	195,393	36,500	(35,163)
Information Technology	5,150	175,680		180,830	180,747		83
Town Museum		5		5	-		5
Searles Building		14,340		14,340	13,102		1,238
Legal Expenses		52,400	1,122	53,522	54,293		(771)
PUBLIC SAFETY							
Police Department	30,354	2,333,740		2,364,094	2,381,788		(17,694)
Contracted Police		5		5	-		5
Dispatching		470,690		470,690	473,627		(2,937)
Fire Department	35,968	2,699,245		2,735,213	2,729,279		5,934
Emergency Management		8,070		8,070	6,575		1,495
Community Development	14,000	448,130		462,130	450,473	5,434	6,223
HIGHWAYS, STREETS, BRIDGES							
Town Maintenance	122,501	1,177,770		1,300,271	1,081,926	152,630	65,715
Street Lights		13,490		13,490	14,572		(1,082)
SANITATION							
Solid Waste Disposal	2,009	879,890		881,899	903,830		(21,931)
HEALTH							
Health and Human Services		84,295	1,065	85,360	80,465		4,895
Animal Control		20,455		20,455	17,973		2,482
WELFARE							
General Assistance		57,040	19,262	76,302	55,042		21,260

COMPARATIVE STATEMENT OF APPROPRIATIONS & EXPENDITURES

	APPROPRIATIONS FORWARDED FROM 2009	APPROPRIATIONS 2010	RECEIPTS AND REIMBURSE.	TOTAL AMOUNT AVAILABLE	EXPENDITURES 2010	APPROPRIATIONS FORWARDED TO 2011	BALANCES UNEXPENDED (OVERDRAFTS)
CULTURE AND RECREATION							
Library		975,260		975,260	959,838		15,422
Recreation	500	186,115		186,615	181,599	700	4,316
Historic Comm.		1,000		1,000	-	1,000	-
Conservation Comm.		2,350		2,350	2,350		-
Senior Center		6,420		6,420	4,981		1,439
Cable TV Expenses		89,440		89,440	76,110		13,330
DEBT SERVICE							
Long Term Notes - P + I		-		-	-		-
Interest - TANS		500		500	-		500
CAPITAL OUTLAY							
Salt Shed/Highway Garage		960,000		960,000	832,682	127,318	-
Library Renovations	32,800	-		32,800	8,792	570	23,438
Depot Improvements	163,421	-	126,142	289,563	267,888	6,832	14,843
Lowell Road Bike Path	68,104	-		68,104	-		68,104
Road Improvements	56,700	300,000	-	356,700	317,572	39,128	-
MISCELLANEOUS							
Retirement		2,500		2,500	1,669		831
Insurance		248,805	1,000	249,805	251,243		(1,438)
Searles Bond Payment		12,160		12,160	12,160		-
Use of Searles Revenue Fund		20,000		20,000	9,947		10,053
Searles Repairs-FB	7,725	-		7,725	7,725		-
Other Reimbursable Grants		-	39,552	39,552	38,446	1,106	-
Disaster Assistance Grants		-	26,043	26,043	25,982		61
Donations/Gifts	5,200	-	710	5,910	5,873		37
Property Maintenance Trust		30,000		30,000	30,000		-
Earned Time Trust		-		-	-		-
Refunds and Abatements		78,159	1,754	79,913	35,512		44,401
OTHER GOVERNMENTAL DIVISIONS							
School	13,585,500	33,735,239		47,320,739	32,585,500	14,735,239	-
County		2,159,839		2,159,839	2,159,839		-
TOTALS	14,135,518	48,867,552	216,650	63,219,720	47,853,858	15,113,456	252,406

TRUSTEES OF THE TRUST FUNDS



NAME OF TRUST FUND	PRINCIPAL			INCOME			GRAND TOTAL PRINCIPAL & INCOME		
	BALANCE BEGINNING YEAR	NEW FUNDS CREATED	WITH- DRAWALS	BALANCE END YEAR	BALANCE BEGINNING YEAR	INCOME DURING YEAR		EXPENDED DURING YEAR	BALANCE END YEAR
CEMETERIES									
Cemetery-on-Hill	1,189.03			1,189.03		1.69	1.69		1,189.03
Perpetual Care	61,890.00			61,890.00	1,067.22	90.28	90.28	1,067.22	62,957.22
Neglected Lots	500.00			500.00		0.73	0.73		500.00
Garaphelia Park	1,000.00			1,000.00		1.41	1.41		1,000.00
Martha Clark Fund	2,000.00			2,000.00		2.87	2.87		2,000.00
Dora Haseltine Fund	500.00			500.00		0.73	0.73		500.00
Cemetery-on-the-Plains	17,574.89			17,574.89	7,878.88	35.64		7,914.52	25,489.41
Cemetery Trustees					24,899.73	483.87		25,383.60	25,383.60
Maintenance Fund	43,100.00	4,000.00	100.00	47,000.00	154.57	62.96	62.96	154.57	47,154.57
Louise Anderson Hall Fund	1,300.00			1,300.00		1.86	1.86		1,300.00
LIBRARY									
Public Library Fund	3000.00			3,000.00		4.23	4.23		3,000.00
Library Books	1000.00			1,000.00		1.41	1.41		1,000.00
ARMSTRONG MEM. BLD.	1,157.34			1,157.34	990.47	1,648.14	1,645.70	992.91	2,150.25
SCHOOLS									
Searles School Repairs					407.79	0.58		408.37	408.37
Eliz. Wilson Fund	1,000.00			1,000.00		1.41	1.41		1,000.00
School Dist. 2,3,4,6	4,022.00			4,022.00		5.70	5.70		4,022.00
MINISTERIAL FUNDS	1,989.63			1,989.63		2.86	2.86		1,989.63
NEEDY PERSONS	1,400.00			1,400.00	4,422.69	8.24		4,430.93	5,830.93
REPAIR TOWN BLDGS	1,979.65			1,979.65		2.80	2.80		1,979.65
IRENE HERBERT SCHSHIP	14,075.00			14,075.00	637.49	20.86		658.35	14,733.35
COBBETTS PD VILL. DIST.	12,719.56			12,719.56	1,039.03	19.52		1,058.55	13,778.11

TRUSTEES OF THE TRUST FUNDS

NAME OF TRUST FUND	PRINCIPAL			INCOME			GRAND TOTAL PRINCIPAL & INCOME		
	BALANCE BEGINNING YEAR	NEW FUNDS CREATED	WITH- DRAWALS	BALANCE END YEAR	BALANCE BEGINNING YEAR	INCOME DURING YEAR		EXPENDED DURING YEAR	BALANCE END YEAR
CAPITAL RES. FUNDS									
Fire Apparatus	70,170.00			70,170.00	3,587.25	104.48		3,691.73	73,861.73
Fire Station					1,471.78	2.09		1,473.87	1,473.87
Rte 111 / Town Complex					6,067.23	8.61		6,075.84	6,075.84
Fire Station Renovation	1,384.00			1,384.00	3,337.75	6.68		3,344.43	4,728.43
Nesmith Library	20,481.67			20,481.67	4,332.49	35.16		4,367.65	24,849.32
S.D. Repair/Replace Septic					1,641.36	2.32		1,643.68	1,643.68
Salt Shed	339,730.00		339,730.00		10,315.12	123.65	10,270.00	168.77	168.77
Senior Center									
S.D. Building Modifications									
S.D. Long Range Technol									
S.D. Land Acquis Elem									
S.D. Const/Land-Elem/HS									
S.D. Land Acq-Elem/HS									
S.D. Paving/Parking Repair	50,237.68		24,280.00	25,957.68	1,131.82	55.96		1,187.78	27,145.46
EXPENDABLE TRUST FD									
Property Maintenance	39,188.03	30,000.00	35,902.46	33,285.57	1,861.91	57.96		1,919.87	35,205.44
Earned Time	154,646.22			154,646.22	3,927.92	225.02		4,152.94	158,799.16
Town Museum	4,453.36			4,453.36	94.97	6.45		101.42	4,554.78
Fire Protection									
School Bldg/Grounds Maint	134,089.45			134,089.45	621.08	190.82		811.90	134,901.35
GRAND TOTALS	985,777.51	34,000.00	400,012.46	619,765.05	79,888.55	3,216.99	12,096.64	71,008.90	690,773.95

Respectfully submitted for the Trustees,



Alphonse Marcil, Jr., Chairman

SCHEDULE OF TOWN PROPERTY



Property Location	GIS ID	Acres	^Assessed Land Value	*Appraised Bldg. Value(s)	Tax Deed	Gift	Description
Blueberry Road, 5	1-B-1022	0.97	9,000		✓		
Blueberry Road, 10	1-B-1025	1.01	9,000		✓		
Blueberry Road, 8	1-B-1026	0.92	9,000		✓		
Blueberry Road, 6	1-B-1027	0.96	9,000		✓		
Londonderry Road	1-B-1095	4.30	44,000				Rec - Rockingham Trail
Londonderry Road	1-C-2495	12.00	54,000				Rec - Rockingham Trail
Nashua Road	1-C-2500	163.50	730,000				Cons - Fosters Pond
Nashua Road	1-C-2500A	25.20	342,000	2,500			Rec - Nashua Rd Field
Beacon Hill Road	2-A-250	2.50	43,000				Rec - Rockingham Trail
North Lowell Road	2-A-650	1.90	50,000				
Frost Road	2-A-1325	1.50	172,000		✓		
Beacon Hill Road	2-B-495	4.60	44,000				Rec - Rockingham Trail
North Lowell Road	3-A-895	1.60	35,000				Conservation
Depot Road, 6	3-A-955	0.34	261,000				Depot/Highway Dept.
Rockingham Road	3-B-290A	8.00	10,000			✓	Conservation
Flat Rock Road, 35	3-B-355	8.00	120,000		✓		
Rockingham Road	3-B-375	10.78	38,000				
Rockingham Road	3-B-680	1.28	91,000		✓		
Depot Road	3-B-850-2	0.03	5,000		✓		
Depot Road	3-B-910	10.00	43,000				Conservation
Depot Road	3-B-925	4.50	37,000				Conservation
Depot Road, 8	3-B-998	0.30	129,000	130,000			Depot
Rockingham Road	3-B-1600	3.70	10,000			✓	Conservation
Londonderry Road, 43	5-A-200A	9.77	48,000			✓	Conservation
Londonderry Road	6-A-1000	8.20	47,000			✓	Conservation
Pine Hill Road	6-C-200	13.00	48,000			✓	
Governor Dinsmore Road, 84	7-A-500	1.60	183,000			✓	
Mockingbird Hill Road	7-A-501	0.01	11,000				Cemetery - Parker Fam.
Governor Dinsmore Road	7-A-625	3.10	9,000		✓		
Seavey Road	8-A-40	0.02	6,000		✓		
Seavey Road	8-A-61	0.34	7,000		✓		
Seavey Road	8-A-9010	0.60	9,000		✓		
Coburn Road, 2	8-B-530	1.88	87,000			✓	Conservation
Rockingham Road, 98	8-B-850	4.00	183,000		✓		
Rockingham Road, 92	8-B-900	3.30	180,000		✓		
Rockingham Road	8-B-1860	0.46	27,000		✓		
Rockingham Road	8-B-3001	208.40	1,763,000				Cons - Town Forest
Rockingham Road	8-B-3900	23.82	54,000			✓	Cons - Town Forest
Rockingham Road	8-B-4100	11.00	67,000		✓		Cons - Town Forest
Rockingham Road	8-B-4200	27.00	166,000				Cons - Town Forest
Rockingham Road	8-B-4300	14.00	47,000		✓		Cons - Town Forest
Rockingham Road, 176	8-B-4401	1.00	34,000				
Rockingham Road	8-B-5800	35.00	62,000		✓		Cons - Town Forest
Rockingham Road	8-B-6000	20.00	51,000		✓		Cons - Town Forest
Seavey Road	8-B-6301	0.88	0			✓	
Rockingham Road	8-B-6600	10.00	65,000				Conservation
Searles Road	8-C-300	77.82	2,100				Conservation
Kendall Pond Road	9-A-652	0.05	9,000		✓		
Kendall Pond Road	9-A-655	0.69	190,000				Rec - Railroad Bed
Kendall Pond Road	9-A-770	4.80	44,000				Rec - Railroad Bed
Kendall Pond Road, 69	9-A-1600	11.00	45,000			✓	
Kendall Pond Road, 67	9-A-1604	1.51	9,000			✓	Conservation
Kendall Pond Road	9-A-1750	2.20	43,000				Rec - Railroad Bed
Ledge Road, 2	11-A-201	3.15	394,000	1,132,,308			Transfer Station
Haverhill Road	11-A-298	0.12	12,000			✓	

SCHEDULE OF TOWN PROPERTY

Property Location	GIS ID	Acres	^Assessed Land Value	*Appraised Bldg. Value(s)	Tax Deed	Gift	Description
Haverhill Road, 32	11-A-300	9.00	530,000	822,627			<i>Salt Shed/Highway Garage</i>
North Lowell Road, 3	11-A-590	3.00	458,000	3,197,573			<i>Town Hall Complex</i>
Eastwood Road	11-A-634A	0.18	7,000		✓		
Indian Rock Road	11-C-350	5.96	60,000			✓	
North Lowell Road, 2	11-C-1200	0.57	239,000	766,733			<i>Senior Center</i>
North Lowell Road, 4	11-C-1300	1.56	313,000	522,195			<i>Bartley House</i>
Sheffield Street, 14	11-C-1700	13.57	26,000			✓	
Camelot Road	11-C-1800	4.75	11,000			✓	
Camelot Road	11-C-1801	4.83	11,000			✓	
Camelot Road	11-C-1802	1.50	10,000			✓	
North Lowell Road	11-C-3400	0.81	8,000			✓	
Pine Hill Road	11-C-3600	5.70	10,000			✓	<i>Conservation</i>
Cole Road	13-K-30	0.07	68,000		✓		
Doiron Road	13-K-34A	0.11	30,000		✓		
Cole Road	13-K-34B	0.16	31,000		✓		
Mammoth Road, 10	14-A-51	16.48	230,000			✓	<i>Cons - Andrews Forest</i>
Haverhill Road	14-A-200	31.70	315,000				<i>Conservation</i>
Haverhill Road	14-A-230	3.90	11,000			✓	
Londonbridge Road	14-B-14A	3.80	18,000			✓	
Haverhill Road	14-B-2101	0.05	5,000			✓	
Atlantic Road	14-B-2350	10.00	28,000		✓		
Londonbridge Road	14-B-2500	1.00	10,000			✓	<i>Cons - Gage Lands</i>
Gaumont Road, 22	16-C-1	0.39	39,000		✓		
Gaumont Road	16-C-5	0.30	38,000		✓		
Ash Street	16-F-8A	0.04	32,000		✓		
Indian Rock Road	16-L-50	1.00	128,000		✓		
Fellows Road	16-L-100	52.40	3,527,000	7,984,230			<i>Fellows Rd. Complex</i>
Fourth Street	16-P-501	0.05	6,000		✓		
Fourth Street	16-P-502	0.04	6,000		✓		
Fourth Street, 4	16-P-510	0.22	22,000		✓		
Fourth Street, 6	16-P-520	0.18	22,000		✓		
Fourth Street, 8	16-P-540	0.14	21,000		✓		
Third Street	16-P-560	0.27	15,000		✓		
Third Street	16-P-1004	0.29	30,000		✓		
Fourth Street, 10	16-P-1010	0.14	21,000		✓		
First Street, 47	16-R-740	0.07	47,000		✓		
Armstrong Road	17-I-49	1.40	101,000		✓		
Bell Road	17-J-134A	0.03	16,000		✓		
Farmer Road	17-L-65A	0.11	7,000		✓		
York Road	17-M-46A	0.09	34,000		✓		
Chapel Road, 3	18-L-525	4.61	430,000	1,693,630			<i>Searles Chapel</i>
Glance Road	19-B-701	1.78	44,000		✓		
Glance Road	19-B-715	2.40	44,000		✓		
Haverhill Road	20-D-1000	20.00	181,000				<i>Water Supply</i>
Haverhill Road	20-D-1300	7.00	39,000		✓		
Haverhill Road	20-D-1300A	1.00	9,000		✓		
Londonbridge Road	20-D-1550	14.50	1,400			✓	
Londonbridge Road	20-D-1600	110.74	515,000			✓	<i>Cons - Gage Lands</i>
Londonbridge Road	20-D-1800	20.00	115,000			✓	<i>Cons - Gage Lands</i>
Londonbridge Road	20-D-2000	10.00	45,000			✓	<i>Cons - Gage Lands</i>
Londonbridge Road, 16	20-D-2500	4.10	205,000		✓		
Bear Hill Road	20-E-350	10.00	156,000		✓		<i>Cons - Gage Lands</i>
Cobbetts Pond Road, 45	21-H-1A	0.97	494,000	7,000			<i>Town Beach</i>
Range Road, 156	21-K-150	3.30	180,000				<i>Cemetery - Hill</i>
Cobbetts Pond Road	21-U-100	6.30	225,000	5,000			<i>Cemetery - Plains</i>
Ash Street	21-V-227A	0.07	33,000		✓		
Chipmunk Road	21-V-243J	0.25	30,000		✓		
Esty Road	21-V-255B	0.12	14,000		✓		

SCHEDULE OF TOWN PROPERTY

Property Location	GIS ID	Acres	^Assessed Land Value	*Appraised Bldg. Value(s)	Tax Deed	Gift	Description
Cobbetts Pond Road	21-W-2	6.40	113,000			✓	Conservation
Cobbetts Pond Road	21-W-6	8.15	235,000	2,500			Cemetery - [~] New Plains
West Shore Road	22-L-75	0.10	48,000			✓	Conservation
West Shore Road	22-L-77	0.10	48,000			✓	Conservation
Spear Hill Road	22-R-250	0.70	7,000			✓	Conservation
Range Road, 111	22-R-900	36.19	1,441,000	277,172			Rec - Griffin Park
Rock Pond Road	24-A-601	3.70	10,000		✓		
Rock Pond Road	24-D-600	5.60	10,000		✓		
Rock Pond Road	24-E-100	5.00	10,000		✓		
Rock Pond Road	24-E-5000	13.00	11,000			✓	Conservation
Timberlane Road	24-F-500	10.00	182,000			✓	Conservation
Castle Hill Road	24-F-501	17.60	55,000				Conservation
Castle Hill Road	24-F-800	20.00	57,000			✓	Conservation
Castle Hill Road	24-F-900	28.00	60,000			✓	Conservation
Field Road, 19	24-F-950	3.73	182,000			✓	Conservation
Heritage Hill Road	24-F-1550	0.24	13,000			✓	
Heritage Hill Road	24-F-1551	0.15	12,000			✓	
Meadow Road, 3	24-F-5205	2.94	189,000	2,500			Rec - Tokanel Field
Washington Road	24-F-6100	13.00	429,000			✓	Conservation
Range Road, 247	24-G-101	13.00	11,000		✓		
Rock Pond Road	25-D-2A	0.29	13,000		✓		
Woodbury Road, 1	25-E-10	54.15	856,000				Cons - Deer Leap
Abbot Road	25-E-481	0.06	8,000		✓		Conservation
Abbot Road	25-E-500	0.30	29,000			✓	Conservation
Emerson Road	25-G-152	0.30	21,000		✓		
Osgood Street, 20	25-R-103	79.50	10,700				Cons - SE Lands
Marblehead Road, 39	25-R-300	22.00	230,000				Old Landfill
Marblehead Road	25-R-500	0.23	6,000			✓	
Brookdale Road	25-R-6000A	5.00	10,000		✓		
Spear Hill Road	25-R-6500	70.00	428,000				Cons - SE Lands
Bayberry Road	25-R-7010	17.00	259,000		✓		Conservation
Spear Hill Road	25-R-7025	10.00	44,000				Cons - SE Lands
Bayberry Road	25-R-8000	19.90	156,000				Cons - SE Lands
		1625.94	\$20,691,200	\$14,586,033			

^ As established by the Town Assessor

* As determined by the Town's insurance provider.

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

FINANCIAL STATEMENTS DECEMBER 31, 2009

INDEPENDENT AUDITOR'S REPORT



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INDEPENDENT AUDITOR'S REPORT

To the Board of Selectmen
Town of Windham, New Hampshire

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Windham, New Hampshire (the Town) as of and for the year ended December 31, 2009, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Windham, New Hampshire as of December 31, 2009 and the respective changes in financial position, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis, the budgetary comparison information and the schedule of funding progress on other post-employment benefits on pages i-x and 25-28, respectively, are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Windham, New Hampshire's basic financial statements. The combining nonmajor fund and fiduciary fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining nonmajor fund and fiduciary fund financial statements have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects, in relation to the basic financial statements taken as a whole.

A handwritten signature in black ink that reads 'Vachon Clukay & Company PC'.

July 9, 2010

Town of Windham, New Hampshire Management's Discussion and Analysis

The following is a narrative overview and analysis of the financial activities of the Town of Windham (the Town) for the fiscal year ended December 31, 2009. We encourage readers to consider the information presented here in conjunction with the Town's financial statements, which follow this section.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Town of Windham's basic financial statements. The basic financial statements of the Town of Windham are comprised of three components:

1. government-wide financial statements
2. fund financial statements
3. notes to the financial statements

This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the finances of the Town of Windham. These statements (Statement of Net Assets and the Statement of Activities) provide both short-term and long-term information about the Town's overall financial position. They are prepared using the accrual basis of accounting, which recognizes all revenues and expenses connected with the fiscal year even if cash has not been received or paid.

The Statement of Net Assets presents information on all of the Town's assets and liabilities, with the difference between the two reported as net assets. Over time, increases and decreases in net assets may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating. However, other non-financial factors, such as changes in the Town's property tax base, the Town's overall debt level and the condition of the Town's infrastructure and capital assets, will need to be considered to assess the overall financial health of the Town.

The Statement of Activities presents information showing how the government's net assets changed during the most recent fiscal year. All of the Town's activities are categorized as Governmental Activities. The Town's basic services are reported here, including police, fire, general government, highway, sanitation, recreation and financial administration. Property taxes, state aid, motor vehicle fees, and charges for services finance these activities.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Windham, like other state and

Town of Windham, New Hampshire **Management's Discussion and Analysis**

local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All funds of the Town can be divided into two categories: governmental funds and fiduciary funds.

Governmental Funds: *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements, and include most of the basic services provided by the Town. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year.

These funds are reported using the *modified accrual basis of accounting*, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Town's general government operations and the basic services it provides. Governmental fund information helps the users of the Town's financial reports to determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs. The relationship (differences) between governmental *activities* (reported in the Statement of Net Assets and the Statement of Activities) and governmental *funds* is described in a reconciliation presented at the bottom of the fund financial statements.

The Town of Windham maintains numerous individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, which is considered to be the Town's only major fund. Data from the other governmental funds are combined into a single, aggregate presentation.

The Town of Windham adopts an annual appropriated budget for the general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with the budget.

Fiduciary Funds: *Fiduciary Funds* are used to account for resources held for the benefit of parties outside the Town. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the programs of the Town of Windham. The Town's fiduciary funds consist of private-purpose trust funds and agency funds.

Notes to the Financial Statements

The notes provide additional information that is essential to gaining a full understanding of the data provided in the government-wide and fund financial statements.

2009 FINANCIAL STATEMENTS / INDEPENDENT AUDITOR'S REPORT

Town of Windham, New Hampshire Management's Discussion and Analysis

Required Supplementary Information

The basic financial statements and accompanying notes are followed by a section of required supplementary information. This section includes a budgetary comparison schedule for each of the Town's major governmental funds, and includes a reconciliation between the statutory fund balance for budgetary purposes and the fund balance as presented in the governmental fund financial statements.

Government-wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. The Town's net assets totaled \$37.1 million at the end of 2009, which increased \$2.3 million, or 6.7%, when compared to the end of the previous year.

Statement of Net Assets

The following is a summary of condensed government-wide financial data of net assets as of December 31, 2009 and December 31, 2008:

	<u>2009</u>	<u>2008</u>	<u>% Change</u>
Current & non-current other assets	\$17,386,351	\$16,760,920	3.7%
Capital assets	35,110,880	33,071,709	6.2
Total Assets	<u>52,497,231</u>	<u>49,832,629</u>	<u>5.3</u>
Long-term liabilities outstanding	1,491,016	1,434,526	3.9
Other current liabilities	13,860,294	13,581,420	2.1
Total Liabilities	<u>15,351,310</u>	<u>15,015,946</u>	<u>2.2</u>
Net assets:			
Invested in capital assets, net of related debt	34,975,363	32,611,987	7.2
Restricted	2,187,717	2,377,647	(8.0)
Unrestricted	(17,159)	(172,951)	90.0
Total Net Assets	<u>\$37,145,921</u>	<u>\$34,816,683</u>	<u>6.69%</u>

Total net assets are presented in three categories: invested in capital assets, net of related debt, restricted, and unrestricted.

The majority of net assets are related to capital assets (e.g. land, buildings, machinery and equipment). The figure presented (\$34.9 million) is net of any related debt incurred to acquire those assets, and represents 94% of total net assets. These assets are utilized by the Town of Windham to provide services to its citizenry; therefore they are not available for future spending.

A certain portion (\$2.2 million or 5.9%) of the net assets is restricted in regard to how they may be used. For the Town of Windham, those restrictions include those related to conservation land

2009 FINANCIAL STATEMENTS / INDEPENDENT AUDITOR'S REPORT

Town of Windham, New Hampshire Management's Discussion and Analysis

trust funds, expendable trust and capital reserve funds, and the balances of governmental funds that are restricted for other uses (refer to Note 15 for further details).

Statement of Activities

The following is a summary of condensed government-wide financial data of changes in net assets for the years ending December 31, 2009 and December 31, 2008:

	<u>2009</u>	<u>2008</u>	<u>% Change</u>
Revenues			
Program Revenues:			
Charges for services	\$860,066	\$926,829	(7.2)%
Operating grants and contributions	694,357	651,138	6.6
Capital grants and contributions	1,713,910	2,757,138	(37.8)
Total program revenues	3,268,333	4,335,105	(24.6)
General Revenues:			
Property & other taxes	7,711,595	8,302,061	(7.1)
Licenses & permits	2,765,448	2,910,811	(5.0)
Grants & contributions	573,334	628,583	(8.8)
Interest & investment earnings	52,344	81,877	(36.1)
Other general revenues	1,706,062	716,962	138.0
Total general revenues	12,808,783	12,640,294	1.3
Total Revenues	16,077,116	16,975,399	(5.3)
Program Expenses:			
General government	2,841,965	2,853,948	(0.4)
Public safety	6,318,912	6,141,002	2.9
Highways and streets	1,750,306	2,076,526	(15.7)
Health and welfare	157,022	155,896	0.7
Sanitation	975,939	1,038,758	(6.0)
Culture and recreation	1,695,443	1,589,260	6.7
Interest and fiscal charges	8,291	26,445	(31.9)
Total Expenses	13,747,878	13,881,835	(1.0)
Increase in net assets	2,329,238	3,093,564	(24.7)
Net Assets, beginning of year	34,816,683	31,723,119	9.75
Net Assets, end of year	\$37,145,921	\$34,816,683	6.69%

The Town's net assets increased by \$2.3 million, or 6.7% during 2009, as compared to an increase of \$3.1 million, or 9.8% in the previous year. The primary funding source for governmental activities are taxes and permits, which combined account for 65% of all revenues. Total revenue during 2009 of \$16.1 million exceeded expenses of \$13.8 million, for an increase in net assets of \$2.3 million. Revenue in 2009 was less than 2008 revenue by \$898 thousand, or (5.3)%. This net decrease was primarily due to higher capital grants and contributions in 2008, as a result of the acceptance of more new town roads in 2008 than 2009, all of which are accounted for as donated contributions and vary from year to year. This is offset by a \$989 thousand increase in other general revenues in 2009, as a result of a one-time donation of \$750

**Town of Windham, New Hampshire
Management's Discussion and Analysis**

thousand towards the construction of a new town road and a one-time increase of approximately \$150,000 in cable franchise fees as a result of timing of payments.

Total expenses during 2009 of \$13.8 million were slightly lower than 2008 expenses of \$13.9 million, or a decrease of (1)%. The largest percentage decrease was in the highways and streets category, which was down 15.7%. This was primarily due to a higher amount of capital road improvement projects completed during 2009, thereby reducing the amount reported as current year expense, as those projects become reclassified as capital assets. The next largest decrease was in Sanitation, as the Town continues to recognize savings in both staffing costs and waste removal costs as a result of the change to single stream recycling in 2008. These decreases were offset by normal increases in the public safety category, as this category includes a majority of the Town's personnel and the associated employee benefit increases each year. Total expenses in 2009 included \$1.77 million of depreciation expense as compared to \$1.64 million in 2008.

Financial Analysis of Town of Windham Funds

Governmental Funds. At the end of 2009, the combined unreserved fund balance for all governmental funds was \$1.2 million as follows:

	<u>2009</u>	<u>2008</u>
General Fund	\$(787,105)	\$(396,444)
Other Governmental Funds	1,986,805	1,906,012
Total Governmental Unreserved Fund Balance	<u>\$1,199,700</u>	<u>\$1,509,568</u>

The 2009 total governmental unreserved fund balance of \$1.2 million decreased by \$309 thousand from a balance of \$1.5 million in the previous year, or 21%. The general fund undesignated unreserved fund balance reflected above does not include the property tax revenue accounted for as deferred revenue on the balance sheet. This amount is impacted by the timing of the issuance of the December tax bills, as the balance in uncollected taxes at the end of each year flows through this portion of the unreserved fund balance, thus causing fluctuation from year to year. The change in fund balance of the general fund during 2009 is analyzed from a budgetary standpoint later in this report.

The fund balance in the other governmental funds category includes all special revenue funds, one of the largest single fund being the Conservation Land Trust. This fund had an unreserved fund balance of \$405 thousand as of December 31, 2009, which was consistent with the balance in the prior year. The fund balances in all other governmental funds of \$1.5 million increased also remained consistent with 2008. These funds are restricted for the purposes originally established at the time of appropriation. The most significant activity within individual funds was an increase of \$115 thousand in the Health Expendable Trust fund representing the differential between income from employee co-pays and payments out for employee health claims, offset by a decrease of \$112 thousand of exaction fees utilized to fund a portion of a Town road construction project.

**Town of Windham, New Hampshire
Management's Discussion and Analysis**

In regards to the general fund, the Board of Selectmen have generally followed a guideline that calls for the undesignated unreserved fund balance (budgetary basis) to be maintained at a minimum of \$300,000. This level represents less than 1% of the combined town, school and county revenues committed in 2009. The remainder of the undesignated unreserved fund balance in the General Fund is used to reduce the current year tax rate.

The level of undesignated unreserved fund balance available to reduce the current year tax rate is reflected in the Schedule of Revenues, Expenditures and Changes in Fund Balances that is done on a budgetary basis in Schedule I of the Required Supplementary Information, and is summarized in the following table:

	<u>2009</u>	<u>2008</u>
Total fund balance – budgetary basis	\$776,516	\$888,627
Portion designated for continuing appropriations	<u>(196,152)</u>	<u>(250,012)</u>
Available for tax rate setting	\$580,364	\$638,615

The amount of the December 31, 2008 fund balance used to reduce the 2009 tax rate was \$338 thousand, as compared to \$83 thousand used in 2008. After this reduction, the net undesignated unreserved fund balance as of December 31, 2009 grew to \$580 thousand due to a favorable variance in fiscal 2009 budgeted expenditures and unanticipated revenues, which will be discussed later in this report.

General Fund Budgetary Highlights

As shown below, the Town of Windham stayed within its authorized General Fund budget. The final budget for estimated revenues and operating transfers in, totaling \$13.5 million, was slightly higher than the original budget of \$12.8 million as approved by the State Department of Revenue Administration. This is due to the amount of unanticipated revenues relating to grants and donations accepted by the Board of Selectmen at public hearings throughout the year.

The final budget for appropriations and operating transfers out, totaling \$13.9 million, was higher than the original budget approved by the State Department of Revenue Administration (as adjusted for 2008 carryforwards) of \$13.4 million, by a difference of \$493 thousand. This is due to the budget being adjusted for the amount of appropriations approved by the Board of Selectmen to be carried over into 2010, which totaled \$334 thousand, offset by the increased budgeted expenditure of grants and donations accepted by the Board of Selectmen at public hearings throughout the year, which totaled approximately \$827 thousand.

In comparing budget to actual amounts, the total revenues and transfers in were slightly higher than those budgeted, while total expenditures and transfers out were lower than those budgeted, resulting in a positive budgetary variance of \$280 thousand.

**Town of Windham, New Hampshire
Management's Discussion and Analysis**

	Final Budget	Actual <i>(Budgetary Basis)</i>	Variance
Revenues	\$13,514,780	\$13,586,610	\$71,830
Transfers In	10,747	112,678	101,931
Expenditures	(13,791,486)	(13,684,883)	106,603
Transfers Out	(126,516)	(126,516)	-
Net	\$(392,475)	\$(112,111)	\$280,364

Actual revenues and transfers in were higher than the final budgeted amounts by a combined \$174 thousand, \$102 thousand of which was related to the road improvement project previously discussed. The net increase in revenues of \$72 thousand was comprised of an increase in licenses and permits of \$35 thousand, and increase in charges for services of \$47 thousand, offset by a decrease in intergovernmental income of \$23 thousand. These differences were primarily due to various minor differences in actual amounts collected through the end of 2009, as compared to budgeted amounts set in the fall.

Actual expenditures were less than the final budget by \$106 thousand, and the majority of the savings was in the public safety and general government categories of \$125 thousand and \$83 thousand, respectively. In both areas, savings were primarily a result of savings in salaries and benefits related to delays in hiring new personnel as well as positions that remained unfilled for a majority of the year. These decreases were offset by an increase in the capital outlay category of \$106 thousand, primarily due to the timing of completion of several road and bridge construction projects.

Revenues and other sources used to support the General Fund operations for the year ended December 31, 2009 totaled \$13.7 million, as compared to \$12.6 million for the previous year, or an increase of 9%, primarily due to the one-time donations and revenue items discussed earlier in this report. Taxes represent 56% and 61% of those funding needs in 2009 and in 2008, respectively. The following comparison shows the breakdown of revenues by category and percentage change over the previous year:

<u>Revenues:</u>	<u>2009</u>	<u>2008</u>	<u>% Change</u>
Taxes	\$7,656,024	\$7,711,899	(0.7)%
Licenses and Permits	2,765,448	2,910,811	(5.0)
Intergovernmental	1,499,181	1,098,912	36.4
Charges for Services	339,035	391,548	(13.4)
Interest Income	36,834	87,794	(58.0)
Miscellaneous	1,290,088	357,120	261.2
	<u>13,586,610</u>	<u>12,558,084</u>	<u>8.2</u>
Operating transfers in	112,678	6,287	169.2
Total	\$13,699,288	\$12,564,371	9.0%

The most significant fluctuation in revenues over the previous year, other than miscellaneous which was discussed earlier in this report, was the decrease in interest income. This was mainly due to the continued shrinkage in deposit interest rates in 2009. In addition, intergovernmental

**Town of Windham, New Hampshire
Management's Discussion and Analysis**

revenues increased in 2009, as compared to 2008, by 36%. This was primarily a result of reimbursements from the State relating to the reconstruction of the Castle Hill Bridge.

Expenditures (including principal and interest payments on debt) and other uses totaled \$13.8 million for the year ended December 31, 2009, as compared to \$12.4 million for the previous year, or an increase of 11%. Public safety represented the highest category of spending at 39% of the total spending for General Fund activities in 2009, as compared to 43% in 2008. The following comparison shows the breakdown of expenditures by category and percentage change over the previous year:

<u>Expenditures:</u>	<u>2009</u>	<u>2008</u>	<u>% Change</u>
General Government	\$2,559,780	\$2,549,650	0.4%
Public Safety	5,377,980	5,290,269	1.7
Highways and Streets	1,270,499	1,118,553	13.6
Health and welfare	157,022	155,896	0.7
Sanitation	984,153	1,002,877	(1.9)
Culture and Recreation	1,127,173	1,096,478	2.8
Capital outlay	1,970,131	709,233	177.8
Debt Service	238,145	249,728	(4.6)
	<hr/>	<hr/>	
	13,684,883	12,172,684	12.4
Operating transfers out	126,516	245,946	(48.6)
Total	<hr/>	<hr/>	
	\$13,811,399	\$12,418,630	11.2%

The most significant increase in expenditures over the previous year was in the capital outlay and highways and streets budget, primarily due to the completion of several large road and bridge construction projects during 2009. The most significant decrease in expenditures was in debt service, as the Town made the final payment on the master bond during 2009. Also, operating transfers out decreased in 2009 as a result of \$90,000 in contributions to the Salt Shed capital reserve fund in 2008, as well as \$30 thousand in funding for the Earned Time Trust fund in 2008, both of which were not repeated in 2009.

Capital and Debt Administration

The Town of Windham considers a capital asset to be land, buildings, equipment or infrastructure (roadways and bridges) whose cost exceeds \$5,000 and has a useful life of greater than one (1) year. Capital assets are depreciated using the straight-line method over the course of their useful lives. The Town's investment in capital assets as of December 31, 2009 amounted to \$35.1 million, net of accumulated depreciation, representing an increase of approximately \$2 million over the previous year balance of \$33.1 million. The following summary shows a yearly comparison of net capital assets by category (see Note 7 in the Notes to the Basic Financial Statements for more detailed information):

**Town of Windham, New Hampshire
Management's Discussion and Analysis**

	<u>2009</u>	<u>2008</u>
Infrastructure	\$16,392,802	\$13,905,467
Land and land improvements	11,873,564	11,964,981
Buildings and improvements	5,079,172	5,281,286
Vehicles and equipment	1,765,342	1,804,428
Construction in progress	0	115,547
Total capital assets, net	<u>\$35,110,880</u>	<u>\$33,071,709</u>

Highlights of the major capitalized assets, other than roadway infrastructure, recorded in 2009 include:

- The purchase of 2009 Ambulance for \$165,363.
- The purchase of a 2007 Mack Tractor Trailer truck for use at the Transfer & Recycling Station for a total of \$93,000.

Long-term Debt. At December 31, 2009, the Town of Windham had total outstanding bonded debt of \$44 thousand, as compared to \$280 thousand as of December 31, 2008. During the course of the year, no new general obligation bonds were issued, while the reduction in bonds of \$236 thousand was due to payments made on existing bonds. The remaining debt of \$44 thousand is fully funded out of the Searles Special Revenue Fund. As of December 31, 2009, the Town has no general fund outstanding bond obligations.

During 2008 the Town of Windham entered into a three-year capital lease for the purpose of funding the purchase of ten replacement vehicles for the Public Safety and Highway departments. The total amount funded was \$274,680, of which \$91,517 was remaining due as of December 31, 2009. See Note 12 in the Notes to the Basic Financial Statements for a summary of all outstanding long-term obligations.

Economic Factors

- The total assessed value on which the tax rate was computed for the 2009 fiscal year increased 1.0% over the previous year (from \$2,262,055,370 in 2009 to \$2,239,396,970 in 2008).
- The percentage of 2009 taxes that remained unpaid, and went to lien status, was slightly higher at 1.85% of the total warrant(s) as compared to 1.6% in 2008.

Several factors were taken into consideration as Town officials developed the budget for the 2009 fiscal year. Those factors include overall property tax burden from both a town and school district perspective, continuously increasing demands on municipal services and service levels, compliance with statutory and other legal requirements (e.g. budget for debt service costs, employee benefits and collective bargaining agreements), and the fair and adequate compensation of its employees. In addition, the Town continues to adjust for changes at the

Town of Windham, New Hampshire Management's Discussion and Analysis

State level including a reduction in State Shared Revenues and the continued shifting of retirement costs from the State to the local level.

Requests for Information

This financial report is designed to provide a general overview of the finances of the Town of Windham for all those interested in its finances. Questions concerning any of the information provided in this report, or requests for additional information, should be addressed to the Assistant Town Administrator-Finance, P.O. Box 120, 4 North Lowell Rd, Windham, New Hampshire 03087.

2009 FINANCIAL STATEMENTS / INDEPENDENT AUDITOR'S REPORT

[PAGES 35 – 51, APPENDICES, INTENTIONALLY OMITTED DUE TO FILE SIZE]



CERTIFIED PUBLIC ACCOUNTANTS

608 Chestnut Street • Manchester, New Hampshire 03104
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**REPORT ON INTERNAL CONTROL BASED ON
AN AUDIT OF BASIC FINANCIAL STATEMENTS**

To the Board of Selectmen
Town of Windham, New Hampshire

In planning and performing our audit of the financial statements of the Town of Windham, New Hampshire as of and for the year ended December 31, 2009, in accordance with auditing standards generally accepted in the United States of America, we considered the Town of Windham, New Hampshire's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Windham, New Hampshire's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Windham, New Hampshire's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the Town's internal control to be a significant deficiency:

CASH RECONCILIATION

Observation

We noticed that the Treasurer's reports being provided to the Board of Selectmen and the Finance Office did not reflect the accurate balances at the end of each month. The reports provided to management contain balances that are not properly reconciled to the general ledger. We did note that the Finance Director is preparing monthly bank reconciliations to ensure that the general ledger is accurate, but is unable to fully reconcile to the Treasurer's reports. As a result, the Finance Director is unable to rely on the Treasurer as a functioning part of the control process.

Implication

Internal controls over cash are weakened when the reconciliation process is not fully completed. Although bank reconciliations are prepared, they are not reconciled to the balance carried on the Town's general ledger. Errors or mispostings can remain undetected if the reconciliation process is not fully completed through to the general ledger balance.

Recommendation

We recommend that the Treasurer prepare complete bank reconciliations, which list all outstanding activity at month end. We also recommend that the Treasurer reconcile the completed bank reconciliation to the Town's general ledger on a monthly basis. This will ensure that an accurate financial position of the Town will be available upon which the Selectmen may make sound business decisions.

As an alternative, State statutes permit the Treasurer (RSA 41:29, paragraph VI) to delegate the bank reconciliation responsibility to other town employees provided that such employee is bonded and that written reconciliation procedures are acceptable to the Board of Selectmen. These procedures might include the Treasurer's timely monthly review of the completed bank reconciliations which could be evidenced by his initials and date of review.

Management Response

Effective January 2010, the Treasurer, Board of Selectmen and Assistant Town Administrator-Finance have agreed, in writing, to the delegation of these financial functions. Monthly bank reconciliations continue to be completed by Finance and are provided to the Treasurer for his formal review and signature.

This communication is intended solely for the information and use of management, the Board of Selectmen, and others within the entity and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record, and its distribution is not limited.

Vactor, Clukay & Company, PC

July 9, 2010

FINANCE



As Assistant Town Administrator and Finance Director, I compile a significant amount of financial information throughout the fiscal year, much of which is summarized in various sections of these Annual Town Reports.

TOWN TAX RATE HIGHLIGHTS: While the Town Administrator’s report contains an overview of the Total Tax Rate, the focus of my report will be in regards to the Town portion of the tax rate and the impact of revenues to the overall financial picture. There has been continued discussion this year among the Board of Selectmen (“the Board”) regarding the limited growth in revenues to support the Town’s spending. The table below identifies how the town portion of the tax rate is derived, and exhibits that, with all else remaining equal (appropriations and valuation), a decrease in revenues will result in an increase in the amount needed to be raised through taxation.

<i>Town Only Tax Rate Breakdown</i>	<i>2010</i>	<i>2009</i>	<i>2008</i>
Gross Appropriations (Approved Budget)	\$12,894,315	\$12,692,319	\$13,074,015
Less: General Fund Revenues (see Chart A)	(\$5,249,081)	(\$5,208,168)	(\$5,493,981)
Less: State Shared Revenues	\$0	\$0	(\$20,383)
Plus: Overlay (abatements)	\$78,159	\$106,748	\$54,471
Plus: War Service Credits	\$243,000	\$247,000	\$246,500
Net to Raise via taxation	\$7,966,393	\$7,837,899	\$7,860,622
Town Tax Rate	\$3.99	\$3.45	\$3.51

<i>Chart A – General Fund Revenue (for tax rate)</i>	<i>2010</i>	<i>2009</i>	<i>Difference</i>
Licenses, Permits & Fees	\$2,782,800	\$2,730,950	\$51,850
State Revenues	\$854,901	\$830,298	\$24,603
Income from Depts, Other Taxes/Interest, Grants & Intergov't	\$725,799	\$696,833	\$28,966
Sale of Municipal Property	\$500	\$40,295	(\$39,795)
Cable Franchise Fees	\$192,000	\$350,000	(\$158,000)
Interest on Investments	\$30,000	\$40,000	(\$10,000)
Transfers In from other funds (Searles, Trust Funds)	\$32,720	\$33,177	(\$457)
Funds from Other Sources (State project aid-Depot)	\$0	\$148,000	(\$148,000)
Funds from Other Sources (Capital Reserve Funds)	\$350,000	\$0	\$350,000
Use of prior year fund balance to reduce the tax rate	\$280,361	\$338,615	(\$58,254)
<i>Total GF Revenue for tax rate (see chart above)</i>	\$5,249,081	\$5,208,168	\$40,913
Impact of Funds directly offsetting appropriations	(350,000)	(\$148,000)	
Net GF Revenue on which the tax rate is set	\$4,899,081	\$5,060,168	(\$161,087)

REVENUE HIGHLIGHTS: What is referred to as the “General Fund Revenues” represents the majority of revenue, outside of property taxes, received through general operations of the town (i.e. motor vehicle registrations, revenues from the state, departmental income, etc). These revenues are available as an offset to the Town approved budget, when we set the tax rate each fall. In Chart A above, taking away the impact of the “Funds from Other Sources”, which directly offsets a particular appropriation article in a given year, the net decrease in General Fund revenues is \$161,087. This is primarily due to the decrease in Cable Franchise fees (which was due to a change in timing of payments by Comcast in 2009 which inflated that year’s revenues), as well as a decrease in the amount of fund balance available to be used to reduce the tax rate in 2010 (this will be discussed later in this report). This illustrates that, even though the Town’s net operating budget remained level between 2009 and 2010, with a reduction in available General Fund revenues for 2010, the amount of the Town budget to be raised via taxation increased.

As illustrated above:

- Approximately 60% of the Town’s annual budget is raised through general taxation. The other approximately 40% is from other revenue sources as noted in Chart A.

FINANCE

- Of the 40% revenues collected through operations, 7% comes from State funding (Meals & Rooms Distribution and Highway Block Grant), leaving approximately 33% coming from local sources.
- Budgeted revenues for tax rate setting purposes are originally developed in late August, and then revised for the tax rate setting in mid-late October, utilizing actual year-to-date receipts as the basis for projecting the remainder of the current fiscal/calendar year. Once the tax rate is set, any resulting increase or decrease in actual revenues collected will be reflected in the Town's annual audit report and will impact the year-end fund balance.
- A full revenue report comparing budget to actual for 2010 can be found immediately following this report.

OTHER TOWN REVENUES: For certain municipal projects that are partly funded through State or Federal grants, such as the Depot renovation, these revenues are generally considered a direct offset to a specific appropriation and are recorded in the year in which the project was approved by the voters, not necessarily the year in which it was received. These items would be reflected under "Revenues from Other Sources". However, for 2010, this category reflects only the use of existing funds from capital reserve (for Salt Shed/Highway Garage project) and special revenue (Searles building) accounts.

Other revenues are accepted by the Board via public hearings throughout the year. These include State, Federal and private source grants which are accepted and expended for a specified purpose during the year, are not available as a general revenue to the Town. Several of these items accepted in 2010 include:

- \$7,200 from the US Department of Justice Bullet Proof Vest Partnership for the Police department
- \$16,217 from the NH Department of Homeland Security & Emergency Management to be used towards an emergency generator purchased for the Police department
- \$37,145 from the US Department of Homeland Security & FEMA towards the purchase of firefighter gear
- \$32,698 from FEMA for reimbursement relating to declared disasters for floods in 2010
- \$17,659 from FEMA for additional reimbursement relating to the 2008 Ice Storm
- \$10,000 from the NH Department of Transportation CTAP Targeted Local Government Accounts program to be used towards economic development activities
- \$126,142 from the NH Department of Transportation representing additional funds allocated towards the Windham Depot rehabilitation project through the American Recovery and Reinvestment Act

TOWN DEBT: As noted in the previous year, the Town has no outstanding long-term municipal debt. The Town does continue to pay down a \$100,000 renovation bond for the Searles building as shown below. This debt payment is fully funded through rental revenues from the operation of the building and not from the Town's operating budget. The Town also has entered into several lease/purchase arrangements for Police, Fire, Highway and Transfer Station vehicles and equipment, the annual principal and interest payments for which are contained in the Town's annual operating budget.

The full Statement of Bonded Indebtedness for 2010 is as follows:

Original Issue	\$100,000 / June 2003 / TD Bank				
Purpose	Searles Building Renovations				
Rate	4.00%				
	Year	Principal	Interest	Payment	Balance
					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
		\$44,000.00	\$4,480.00	\$48,480.00	

FINANCE

FUND BALANCE: Each year, the Board discusses the appropriate level of fund balance to protect the Town from unforeseen financial circumstances. As shown in the Balance Sheet later in this report, fund balance generally represents the difference between the Town's assets and liabilities, at a given point in time. Upon completion of the Town's annual financial audit, any variances in budgeted expenditures and revenues throughout the year become part of the Town's "budgetary basis" fund balance. The following chart shows the budgetary basis undesignated fund balance available for tax rate setting over the last several years, since the Board elected to maintain a balance of \$300,000. While the NH Department of Revenue Administration recommends a much higher remaining fund balance, the Board has generally believed that with proper planning and oversight of Town finances, the Town's balance is sufficient.

End of year budgetary basis fund balance:	2009	2008	2007
Available for tax rate setting	\$580,361	\$638,615	\$382,836
Amount used to reduce next year's tax rate	\$280,361	\$338,615	\$82,836
Remainder	\$300,000	\$300,000	\$300,000

BALANCE SHEET: The following represents the General Fund balance sheet as of December 31, 2010 as prepared by the Town's Finance Department. This information is presented in draft form and has not been audited or reviewed by the Town's Independent Auditors.

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

BALANCE SHEET - GENERAL FUND AS OF DECEMBER 31, 2010

ASSETS

Cash	\$13,168,580
Taxes receivable, net	2,613,893
Accounts receivable	78,839
Due from other funds	2,810
Due from other governments	49,440
Restricted cash - performance bonds	397,197
Restricted cash - other	12,722
Total Assets	\$16,323,481

LIABILITIES & FUND BALANCES

Liabilities

Accounts payable	\$ 17,607
Deferred revenues	90,029
Deposits	397,197
Due to other funds	12,000
Due to other governments	14,735,239
Total Liabilities	15,252,072

Fund Balances

Reserved for encumbrances	203,263
Unreserved:	
Designated for subsequent years' expenditures	173,848
Undesignated	694,298
Total Fund Balances	1,071,409

Total Liabilities & Fund Balances	\$16,323,481
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FINANCE

SPECIAL FUND ACTIVITY: The following represents a summary of all transactions administered through the Town's Special funds, not including the General Fund, as compiled by the Town's Finance Department. These funds are held in custody by the Town Treasurer, however, funds are collected and expended based upon the designated purpose for which each fund was established.

Special Funds	Balance 01/01/10	Income	Disbursements	Interest	Balance 12/31/10
Cable TV Trust Fund	288,232.63	29,739.00	79,336.85	2,517.64	241,152.42
Searles Special	13,440.08	15,899.00	22,106.63	17.12	7,249.57
Expendable Health	162,858.54	403,164.70	295,669.54	1,338.36	271,692.06
Cemetery Operation	95,714.52	3,600.00	100.00	942.68	100,157.20
Conservation Land	403,025.84	131,451.35	50,957.19	3,695.95	487,215.95
Road Bond Fund	9,220.21	0.00	0.00	13.09	9,233.30
Law Enforcement Fund	967.47	0.00	0.00	1.37	968.84
Town Clerk Special Acct	461.05	23,047.12	20,970.50	1.29	2,538.96
Recreation – Lacrosse	13,163.45	51,763.02	42,077.42	18.79	22,867.84
Conservation Special	2,151.96	0.00	0.00	3.05	2,155.01
Recreation – Basketball	4,655.13	1,955.00	5,357.84	4.84	1,257.13
Recreation – Programs	1,752.07	72,429.77	70,234.77	5.41	3,952.48
Recreation – Tennis	2,519.90	4,861.00	3,537.31	5.10	3,848.69
Police Public Safety Rev	93,858.81	319,708.09	292,058.87	214.34	121,722.37
Police Fed Forfeitures	4,506.97	7,494.00	11,723.51	5.31	282.77
Fire Public Safety Rev	22,402.39	27,647.92	26,266.13	38.66	23,822.84
Subdivision Escrow	76,673.46	32,435.23	24,599.47	0.00	84,509.22
Griffin Park Lighting	906.37	0.00	907.30	0.93	0.00
Misc. (Undefined)	5.06	0.00	0.00	0.00	5.06
School Impact Fees	143,739.84	92,781.29	234,785.47	1,470.83	3,206.49
High School Impact	0.00	69,264.00	15,214.53	31.39	54,080.86
Rte 28 Emerg Resp	10,022.07	1,000.00	0.00	99.46	11,121.53
Recreation Improv Fund	5,275.51	0.00	5,278.34	2.83	0.00
Rail to Trail Fund	0.21	100.00	0.00	0.10	100.31
Police Impact Fees	3,881.23	13,620.72	0.00	12.18	17,514.13
Fire Impact Fees	6,888.05	21,780.86	0.00	20.73	28,689.64
Grand Total	\$1,366,322.82	\$1,323,742.07	\$1,201,181.67	\$10,461.45	\$1,499,344.67

The collective cash balances for the above funds were invested as follows as of December 31, 2010 (represents bank statement balances exclusive of deposits in transit and outstanding checks):

Citizens Bank Operating Accounts – earning 0.11%	\$635,085.12
Centrix Bank Investment Account – earning 1.00%	\$860,837.00
TD Bank Merchant Account – earning 0.00%	\$5,171.23

PERFORMANCE BONDS: As of 12/31/10, the following bonds/escrow accounts are held in custody by the Town Treasurer, either for the completion of projects approved by the Planning Board or for other town requirements. These funds are collected and expended through Planning Board and/or Board of Selectmen approval.

Project	Type	Balance
Atlantic Telecom (Cell Tower Removal Bond)	Insurance Co Bond	\$30,000.00
Anderson Subdivision	Letter of Credit	73,006.00
Castle Reach III	Letter of Credit	17,670.00
Clarke Farm Estates	Letter of Credit	43,201.70
Comcast/Adelphia (Cable TV)	Insurance Co Bond	75,000.00
Common Man	Insurance Co Bond	4,500.00
Cristy Rd Ext	Cash	52,332.91

FINANCE

Project	Type	Balance
D & S Builders	Cash	100.00
Duston Rd (Spruce Pond I)	Letter of Credit	32,382.00
Fieldstone Woods (Mountain Home Building)	Cash	19,597.62
Fieldstone Woods (DHB, Inc)	Letter of Credit	17,082.00
Fox Crossing Retaining Wall	Insurance Co Bond	15,480.00
Gov Dinsmore Rd (McIntosh Hollow)	Letter of Credit	93,720.00
Gov Dinsmore Rd (Orchard Blossom)	Letter of Credit	39,275.00
Jenny's Hill Rd	Insurance Co Bond	21,000.00
Johnny Hill Estates	Letter of Credit	437,670.00
Lakeview Farm/Harvest Rd	Letter of Credit	57,600.00
McIntosh Hollow	Letter of Credit	253,587.00
Netherwood Rd	Insurance Co Bond	14,600.00
Northland Rd (Spruce Pond I)	Letter of Credit	56,613.00
Outlook Rd	Cash	55,488.17
Partridge & Quail Rds	Cash	2,884.33
Pawtucket Rd	Letter of Credit	22,593.80
Porcupine Rd	Cash	32,140.29
Rte 93 (Timber)	Cash	351.15
Ryan Farm Rd (Mesiti)	Cash	25,213.90
Ryan Farm 3 (Great Mountain View)	Letter of Credit	86,933.00
Ryan Farm 4 (Great Mountain View)	Letter of Credit	1,582,944.00
Searles Rd (Forfeited)	Cash	15,070.93
Settlers Ridge Rd	Cash	13,034.77
Spruce Pond Phase II	Letter of Credit	92,808.00
Spruce Pond Phase III	Letter of Credit	10,800.00
Squire Armour Ext (Forfeited)	Cash	18,101.50
Stoneywyke Rd (Forfeited)	Cash	6,429.96
Terra Bella	Cash	51,106.51
Thompson Subdiv	Cash	686.11
Villages of Windham	Letter of Credit	42,834.00
Wall St/International	Cash	32,963.82
Wall St (Shaws) Driveway	Insurance Co Bond	13,586.00
White Mountain Cable Construction (Cable TV)	Insurance Co Bond	20,000.00
Windham Meadows II	Cash	71,795.49
Total Performance Bonds		\$3,552,182.96

The collective cash balances for the above funds were invested as of December 31, 2010 in Citizens Bank Operating accounts earning 0.11%.

In closing, while the majority of the Finance operations involve day-to-day processing and oversight functions, we continue to seek ways to gain efficiencies and provide support to the other departments in Town. On a quarterly basis, I report to the Board of Selectmen on the overall state of the Town's finances, including our expenditure and revenue activity to date. These periodic reports, and other finance related items, can be found on the Finance page of the Town's website. I encourage anyone to contact me directly for questions or for more specific Town financial information as needed.

Respectfully submitted,



Dana Call, Assistant Town Administrator-Finance

FINANCE

REVENUE REPORT - COMPARATIVE ANALYSIS AS OF DECEMBER 31, 2010

SOURCES OF REVENUE	Estimated Revenue For 2010	Actual Revenue @ 12/31/10	Actual Revenue @ 12/31/09	Increase (Decrease) 10-09	10 Percent of Estimate Received
<u>TAXES</u>					
Yield/Excavation Tax	\$ 1,867	1,867	3,079	(1,212)	100.0%
Interest & Penalties on Taxes	190,604	209,771	173,370	36,401	110.1%
Boat Taxes	14,200	15,010	11,026	3,984	105.7%
<u>INTERGOVERNMENTAL REVENUES</u>					
Highway Block Grant	278,167	278,167	256,964	21,203	100.0%
Rooms and Meals	576,734	576,734	573,334	3,400	100.0%
<u>LICENSES AND PERMITS</u>					
M V Permit Fees	2,580,000	2,597,627	2,600,432	(2,805)	100.7%
Building Permits	165,000	191,427	109,840	81,587	116.0%
Other Licenses and Permits:					
Dog Licenses	16,000	16,090	17,606		
Animal Officer Fees	2,200	2,335	3,045		
Planning Board Fees	9,000	12,214	22,300		
Board of Adjustment Fees	5,500	7,756	7,253		
Town Clerk Miscellaneous	4,000	4,999	4,576		
Gun Permits	1,100	1,425	1,440		
Subtotal Other Licenses/Permits	37,800	44,819	56,220	(11,401)	118.6%
<u>CHARGES FOR SERVICES</u>					
Cable TV Fees	192,000	197,033	353,672	(156,639)	102.6%
Income from Departments:					
Special Duty-Contracted Police	30,000	31,971	34,514		
Welfare Reimbursements	15,700	19,262	4,144		
Community Dev Miscellaneous	2,500	3,124	2,345		
Police Dept Miscellaneous	4,700	6,483	7,506		
Ambulance Fees	200,000	222,456	228,770		
Fire Dept Miscellaneous	10,000	21,889	14,275		
Transfer Station Fees	60,000	73,592	49,542		
Police - Accident Reports	1,700	2,253	2,218		
Recreation - Swim Lessons	5,600	5,604	4,273		
Subtotal Income from Dept's	330,200	386,634	347,587	39,047	117.1%
<u>MISCELLANEOUS REVENUES</u>					
Interest on Deposits	30,000	31,459	36,797	(5,338)	104.9%
Sale of Town Property	500	49,415	40,830	8,585	9883.0%
Other Miscellaneous Revenues:					
Intergovmtl/Fire SAFER Grant	126,917	145,392	134,925		
Other State/Fed Grants/FEMA	25,000	25,379	54,444		
Insurance/Other Reimb/Refunds	14,263	31,453	17,198		
Parking Fines	2,500	2,696	2,025		
Town Building Rent	8,200	9,325	6,400		
Selectmen Miscellaneous	8,500	8,128	25,107		
Donations/Grants	1,048	938	313		
Treasurer's Miscellaneous	500	1,290	2,267		
Town Clerk - Copy Fees	2,000	2,073	2,097		
Subtotal Other Miscellaneous	188,928	226,674	244,776	(18,102)	120.0%
<u>OTHER FINANCING SOURCES</u>					
Income from Trust Funds	560	560	1,017	(457)	100.0%
Income from Capital Reserve Funds	350,000	350,000	0	350,000	
Income from Revenue Funds	32,160	32,160	32,160	-	100.0%
Income from Other Sources:					
State of NH-Depot	-	-	35,403	(35,403)	
TOTAL REVENUES	\$ 4,968,720	5,189,357	4,876,507	312,850	104.4%

TOWN TREASURER



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

General Fund Cash Balance on January 1, 2010	\$12,145,188.18
Cash Receipts:	
Tax Collector – Property Taxes, Interest, Etc.	43,533,638.13
Tax Collector – Land Use Change Taxes	141,792.35
Town Clerk	2,638,133.37
Community Development	214,520.67
Transfer Station	73,591.92
Police Department	44,826.92
Fire Department	244,345.48
Cable Franchise Fees	197,033.26
State of NH – Meals & Rooms Distribution	576,733.84
State of NH – Highway Block Grant	278,167.12
State of NH TE/ARRA – Depot Renovation	209,362.78
Other Intergovernmental – SAFER, FEMA, Etc.	170,438.63
Sale of Town Property	49,415.00
Grants & Donations	84,648.91
Administration & Other Miscellaneous	96,159.43
Interest on Investments	31,458.79
Transfers In from Capital Reserve Funds	350,000.00
Proceeds from Issuance of Tax Anticipation Notes	0.00
Subtotal Cash Receipts	49,934,266.60
Cash Disbursements:	
Selectmen's Warrants & School District Requests	(48,766,419.76)
Transfer Out to Conservation Land Fund	(129,792.35)
Transfer Out to Village District	(14,662.87)
Payoff of Tax Anticipation Notes	(0.00)
Subtotal Cash Disbursements	(48,910,874.98)
General Fund Cash Balance on December 31, 2010	\$13,168,579.80

The general fund cash, held in custody by the Town Treasurer, was invested as follows as of December 31, 2010 (represents bank statement balances exclusive of deposits in transit and outstanding checks):

Citizens Bank Operating Account – earning 0.14%	\$9,165,300.55
Centrix Bank Investment Account – earning 1.00%	\$4,002,919.51

EXPENDABLE HEALTH TRUST



MONTH	INCOME	----- Disbursements -----						BALANCE
		RETIREE NET PREMIUM	CLAIMS	ADMIN FEE	RENEWAL	INTEREST	MISC.	
								162,858.54
January	22,066.34	0.00	9,584.40	1,666.50	0.00	75.63		173,749.61
February	29,818.32	0.00	11,622.09	0.00	0.00	76.80		192,022.64
March	44,661.93	0.00	65,760.17	1,551.00	0.00	104.96		169,478.36
April	29,994.55	0.00	14,625.01	0.00	0.00	73.71		184,921.61
May	30,062.23	0.00	31,172.07	0.00	0.00	94.20		183,905.97
June	39,012.49	0.00	57,824.97	1,650.00	0.00	118.02		163,561.51
July	25,702.80	0.00	13,122.18	0.00	0.00	119.52		176,261.65
August	38,922.86	0.00	20,869.94	0.00	0.00	121.85		194,436.42
September	29,845.14	0.00	17,415.33	1,666.50	0.00	123.98		205,323.71
October	30,857.02	0.00	21,591.37	0.00	0.00	145.62		214,734.98
November	38,106.58	0.00	8,829.25	0.00	650.00	146.32		243,508.63
December	44,114.44	0.00	16,068.76	0.00	0.00	137.75		271,692.06
TOTALS	403,164.70	0.00	288,485.54	6,534.00	650.00	1,338.36	0.00	271,692.06

The Expendable Health Trust fund is used primarily to pay the “out of pocket” claims associated with the Town’s program of self-insuring the deductibles and coinsurance payments on behalf of its employees. The income deposited into this fund consists of the employees’ co-pay amounts from weekly payroll deductions. The monthly premium cost of the health insurance program is funded primarily through the Town’s general operating budget, however, excess funds available in this fund are used towards funding the monthly premium costs.

TOWN CLERK



The Town Clerk's office has changed a lot of functionality within the office. With effectiveness and efficiency in mind, we were able to produce our own renewal notices and give personalized messages to our residents about important events or reminders. Another positive about these motor vehicle renewal notices is that they fit more vehicles on the notice, therefore, reducing the paper usage. In addition, with the help of Administrative Assistant Wendi Devlin, Town Clerk Nicole Merrill has been meticulous about updating the Town Clerk webpage at windhamnewhampshire.com/updated/townclerk.htm. You will notice that there is a suggestion box to leave messages, obtain certain forms, and updated information for your convenience.

Another key service item that has been added to the Town Clerks Office is E-Reg (online vehicle registration). At any time of the day, from the comfort of your home or office, you can renew your vehicle registration OR your dog registration, if need be. A particularly neat function of this system is the ability to obtain an estimate for a new or used vehicle. That way you can have an idea on what you are going to have to pay when you come in and register. We have also started to use email more and more to reduce our postage costs. At this point, however, we are just trying to build the database. In the near future, if you choose to, you will be reminded via email for dog registrations, vehicle registrations, and anything that is important in the Town Clerks Office.

Extended hours have also been implemented for the Town Clerks Office. Residents should note that the Office is now open the last Saturday of each month (with the exception of Holidays) from 9am-12pm, and each Monday of the year (again, with the exception of Holidays) until 7pm. We are hoping that the residents find this very convenient.

Another modification that we are utilizing is the brand new High School, as we are now conducting the Deliberative Session and the Elections there. The Auditorium is perfect for residents to feel comfortable and it is very welcoming. It also affords more parking and more space in the Gym for the Elections. Overall, it's a great fit for all venues for the Town.

Assistant Town Clerk Maria Marotta, Deputy Town Clerk Nancy Charland, and I are working diligently for the residents of the Town of Windham; most importantly with a smile. Anytime you have questions or concerns, please don't hesitate to come by and visit or give us a call. It's our pleasure to carry out the Town of Windham's Misson.

GENERAL FUND REVENUES COLLECTED

	2010	2009
Motor Vehicle Permits	\$2,539,253.50	\$ 2,540,835.00
Mail-in Registrations	13,120.00	13,377.00
State Motor Vehicles	40,587.50	41,662.50
Titles	4,666.00	4,558.00
Dog Licenses	16,089.50	17,606.00
Income from Dog Officer	2,335.00	3,045.00
Sale of Town Information	2,073.10	2,096.92
Boats	15,009.70	11,026.39
UCC Filings / Other Misc	2,076.07	2,006.44
Vital Records	2,354.00	2,060.00
OHRV / Hunting & Fishing	569.00	510.00
Total	\$2,638,133.37	\$2,638,783.25
REMITTED TO TREASURER:	\$2,638,133.37	\$2,638,783.25
Motor Vehicle Permits Issued	16,867	16,590
Dog Licenses Issued	2,051	1,951

Respectfully submitted,

Nicole L Merrill, Town Clerk

TAX COLLECTOR



DEBIT REPORT

	Levies of	
	2010	Prior
UNCOLLECTED TAXES BEGINNING OF YEAR:		
Property Taxes	\$ 0.00	\$ 1,835,032.67
Land Use Change Taxes	0.00	24,000.00
Yield Taxes	0.00	0.00
Excavation Taxes	0.00	874.86
TAXES COMMITTED THIS YEAR:		
Property Taxes	43,640,693.59	0.00
Land Use Change Taxes	211,695.00	0.00
Yield Taxes	1,116.79	0.00
Excavation Taxes	60.00	0.00
OVERPAYMENTS:		
Property Taxes	105,497.51	559.62
Miscellaneous	22.00	12.00
INTEREST COLLECTED ON DELINQUENT TAXES:	22,668.04	81,810.83
COLLECTED PENALTIES/FEES	176.00	5,689.00
TOTAL DEBITS	\$43,981,928.93	\$ 1,947,978.98

CREDIT REPORT

	2010	Prior
REMITTED TO TREASURER:		
Property Taxes	\$ 41,764,010.37	\$ 1,835,032.67
Land Use Change Taxes	116,000.00	24,000.00
Yield Taxes	932.02	0.00
Interest	22,668.04	81,810.83
Penalties/Fees	176.00	5,689.00
Overpayments/Refunds	105,497.51	559.62
Miscellaneous	22.00	12.00
Excavation Tax	60.00	874.86
ABATEMENTS MADE:		
Property Taxes	2,000.18	0.00
Yield Taxes	0.00	0.00
Land Use Change Taxes	22,500.00	0.00
UNCOLLECTED TAXES END OF YEAR:		
Property Taxes	1,874,683.04	0.00
Land Use Change Taxes	73,195.00	0.00
Yield Taxes	184.77	0.00
Excavation Taxes	0.00	0.00
TOTAL CREDITS	\$43,981,928.93	\$ 1,947,978.98

TAX COLLECTOR

SUMMARY OF TAX SALE/LIEN ACCOUNTS

DEBIT REPORT

	2009 Levies	2008 Levies	Prior Levies
UNREDEEMED LIENS:			
Beginning of Year	\$ 0.00	\$ 432,530.74	\$ 150,291.44
LIENS EXECUTED:			
During Fiscal Year	810,662.05	0.00	0.00
INTEREST & COSTS:			
Collected After Execution	16,536.40	29,638.54	44,257.16
TOTAL DEBITS	<u>\$827,198.45</u>	<u>\$ 462,169.28</u>	<u>\$ 194,548.60</u>

CREDIT REPORT

REMITTANCE TO TREASURER:			
Redemptions	\$368,362.41	\$137,309.96	\$ 121,980.60
Interest/Costs	16,536.40	29,638.54	44,257.16
ABATEMENTS:	0.00	0.00	0.00
UNREDEEMED LIENS:			
Balance End of Year	442,299.64	295,220.78	28,310.84
TOTAL CREDITS	<u>\$827,198.45</u>	<u>\$ 462,169.28</u>	<u>\$ 194,548.60</u>

Respectfully submitted,



Ruth A. Robertson, Tax Collector

CAPITAL IMPROVEMENTS PLAN 2011-18



Excerpted from the 2011-2018 Capital Improvements Plan:

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

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

For the purpose of this document, a capital improvement is defined as a major expenditure (usually non-recurring) for public facilities costing more than \$50,000. CIP expenditures are considered beyond the scope of normal annual operating or maintenance expenses. Included are:

- Land acquisition for public purpose
- New buildings or additions
- Vehicles and other machinery with a useful life of greater than five years
- Major building or facility renovations with a useful life of greater than ten years
- Road renovations resulting in long-term improvement in road capacity or conditions
- Special studies such as assessments or a Master Plan
- Studies or architectural plans costing more than \$50,000 for the above capital improvements

A Capital Improvements Program offers many advantages:

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

The CIP Annual Process:

- Request from each of the Town departments detailed individual capital improvement requests.
- Schedule presentations, by department, of each request.
- CIP Sub-committee discusses and classifies each request by need and funding amount. (See Section IIA – Method of Classification for definition of need)
- CIP Sub-committee prepares 8 year appropriations spreadsheet which is presented to Planning Bd.

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

II. Background: CIP 2011 Plan

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

CAPITAL IMPROVEMENTS PLAN 2011-2018

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

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

B. Year 2011 Available Capital Improvement Funds: The CIP Sub-Committee used the official tax valuation less utilities figure for 2010 to determine the proposed CIP funding for the subsequent years in its plan. This official tax valuation is determined by the Windham Tax Assessor and approved by the New Hampshire Department of Revenue Administration. For year 2010 the town valuation figure was set at \$1,981,937,270.

To compute the available CIP funds for year 2011, the sub-committee used the actual 2010 valuation and applied a 0.5% increase to reach \$1,991,846,956 as an estimated tax valuation figure. For FY 2011-2018 planning, the sub-committee estimated available CIP funds using a range of increases each year to determine the valuation figures for the subsequent 2012 – 2018 years.

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

The CIP Sub-Committee has adopted a CIP rate of \$0.75 per thousand to fund the non-high school capital projects. It is required that the first year of the CIP plan be balanced to zero (2011 in this plan).

III. CIP FY 2011 Plan

FUNDING AMOUNTS

2010 Actual Town Tax Valuation Less Utilities	\$1,981,937,270
2011 Estimated Town Tax Valuation less Utilities with 0.5% estimated growth	\$1,991,846,956
CIP funding at \$0.75 per thousand of 2011 Estimate	\$ 1,493,885
Other CIP Contributions:	
State Highway Grant	\$ 120,000
TOTAL AVAILABLE CIP FUNDING FOR 2011	\$ 1,613,885
FIXED CIP OBLIGATIONS FOR 2011	\$ 0
REMAINING CIP FUNDS AVAILABLE FOR REQUESTED PROJECTS	\$ 1,613,885

CAPITAL IMPROVEMENTS PLAN 2011-2018

CIP FY 2011 - 2018 APPROPRIATION CHART (SUMMARY)

	Notes	CRF Balances	2011	2012	2013	2014	2015	2016	2017	2018
CIP Projected Availability			\$1,493,885	\$1,501,355	\$1,516,368	\$1,531,532	\$1,546,847	\$1,570,050	\$1,593,601	\$1,617,505
Fixed CIP Obligations										
None			0	0	0	0	0	0	0	0
Total Fixed Obligations			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Effective Net Availability Other			\$1,493,885	\$1,501,355	\$1,516,368	\$1,531,532	\$1,546,847	\$1,570,050	\$1,593,601	\$1,617,505
Other CIP Annual Contributions		-								
			120,000	0	0	0	0	0	0	0
Net to Annual Appropriations		\$ -	\$1,613,885	\$1,501,355	\$1,516,368	\$1,531,532	\$1,546,847	\$1,570,050	\$1,593,601	\$1,617,505
Annual Appropriations										
POLICE DEPARTMENT		-	137,098	216,933	0	0	0	0	0	0
FIRE DEPARTMENT		73,757	135,108	603,865	846,865	383,000	0	0	0	0
TOWN			200,000	0	0	0	0	0	0	0
COMMUNITY DEVELOPMENT DEPT			65,000							
HIGHWAY AGENT		-	600,000	350,000	500,000	350,000	350,000	350,000	350,000	350,000
LIBRARY		24,814	0	0	0	0	0	0	0	0
RECREATION		-	171,679	78,321	0	150,000	0	0	0	0
SCHOOL DEPARTMENT		187,721	305,000	250,000	150,000	500,000	500,000	500,000	500,000	500,000
Total Annual Appropriations			\$1,613,885	\$1,499,119	\$1,496,865	\$1,383,000	\$ 850,000	\$ 850,000	\$ 850,000	\$ 850,000
Variance			\$0	\$2,236	\$19,503	\$148,532	\$696,847	\$720,050	\$743,601	\$767,505

CAPITAL IMPROVEMENTS PLAN 2011-2018

CIP FY 2011 - 2018 APPROPRIATION CHART (DETAIL)

	Notes	CRF Balances	2011	2012	2013	2014	2015	2016	2017	2018
Effective Net Availability Other			\$1,493,885	\$1,501,355	\$1,516,368	\$1,531,532	\$1,546,847	\$1,570,050	\$1,593,601	\$1,617,505
OTHER CIP ANNUAL CONTRIBUTIONS										
State Highway Grant (80% of cost 5 Ton Truck)	1		120,000	0	0	0	0	0	0	0
Total Other contributions			\$ 120,000	\$ -						
Net to Annual CIP Appropriations			\$1,613,885	\$1,501,355	\$1,516,368	\$1,531,532	\$1,546,847	\$1,570,050	\$1,593,601	\$1,617,505
ANNUAL APPROPRIATIONS										
POLICE DEPARTMENT										
Building Enhancement			137,098		0	0	0	0	0	0
Garage/Storage Facility			0	216,933	0	0	0	0	0	0
Sub-Total		\$0	\$137,098	\$216,933	\$0	\$0	\$0	\$0	\$0	\$0
FIRE DEPARTMENT										
Fire Apparatus	2	73,757	0	0	0	0	0	0	0	0
Ambulance Replacement			0	75,000	110,000	0	0	0	0	0
Engine 3 Replacement			135,108	208,865	208,865	0	0	0	0	0
Breathing Apparatus Rpl.			0	0	208,000	0	0	0	0	0
Mobile Data Terminal's			0	0	0	63,000	0	0	0	0
Ladder Truck Replacement			0	320,000	320,000	320,000	0	0	0	0
Sub-Total		\$73,757	\$135,108	\$603,865	\$846,865	\$383,000	\$0	\$0	\$0	\$0
TOWN										
Expand Griffin park			200,000	0	0	0	0	0	0	0
COMMUNITY DEVELOPMENT DEPT										
Sewer Study			65,000	0	0	0	0	0	0	0
Sub-Total		\$0	\$265,000	\$0						
HIGHWAY AGENT										
Road Improvements			330,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000
5 Ton Dump			150,000	0	0	0	0	0	0	0
5 Ton Dump			0	0	150,000	0	0	0	0	0
Front End Loader			120,000	0	0	0	0	0	0	0
Sub-Total		\$0	\$600,000	\$350,000	\$500,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000

CAPITAL IMPROVEMENTS PLAN 2011-2018

CIP FY 2011 - 2018 APPROPRIATION CHART (DETAIL CONTINUED)

	Notes	CRF Balances	2011	2012	2013	2014	2015	2016	2017	2018
ANNUAL APPROPRIATIONS (continued)										
LIBRARY										
Arch. Design & Management	3	24,814	0	0	0	0	0	0	0	0
Sub-Total		\$24,814	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RECREATION										
Spruce Pond			171,679	78,321	0	0	0	0	0	0
Expand Nashua Road fields			0	0	0	150,000	0	0	0	0
Sub-Total		-	\$171,679	\$78,321	\$0	\$150,000	\$0	\$0	\$0	\$0
SCHOOL DEPARTMENT										
School Septic	4	1,641	0	0	0	0	0	0	0	0
School -Paving/Parking Area	5	51,370	0	0	0	0	0	0	0	0
School-Bldg & Grounds maint	6	134,710	0	0	0	0	0	0	0	0
Architect/Engineering Fees			140,000	0	0	0	0	0	0	0
Capital Reserve			165,000	250,000	150,000	500,000	500,000	500,000	500,000	500,000
Sub-Total		\$187,721	\$305,000	\$250,000	\$150,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
TOTAL ANNUAL APPROPRIATIONS			\$1,613,885	\$1,499,119	\$1,496,865	\$1,383,000	\$850,000	\$850,000	\$850,000	\$850,000
VARIANCE			\$0	\$2,236	\$19,503	\$148,532	\$696,847	\$720,050	\$743,601	\$767,505
OTHER ANNUAL APPROPRIATIONS										
Primary High School Bond			3,020,687	2,923,937	2,282,718	2,727,031	2,620,250	2,524,250	1,840,250	1,840,250
Secondary High School Bond			425,100	408,225	389,475	370,256	350,569	330,881	311,194	311,194
Total Payments			\$3,445,787	\$3,332,162	\$2,672,193	\$3,097,287	\$2,970,819	\$2,855,131	\$2,151,444	\$2,151,444
Total cost per thousand town valuation			1.73	1.66	1.32	1.52	1.44	1.36	1.00	1.00

CAPITAL IMPROVEMENTS PLAN 2011-2018

CIP FY 2011-2018 FOOTNOTES

Other CIP Annual Contributions:

- Capital Reserve Fund:
- 1 Required 80% funding from State of NH to purchase 5 ton dump truck
 - 2 CRF balance remaining in Fire Department to be used as a portion of the lease cost to purchase Engine 3 replacement.
 - 3 Unexpended CIP funds from prior years.
 - 4 Unexpended CIP funds from prior years. CIP sub-committee recommends re-allocating to building maintenance CRF fund.
 - 5 Unexpended CIP funds from prior years. CIP sub-committee recommends re-allocating to building maintenance CRF fund.
 - 6 Unexpended CIP funds from prior years. CIP sub-committee recommends re-allocating to building maintenance CRF fund.

TAX VALUATION PROJECTION

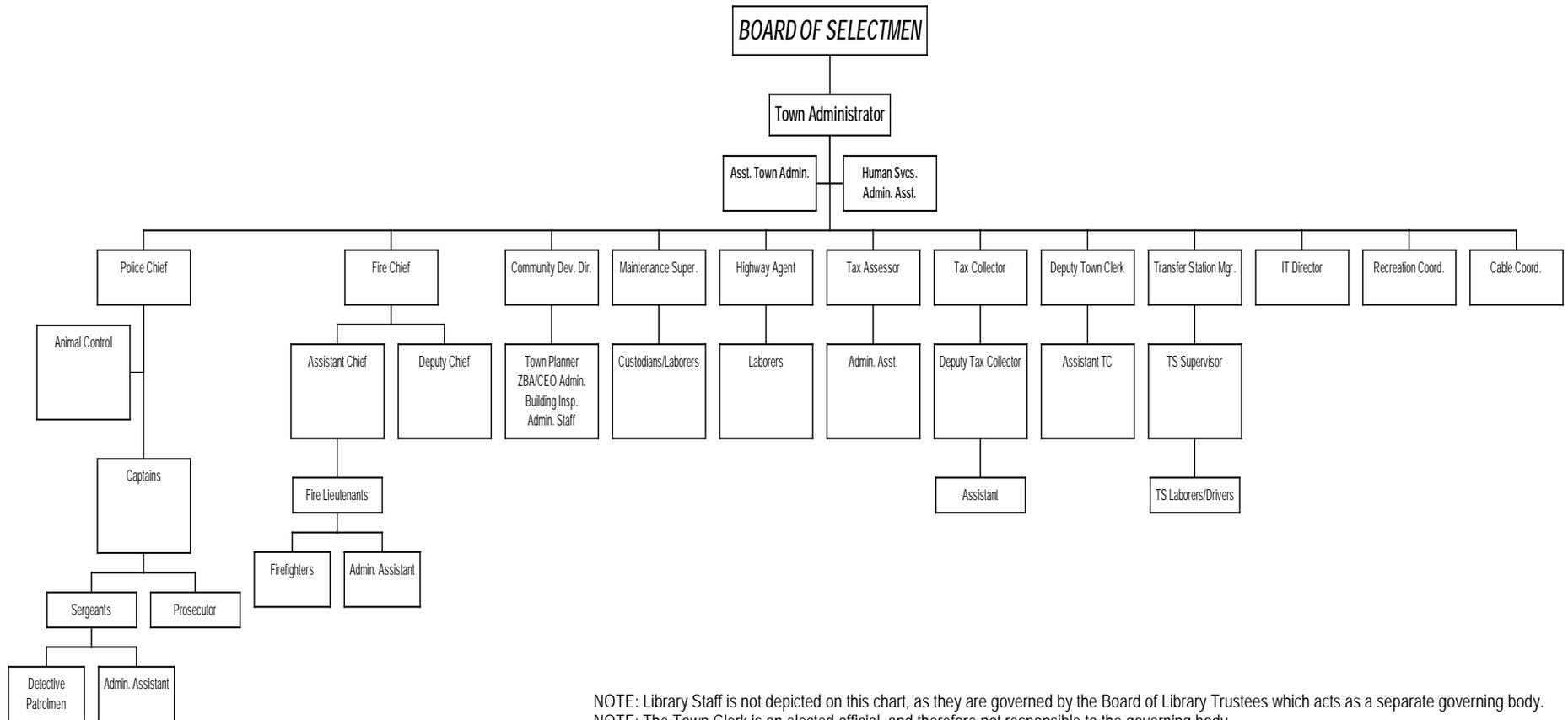
PROPERTY VALUATION	% INCR.	YEAR	PROJECTED CIP TAX RATE	\$ AVAILABLE
\$1,981,937,270		2010	\$0.75	\$1,486,453
\$1,991,846,956	0.5	2011	\$0.75	\$1,493,885
\$2,001,806,191	0.5	2012	\$0.75	\$1,501,355
\$2,021,824,253	1.0	2013	\$0.75	\$1,516,368
\$2,042,042,496	1.0	2014	\$0.75	\$1,531,532
\$2,062,462,921	1.0	2015	\$0.75	\$1,546,847
\$2,093,399,864	1.5	2016	\$0.75	\$1,570,050
\$2,124,800,862	1.5	2017	\$0.75	\$1,593,601
\$2,156,672,875	1.5	2018	\$0.75	\$1,617,505

Respectfully submitted for the Committee,

Rob Gustafson

Chairman, Capital Improvements Committee

ORGANIZATIONAL CHART



NOTE: Library Staff is not depicted on this chart, as they are governed by the Board of Library Trustees which acts as a separate governing body.
 NOTE: The Town Clerk is an elected official, and therefore not responsible to the governing body.

BOARD OF SELECTMEN



While it is undeniable that the continued poor economy has impacted the community, those who work for and serve the Town of Windham have collectively achieved many goals over these past twelve months, both tangible and intangible, and it is with pleasure that the Board acknowledges those accomplishments. For the past several years, constraints have been imposed on our annual operating budgets not only as a result of lost/declining revenues and the downshifting by the State of certain expenses to municipalities, but also the ever increasing costs of certain mandatory expenses. Further, there is our own awareness of how municipal spending decisions impact your ability as residents of Windham to endure in these economic times. While these circumstances have unquestionably influenced both what we can hope to accomplish and how we approach those tasks, our fiscal policy objective to continue to level fund our budgets has not hindered the professionalism of our staff and volunteers. Nor has their desire and drive to maintain a high level of service and attain those goals set out in our annual budgets lessened. Some of the key issues addressed in 2010 include:

Salt Shed/Highway Garage: The Board's main objective in our 2010 budget, as universally supported by the team of Department Heads and our Town Administrator, was to construct a new Highway garage and salt shed facility. Staff support for this project was so overwhelming that others set aside needs of their own, which allowed this project to be accomplished within an overall, level funded budget. When presented in March, our warrant article to raise \$960,000 for the facility and associated site work costs was supported by over 58% of the voters. Of the total cost, \$350,000 was already available in the Salt Shed Capital Reserve Fund; therefore the balance of \$610,000 was the amount ultimately funded from the 2010 budget appropriation.

In July, the Board awarded a contract to Wrenn Construction as general contractor, while Herbert Associates was chosen as our engineer responsible for developing the overall site plans and coordinating the necessary state and federal permits. As 2010 came to a close, the Salt Shed was fully constructed and final completion of the garage facility is expected by the end of January. In late December the town conducted its first "official" operations out of the new shed, and its full benefits were quickly evident. Without a doubt, these new facilities are a welcomed improvement over the Depot Road location from which the Highway Department operated for many years. We are very appreciative of the voters' support and the efforts of the contractors and Highway Department in completing this project, and look forward to many years of successful and efficient operations from the new site.

Depot Improvements: We are pleased to report that, by summer's end, improvements to the depot building and freight shed were completed. This project was dually funded under the Federal "stimulus program" via the American Recovery and Reinvestment Act (ARRA), along with a State Transportation Enhancement (TE) Grant. Through these programs, all but \$20,324 of the total project cost of \$324,467 was reimbursed to the town. Following completion of the grant project, the Board approved expending approximately \$10,000 of the town's remaining funds toward installation of additional wooden guardrails around the site, as well as to purchase materials to construct decking around the freight building. The latter will be built by our Maintenance Department, and the balance of approximately \$11,800 will be returned to the general fund for use as revenues in 2011.

To those who have yet to see the results, the completed project is quite something to behold. The two structures have been stabilized and their exteriors renovated, and a new parking area has been constructed which will serve users for many years to come. Judging by the daily activity at the site, it is clear that recreational enthusiasts from near and far are enjoying the project results. Future phases to improve the interiors of these buildings, particularly the Depot, will be reviewed as funding becomes available either through grants, donations, or town appropriations.

BOARD OF SELECTMEN

Strategic Planning: Through a series of summer workshops with each department, the Board completed the development of a new Town Strategic Plan. The Plan, which entails three years (2010-2012) of goals and objectives for each department, is intended to be a “living, breathing” document updated annually to both detail changes made and add a new year of goals. The Plan incorporates both tangible and intangible goals and objectives, and identifies estimated budgetary cost where appropriate. All items are aimed at addressing one of three (3) prongs in our Strategic Plan model: Customer Considerations; Employee Considerations, or; Process and Control.

While the Board remains supportive of the Plan and in Strategic Planning as a concept, the ongoing fiscal challenges we face resulted in many tangible goals for both 2010 and 2011, which would have represented new budgetary impacts, not being funded. Moving forward, those goals will be carefully reviewed with the department heads and either removed or deferred until a future year. The full plan is available for review on the Town’s website at www.windhamnewhampshire.com.

Windham/Salem Sewer Line Interconnection Feasibility Study (Phases 1 and 2): Funded through CTAP funds, Phase One of the study explored the feasibility of connecting to Salem’s current sewer system to serve the watershed areas of Cobbetts Pond and Canobie Lake along with the Wall Street area of Route 111. Ultimately, several alternative connection points and construction routes were identified through this first phase. Phase Two entailed a joint study with the Town of Salem to further investigate the feasibility of such service and determine the best alternative to focus on. Additionally, this second phase outlined future steps necessary to further evaluate the potential for such a project. In 2011, the Board will be requesting that \$65,000 be funded from our budget to undertake Phase Three, which will focus on several ensuing aspects of this project, including: legalities, detailed engineering, cost estimates, and public education and outreach.

Reorganization of the Community Development Department: After a series of discussions with and recommendations from the Director, the Community Development staffing was reorganized by the Board effective in July of 2010. Changes included elimination of the part-time Building Inspector position, which was replaced by a part-time ZBA/Code Enforcement Administrator. Further, the hours of the Administrative Assistant were reduced from 40 to 32. Overall, these changes resulted in some budgetary savings while providing a staff person who could concentrate proactively on assisting the Zoning Board, as well as enforcing code compliance.

Local Energy Committee (LEC): Consisting of seven (7) members who are charged with advising and assisting the Town and its residents on reducing their energy usage and costs, the Board established the Town’s first LEC in 2010. The Committee undertakes such tasks as: (1) recommending energy saving goals for all departments, structures and apparatus; (2) identifying grants and funding for energy projects and assisting in administering any grants awarded; (3) providing input on all development/construction projects and recommending alternative energy solutions, and; (4) raising public awareness and informing the community of the financial and environmental benefits of renewable energy solutions and energy conservation.

Economic Development Committee (EDC): Originally established in 2007 as a subcommittee of the Greater Salem Chamber of Commerce, in 2010 the Board re-established the EDC as an official Town committee. Charged with advising the citizens, Boards, Departments and businesses (existing and proposed) on the merits of economic development, some of the specific goals of the Committee include: (1) promoting growth in property valuation that generates tax revenue to reduce the tax burden; (2) promoting Windham as a destination for new business; (3) establishing and nurturing supportive relationships with existing businesses and property owners; (4) helping town leaders to project a welcoming and helpful image to the business community; (5) providing education and outreach opportunities to encourage and facilitate economic development, and; (6) promoting economic growth that provides employment opportunities in Windham.

BOARD OF SELECTMEN

Bond Releases and Road Acceptances: Upon recommendation of the Planning Board, several road bond releases were approved. In addition, portions of the following were accepted as Town roads: Bear Hill Road Ext., Westchester Road, and Johnson Street. As the year came to a close, in keeping with the By-Pass project agreement the Town also accepted Delahunty Road, and the re-aligned portions of Roulston Road, Lamson Road, Industrial Drive, and Chapel Road.

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

- \$10,000 in shrubs and trees offered to the Town by Delahunty Nurseries. The shrubs and trees can be used at Griffin Park or any other recreational facility. This is an annual donation offer for up to \$10,000 each year for a period of 10 years
- \$5,450 in funds and services from area businesses to help provide the annual Senior Summer Picnic, Senior Christmas Party, Tennis Tournament, and other recreation events.
- \$7,235 in value for a new sign for the Searles School and Chapel. From George Dinsmore.
- \$300 in goods and services for Economic Development event. From a private source.
- \$110 in cash donation for the Town Museum. From the Campbell Homestead.

Personnel: 2010, as seems to have been the norm over the past several years, was once again a busy time for personnel changes, particularly in the Police and Community Development departments. Although no new positions were added, many new faces were welcomed to the town filling existing vacancies.

Employees starting employment in 2010:

- Kelly McLaughlin, Cable Coordinator
- Tim Corwin, Code Enforcement/Zoning Administrator
- Mimi Kolodziej, Planning Board Administrative Assistant
- Allison Kinyanjui, Patrol Officer
- Shane Mirisola, Patrol Officer
- Donna Markham, Searles Coordinator

Employees terminating employment on 2010:

- Mike Simpson, Deputy Animal Control Officer
- Tracy Mulder, Planning Board Administrative Assistant
- Ron Preble, Part-time Building Inspector

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

We also would like to take this opportunity to recognize Captains Mike Caron and Carl Wagner on their promotions from the rank of Sergeant. Both have served the town and the Police Department for many years, and are well deserving of this advancement. Similarly, we recognize Sergeant Dan Clark. Dan has been an officer with the Department for several years, serving the majority of that time as Detective, and we are confident that he will be equally as successful as Sergeant.

Annual Awards: At Town Meeting, we recognized the Windham Helping Hands Organization and their many volunteers as the Volunteers of the Year. Helping Hands provides for financial assistance to others in need, as well as for clothing and supplies for school children, Thanksgiving Baskets, and presents at Christmas time.

BOARD OF SELECTMEN

In addition, we recognized each of our Department Heads, Committee Chairpersons, and the Town Administrator for their efforts during the past few budget cycles in controlling costs and maintaining overall level budgets for the past two years. We truly appreciate their efforts during these difficult economic times.

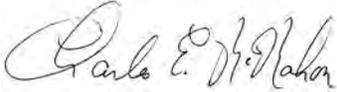
On behalf of the entire community, we once again extend our appreciation and congratulations to both the wonderful volunteers of Helping Hands and to our management team.

“Workforce Appreciation Day”: In May, our Public Relations Committee, comprised of the Town Administrator and his Administrative Assistant along with our Recreation Coordinator, hosted the fifth annual appreciation luncheon and service award ceremony. This event acknowledges the day-to-day efforts our employees and formally recognizes through service awards those that have met specific milestones. Our 2010 award recipients included: Al Seifert and Carolyn Shea - 25 years; Robert Dobson - 20 years; Jena Day, Eric Delong, Mary Ann Horaj, Alice Hunt, Pat Kovolyan, Gary Kurgan, Kathy Lelievre, Wendy Lorentzen, Jack McCartney, Jane McCue, Bill Merrill, Bruce Montgomery and Kim Richards - 10 years; and, Eric DiVenuti, Cheryl Haas, Gerry Lewis, Mike McGuire, Heather Newell, Bryan Smith, and Brian Tarmey - 5 years.

In conclusion, the past twelve months have been both exciting and challenging. We are proud to have been able to maintain a high level of service for our community while controlling costs amidst this economic climate. Looking back over what has been accomplished, we are ever mindful of those who have helped us achieve our many goals and finish several projects. We extend our deepest appreciation to our residents for your support, and to our staff and committee volunteers for their steadfastness, professionalism, and desire to achieve.

As we begin a new year we pledge to continue to be fiscally prudent, to look for ways to be innovative, and to collaborate with others to the betterment of our Community.

Respectfully submitted,



Charles McMahon, Chairman

For the Entire Board:

Bruce Breton
Galen Stearns
Roger Hohenberger
Ross McLeod

TOWN ADMINISTRATOR



It is with pleasure that I submit my annual report for 2010. Over the past year our team has focused our attention on a few large-scale projects, along with researching and reviewing some new and innovative ways of addressing both employee benefits and town-wide insurance expenses. Some of the former include completing the improvements to the Depot and freight buildings through the assistance of both ARRA (Federal “Stimulus”) and State TE (Transportation Enhancement) grants. We also completed construction of the new Salt Shed, and were fully operational from our new facility when the first of many early winter storms hit the area. As this report goes to print, the highway garage is nearly completed, as well, and should be finished by mid February.

The Board, department heads, and I spent many meetings reviewing and developing our new three-year Strategic Plan. This document, which will continue to evolve, will serve as our guide as we develop our annual goals and budgets moving forward. Along with our involvement with those larger scale projects, we once again were busy at the negotiating table with all three of our Unions; however, our collective efforts were unsuccessful and were unable to come to any agreements. By year’s end, we had a failed mediation session with the Municipal Union, which will now go to fact-finding, and the Police and Fire Union were awaiting mediation.

Similar to last year, considerable time was spent working with the departments and committees in the development of a level funded 2011 budget request. As explained further in this report, we are once again submitting a budget for consideration that reflects no increase over last year’s budget appropriations; save a special warrant article to purchase a parcel of land next to the Town Beach. I am extremely proud of what our collective team has been able to achieve this past year, and our staff, volunteers, and elected/appointed officials deserve kudos for their efforts.

2011 BUDGET DISCUSSION: As shown in the table below, the overall total tax rate for 2010 was higher than the total tax rate in 2009 by \$3.06/1000 valuation; an increase of 16.20%. The Town portion of the rate increased 15.60% or \$.54/1000.

2010 TAX RATE HIGHLIGHTS assumes valuation changes (real rate)

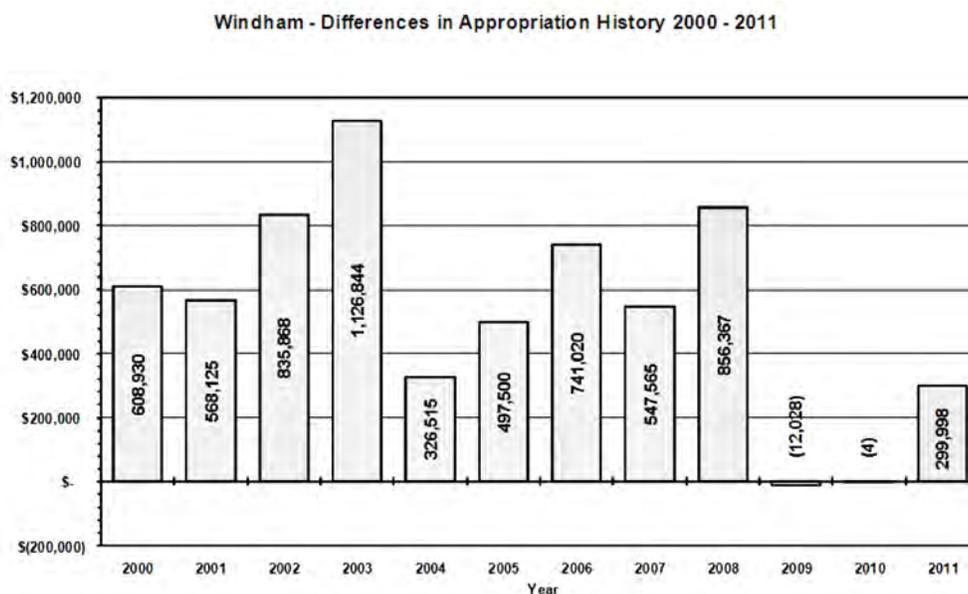
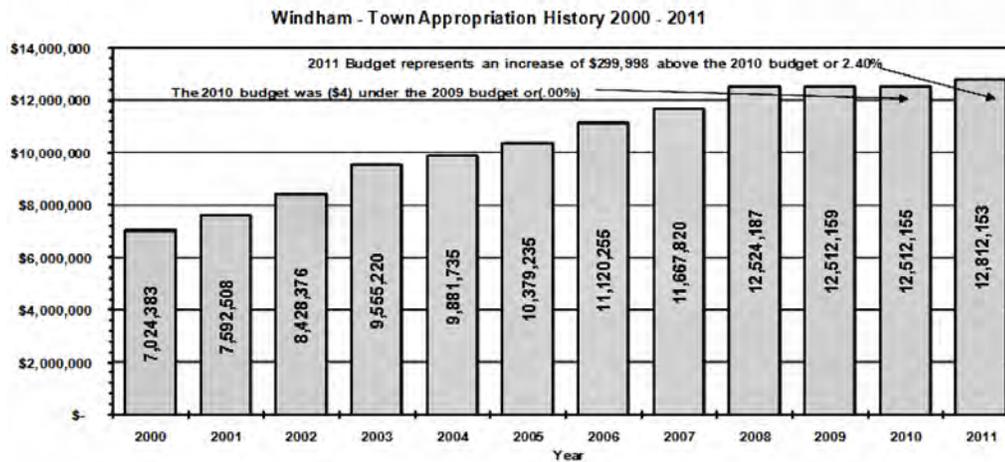
	2010 Net Appropriation	2010 Tax Rate	2009 Net Appropriation	2009 Tax Rate	% Increase (2010–2009)
Town	\$7,966,393	\$ 3.99	\$7,837,899	\$3.45	15.60%
Local School	\$28,809,194	\$14.42	\$28,352,989	\$12.46	15.70%
State School	\$4,926,045	\$ 2.49	\$4,732,511	\$2.09	19.10%
County	\$2,159,839	\$ 1.08	\$2,098,713	\$0.92	17.40%
Total Property Tax assessed	\$43,632,577	\$21.98	\$42,867,118	\$18.92	16.20%
Net Assessed Valuation	\$1,997,252,270		\$2,275,366,370		

The majority of the rate increase this year resulted from a significant change in the Town’s overall property valuations due to the completion of a revaluation process in 2010. This revaluation resulted in a decrease in our total property valuation of over \$275 million dollars and, although we raised only 1.79% more in appropriations, the tax rate itself increased 16.20% due mainly to this decrease. To clarify further, given that the tax rate is derived simply by dividing the amount of funds needed by the overall valuation, as the valuation decreases the tax rate increases even though the same amount of funds are being raised. The taxpayer whose valuation changes by the average amount across all taxpayers would generally pay the same amount of taxes despite the rate itself increasing. The same would hold true if the funds to be raised were unchanged but the total valuation increased. Removing the influence of the revaluation (i.e. assuming the same valuation as in 2009), the overall tax rate for 2010 would be closer to \$19.29, an increase of \$.37/1000, with the Town rate increasing \$.05/1000 rather than \$.54/1000.

TOWN ADMINISTRATOR

As we developed our budget proposal for 2011, we focused on delivering a budget recommendation that was, like our 2010 budget, level funded with the previous year's approved budget. Collectively, we understand the importance of not increasing our expenditures while preserving our ability to provide quality public service to our residents during these continuing difficult economic times. I am extremely pleased to report that, through the collaborative efforts of all department heads, committees and the Selectmen, as the latter completed their budget reviews and were preparing for public hearings, the budget recommendation for 2011 was \$2 less than the approved 2010 budget.

Shortly before we posted our budget recommendation for hearings in December, the Selectmen were presented with an opportunity for the town to purchase the parcel of land next to the town beach on Cobbetts Pond Road for \$400,000. Given the uniqueness of this opportunity, the Board agreed to support presenting this to the voters at Town Meeting and therefore added a special warrant article to fund a net of \$300,000 (the balance of \$100,000 to come from the Conservation Fund) to the budget recommendation. As a result of this article, the overall budget recommendation submitted by the Selectmen reflects an increase of \$299,998 over the 2010 budget, or 2.40%. Please refer to the charts below, which highlight our annual appropriations and differences from 2000 to 2011.



TOWN ADMINISTRATOR

As shown above, our salary expenses for 2011 are \$61,095 more than last year, while our operating expenses attributable to benefit costs have increased \$85,665; with all other operating costs increasing \$153,238. Combined, our total budget, is \$299,998 more than the previous year, which is entirely attributable to the special opportunity to acquire the land next to the Town Beach.

Personnel Salaries: The overall salary increase across all departments of \$61,095 is primarily due to a 2% wage increase for our Fire Union employees. This adjustment was contractually obligated for funding in 2010, however the Union had agreed to defer its effective date until 2011. The other main area of increase represents step increases for those eligible under our current wage scales. Other than these impacts, our budget for this year does not include any general, “across-the-board” wage adjustments for any employee, nor any new positions; the second year in a row in which this has been the case. Further, one position in the Highway Department has been reduced from full to part-time as a budgetary savings measure, as well. Finally, both the management staff and Board of Selectmen again came forth to lead during these continuing difficult times. The former proposed no overall wage increases for 2011, while paying more for their health insurance benefits, and the Board themselves voted to eliminate their salaries for the second year in a row.

As noted above the Town was unable to agree to terms on a new contract with any of our three unions. Accordingly, our budget reflects no overall general wage changes for any unionize employee positions. It should be noted, however, that some union employees are among those eligible for step increases and they will receive these under the current contract scales.

Operations: This year’s operating costs reflect a net increase of \$238,903 which, again, is primarily due to the land purchase opportunity. Overall, this increase breaks down as follows: \$300,000 net town costs towards the land purchase; \$85,665 more in benefit related expenses; and the balance of all other operations decreasing by (\$146,762).

Benefit increases are due predominantly to an increase in our overall retirement costs of \$74,540 as a result of rate escalating costs across all three employee sectors. These increases, which will become effective July 1, 2011, are as follows: Police employee rates rising from 14.63% to 16.62%; Fire from 18.52% to 20.09%; and Municipal from 9.16% to 11.09%. Our health insurance rates will also increase 13.54% in 2011, however this will be absorbed in its entirety either through additional employee contributions or via some of the accumulated funds in our health insurance trust account. For those unfamiliar with the latter, it represents the net funds remaining between what the employees pay as their health insurance contributions and the cost of covering the employee deductible expenses under our partially self-funded health program.

In terms of general operations, most areas or budget centers/departments have seen an actual decrease from 2010. A few notable exceptions include waste and demolition removal which, combined, represent an increase of \$45,890 due to both higher tipping fees and the volume of material being processed. Workers’ and Unemployment compensation insurance costs have also increased, a combined \$24,160, while vehicle fuel costs across all departments have increased a total of \$15,130.

Capital Projects: Within the Town’s recommended portion of the Capital Improvement Program (CIP), we are proposing six (6) individual projects. The total dollars needed to fund these projects represents a decrease of (\$148,022) from our 2010 CIP allocation.

- \$300,000 for road improvements: This is the annual allocation for both complete and partial reconstructions of town roadways based upon a prioritized plan submitted by the Highway Agent. The recommended budget reflects the same level of funding as approved in 2010. Several projects are being considered for 2011, and the final determination of which will be completed will be made in the spring.
- \$600,000 to purchase Fire Engine: These funds will be used towards the purchase of a new fire engine to replace our current Engine 3, which was purchased in 1992. In 2007, the Town expended approximately \$133,000 on Engine 3 for body repairs, engine replacement, transmission repairs, wiring, brakes, and coolant system. While we were fortunate to extend the usable life of this engine with those funds, at this point in time the vehicle continues to incur significant repair costs

TOWN ADMINISTRATOR

and is in need of replacement. The funding needed will be partially offset by the use of \$73,757 currently available in the Fire Apparatus Capital Reserve Fund, along with \$28,600 in accumulated Fire Impact fees. Of the remainder needed \$391,135 will be bonded over two years with the balance of \$106,508 raised within the 2011 budget request.

- \$200,000 to expand Griffin Park parking: This project involves expansion of the Griffin Park parking area including: engineering design costs; increasing the paving areas and; necessary drainage improvements. Currently, the parking area provides for approximately 120 spaces and is, oftentimes, at capacity resulting in overflow parking on Range Road and other nearby, local roads. It is anticipated that the expanded parking design will result in approximately 220 spaces.
- \$65,000 for Phase Three of Sewer Feasibility Study: This project is intended to expand upon two previous studies undertaken to review the feasibility and layout options, respectively, for sewer lines extending into Windham from Salem. The purpose of these lines would be protection and enhancement of the water quality within the Cobbetts Pond and Canobie Lake watersheds, as well as providing sewer to the Wall Street area of Route 111. Phase III is intended to concentrate on finalizing the engineering and legal aspects of the project, negotiating with both Salem and the Greater Lawrence Sanitary District (GLSD), as well as determining the proposed costs of the Windham infrastructure and any funding opportunities if such a project were to be implemented.
- \$77,970 for Phase One of Police Station Improvements: This is a two phase project to construct an addition to the Police Station which will serve as a training room for the police staff. The room will also be used as a “command center” during emergencies and be available as a meeting space for groups. This first phase will cover engineering, design plans, and exterior construction costs of the addition. Phase Two, planned for next year, will then complete the interior improvements. The overall project cost of \$77,970 will be offset by \$17,500 in accumulated Police Impact Fees, leaving a balance of \$60,470 to be raised in 2011.
- \$150,000 to purchase a new 5-Ton Truck for Highway Department: These funds are intended to replace a 1992 truck. Under the State and Federal Salt Reduction program, the Town has received a grant to offset 80%, or \$120,000, of the cost leaving a balance to be raised in 2011 of \$60,470.

CONCLUSION: I would like to acknowledge the residents of our community and express my appreciation for their ongoing support of and interest in your town. We continue to face the challenges of a weak economy, however with the support of our residents and the dedication of our staff, volunteers, and boards/committee members, we continue to persevere as a community.

To my staff, I offer my deepest appreciation and heartfelt thanks for their continued support and efforts, and the professionalism they bring to their daily routine. Each has their own individual talents which, taken collectively, makes for a heck of a team. We are fortunate to have so many skilled employees working alongside so many dedicated volunteers to make Windham the community it is and will continue to be.

To the Board of Selectmen I extend my gratitude for their constant understanding and support. On behalf of our staff, I pledge that we will continue to do our best and always be prepared to attack the next challenge that may be put before us. We will always strive to live up to our Mission Statement to “provide the highest quality public service through professionalism dedicated to excellence”.

Ever an optimist, I know the current economic difficulties that many of are encountering will end at some point in the not so distant future. If we remain steadfast and vigilant about carefully budgeting and prioritizing our needs, we will come out of these times in good shape to move forward into hopefully a more promising future.

Respectfully submitted,



David Sullivan, Town Administrator

POLICE DEPARTMENT



Community policing is an old term with a modern definition. Today, it's used to describe a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime. While today's definition describes our overall mission and goal we find it useful and necessary to remember what it means, in the simplest of terms, to our community. It means treating people with compassion, establishing and maintaining professional standards, remaining dedicated and committed to the community we serve, recognizing and adopting new ideas, trying new ways to do our job better and, above all else, Making a Difference - each and every day.

PERSONNEL / ORGANIZATION: This year brought with it a number of personnel changes that included an organizational transformation that will promote better efficiency and more effectiveness in our day-to-day mission.

The year ended with all of our department vacancies being filled – a first in many years. Officers Shane Mirisola and Allison Kinyanjui were hired during the year to fill the remaining two patrol officer vacancies. Both were hired after extensive background investigations and successfully completed their respective training requirements at the New Hampshire Police Standards and Training Academy. During Allison's academy graduation she was the recipient of the female physical fitness award and was presented with a one-semester scholarship to the New Hampshire Community College System in recognition of her academic determination.

In September the department reorganized and was structured into two divisions – Operations and Support Services. Each division, managed by a Captain, will allow for a far more efficient and effective organization. Support Services will oversee communications, evidence, fleet, records, and the facility while Operations will manage patrol, investigations, traffic, school resources, and training. Other miscellaneous duties will be spread between the divisions as well as department administration.

To complete the transition to two divisions Sergeant Carl Wagner was promoted to the rank of Captain and assigned to the Support Services Division. Captain Michael Caron was assigned to oversee the Operations Division.

With the promotion of Captain Wagner a Patrol Sergeant vacancy was created. This position was filled with Detective Dan Clark who, after a comprehensive promotional testing process, was promoted to the rank of Sergeant.

Finally, Sergeant Clark's promotion resulted in a detective vacancy. This position was filled by Officer Bryan Bliss.

The department continues to await the return of Officer Jason Dzierlatka, who was severely injured during a bank robbery in September of 2008. He is still undergoing physical therapy and other medical procedures. We hope to see him back with us in early to mid 2011

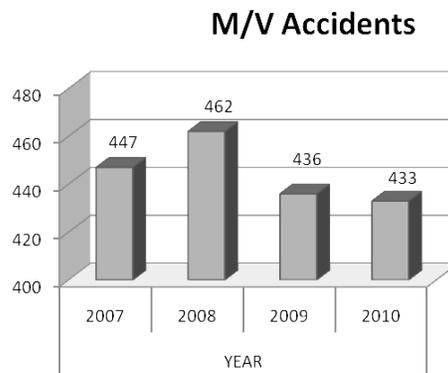
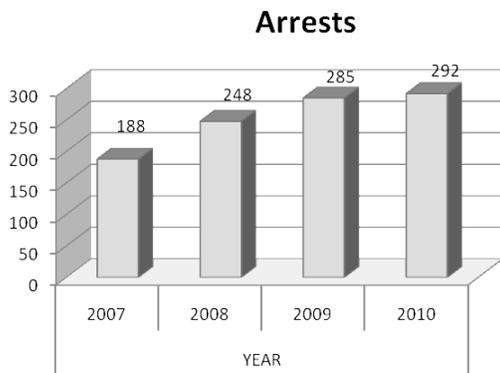
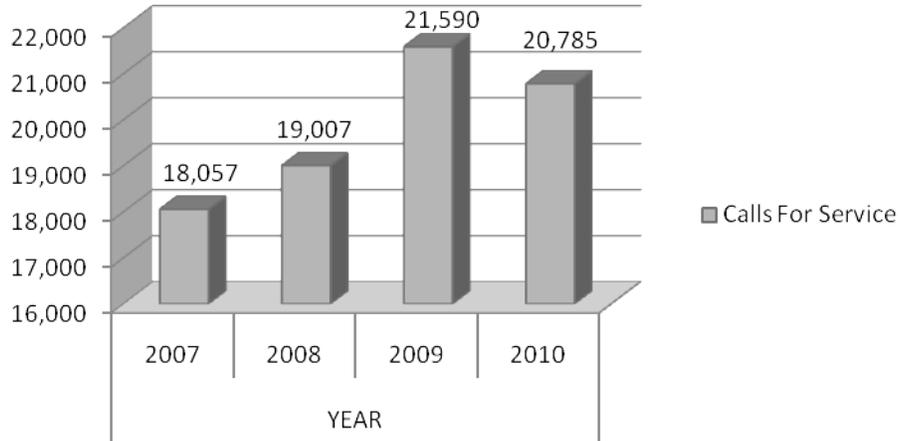
COMMUNICATIONS: Communications continues to be the backbone of our day-to-day work environment. We are now working with a new vendor who has improved the quality of our existing radio infrastructure. Future improvements and enhancements, particularly through grant funding, are being discussed and researched.

TRAINING: One of the most important yet most overlooked functions within the department is training. It's critical that every officer and dispatcher not only maintain their current proficiencies but acquire new and relevant skills covering a variety of tasks emerging trends. This year department personnel acquired nearly 1,800 hours of training.

POLICE DEPARTMENT

FACILITY: Working with a committee of department personnel, the Windham Police Association, and Town of Windham Maintenance Department staff we were able to reconfigure, expand, and re-equip the department's fitness facility. Funding for this project was possible through a donation to the Windham Police Association along with a grant received through the New Hampshire Local Government Center. Department personnel now have a modern facility with which they can use to become or remain physically fit.

ACTIVITY: With the ongoing growth of southern New Hampshire we continue to see a corresponding impact in our calls for service.



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

Making a Difference – it's what we do.

Respectfully Submitted,

Gerald S. Lewis, Chief of Police

FIRE DEPARTMENT



2010 rang in the New Year in a similar fashion to 2009, as in both February and March the New England area experienced serious wind and rain storm events. Public safety personnel were busy during each of these events assisting residents with various calls ranging from electrical issues, flooded basements, and downed trees and wires which, in some areas, forced road closures until power companies arrived. Both events were declared by the Governor as States of Emergency, which allowed cities and towns to seek out federal reimbursements associated with not only public safety response, but building and roadway damage repair costs, as well. As we have always done, and will continue to do in efforts to ease the burden on the taxpayers of these types of emergencies, the Town filed for Federal assistance; ultimately receiving nearly \$35,000.

Placed into service in late 2009, our new four wheel (4x4) drive ambulance once again performed very well in inclement weather situations and proves itself to be a great asset in our ability to provide prompt and expedient service to patients needing Emergency Medical Services. The Department would like to extend their sincere thanks and appreciation to the Ambulance Committee, who were instrumental in the specification of this ambulance which, I'm very proud to note, later became the model for other communities seeking replacement vehicles. Committee members included Lieutenant Jay Moltenbrey, and Firefighters Ralph DeMarco, Scott Savard, Scott Zins and Gordon Campbell; and their efforts are to be commended.

In May, the Department established a Truck Committee to begin the research phase of replacing a nearly 20 year old fire engine. Our Engine 3, a 1992 E-One Fire Engine, carries 1,000 gallons of water and is equipped with various apparatus including a hydraulic tool for auto extrication. This engine served as the Department's primary response vehicle for nearly 14 years and operated at numerous, large-scale fires. Over the last few years, however, it has experienced numerous electrical, mechanical, and operational malfunctions that have forced the Department to place the vehicle out of service; thereby reducing our fire attack capabilities. The biggest concerns arose when this engine, as the primary attack vehicle, failed to operate at three separate building fires where fire personnel were actively engaged in interior operations. Ultimately, the engine had to be towed from these scenes. Over the last 5 years, the Department has expended nearly \$200,000 in various repairs and, if the vehicle is not replaced, anticipates an additional \$12-\$15,000 in fire pump repairs alone. The Department does not believe it cost effective or prudent to place additional monies toward the repair of Engine 3, as over the last three years new apparatus costs have increased nearly 4.5% annually and additional NFPA Standards and Fuel Emission Standard requirements have been put in place. At the writing of this report, Department presentations have been made to both the Capital Improvements Program Committee and the Board of Selectmen, both of which have endorsed supporting this replacement. The Fire Department now respectfully asks for the voters' support, as well, and extends thanks to Lieutenant Scott Delaney, Firefighters Scott Savard, Michael Specian, Scott Zins, Robert Taylor and Patrick Robertson who have served tirelessly on this Committee to see this project through.

With the expanded responsibilities of the Fire Prevention Bureau over the past year, significant increases were seen in the workload placed on the Deputy Chief of Fire Prevention. These increases came in areas such as Blasting Operations and complaints within the town, and were due to the assumption of Blasting Permit issuance, inspections, and citizen complaint documentation duties by the Fire Prevention Bureau. Any resident with concerns regarding blasting is urged to contact the Fire Department for assistance. In addition, the office also saw significant increases in the installation/inspection of residential generators and underground piping. The department urges anyone installing these types of appliances to contact the fire department to check on local codes and ordinances and permitting requirements.

PERSONNEL: 2010 was a challenging year for personnel, as the department was faced with a few long term disabilities and Family Medical leaves. These absences challenged the department in its attempt to manage overtime costs and maintain a level of service that is safe and adequate to the operations of fire personnel, as well as being necessary to manage the increased operational demands. It is our sincere hope that, as we enter 2011, these valued employees can return to full, active duty.

CALL VOLUME: Ever on the rise, our calls for service continued to keep staff busy this year; including several building fires which, we are happy to report, resulted in no loss of life or serious injury. Our EMS call volume also continues to increase, and response to these calls and patient transport makes up the largest percentage of our annual call volume.

FIRE DEPARTMENT

Managing the operational demands of the fire service necessitates a certain amount of overtime expense. As stated in the past, overtime cost covers pay for all full-time personnel for hours worked in excess of their normal 40-hour work week. This may include coverage for personnel who have taken earned time, which is time personnel accumulate on a weekly basis for use toward bereavement leave, vacation, sick and personal time. Overtime also includes callback coverage, which occurs when off-duty personnel are called back to the Station to either provide additional support to on-duty Firefighters, or to staff the Fire Station while on-duty personnel are actively engaged in an emergency call. "Callback" is the Operational Demand portion of the overtime budget, while other areas which may create overtime include paying for staff meetings, Joint Loss Management Committee meetings and any other events that personnel are required to work beyond their normal 40-hour work week. All hours for overtime, with exception for the Operational Demand, are easily planned for because of their ability to be controlled. Because Operational Demand is on an "as needed" basis for emergencies, it is difficult to accurately predict how many calls we will respond to on a yearly basis, and how long each will last.

Although the Town of Windham has not officially adopted the National Fire Protection Association (NFPA) standards we, as a Department, are guided by these standards which have been written to ensure the safety of the public and Firefighters as they respond to the emergency needs of their communities. Of the many NFPA standards that guide the fire service, NFPA 1710 sets the standard for emergency response times and staffing, requiring that emergency medical calls be responded to within 4-6 minutes, 90% of the time; as it is statistically proven that when pre-hospital care has been provided within 4-6 minutes for calls such as cardiac arrest, one's chances for survival are increased and hospital stays are shortened. In addition, it requires that emergency personnel respond to fires within 4-6 minutes, 90% of the time, as a fire will double in size for every minute it continues to burn unchecked. Even further, NFPA 1710 requires that an ambulance be staffed with at least two (2) Emergency Medical Technicians (EMTs), and that a Fire Engine be staffed with a minimum of four (4) Firefighters. Staffing at the Windham Fire Department currently consists of one Lieutenant and four Firefighters per shift, and each of the four shifts works a rotating, 24-hour schedule thereby providing round the clock protection for the community. As explained above, to meet the NFPA 1710 consensus standards for staffing and response times, our Fire Department relies on off-duty personnel by calling them back during emergencies to ensure that personnel are available to respond to additional calls and are available to assist personnel at ongoing emergencies.

In 2010, the Windham Fire Department responded to 1,495 emergency incidents. Statistically, nearly 70% were for emergency medical service (EMS), while the remaining 30% were fire-related incidents. Of the total number, approximately 30% were simultaneous calls for service. The average duration for an EMS call is approximately 2 hours or less; from the initial dispatch of emergency personnel until the ambulance is back in service and ready to respond to another emergency. This time frame is for a single EMS response; the duration may be longer if a simultaneous call is received.

As we have in past years, management and staff continued working together to meet those operational demands placed on the Department while attempting to meet the Town's budgetary goals relating to overtime without reducing the number of on-duty personnel. In the past, when the Department received an emergency call, on-duty firefighters responded and off-duty personnel were called back to staff the department and handle any additional, simultaneous calls along with immediate assistance to the on-duty crews if needed. Today, on-duty personnel respond to various emergency and non-emergency related calls with no immediate "callback" of off-duty personnel and no firefighters back at the Station to answer additional emergencies. Management and staff continue to monitor this issue and make the appropriate operational changes throughout the year to both achieve our fiscal obligation and keep the safety of the community and our fire fighters a top priority.

TRAINING: The Department continued with its full training schedule, with EMT and Paramedic refresher training continuing to represent the largest areas. In addition, refresher training was conducted in areas such as ice/water rescue, blood borne pathogens, self-contained breathing apparatus and Rapid Intervention Team (RIT). One of the greatest challenges in training is keeping up with the ever-changing Federal, State and local regulations regarding such things as infectious substances, respiratory protection, hazardous materials, emergency vehicle operations, and structural fire fighting. Among the major disciplines that our personnel train on are Suppression, EMS, and Hazardous Materials Responses.

FIRE DEPARTMENT

GRANT FUNDING: In late 2009, the emergency generator for the Police Department experienced mechanical failure and a determination had to be made whether to repair or replace the unit. This generator, which provides alternate power during power outages, is of vital importance to the emergency operations of the Police department and back up communications for the Fire Department. Given the unit's importance, the Town opted to apply for a grant through the State of NH Homeland Security and Emergency Management requesting 50% matching funds for the replacement of the generator. In April of 2010, the grant was awarded and the generator was replaced.

The Department also, in 2010, applied for and received grant monies through Primex3, the Town's Workers Compensation carrier. These funds, made possible through the Workers Compensation Safety Improvement Program (WCSIP), provide funding to communities for use toward improving upon potential safety concerns in the work place; ultimately reducing the potential for Worker Compensation claims. The Department received nearly \$6,000 of non-matching funds, which enabled us to purchase a new stretcher and six (6) new, single gas carbon monoxide detection systems. The latter will be used by emergency personnel to detect hazardous conditions prior to their entry.

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

INCOME STATEMENT

Receipts	2010	2009
Ambulance	\$222,456.10	\$228,769.78
Permit Fees	\$18,632.62	\$12,410.70
Copy, Other Fees	\$492.00	\$519.00
Contracted Services*	\$2,764.76	\$1,344.66
Sub-Total	\$244,345.48	\$243,044.14

** Represents 10% of the money collected and placed into the Public Safety Revolving Fund for the fire hazardous materials contracted services; collections totaled \$27,648 for 2010 and \$16,508 for 2009.*

2010 FIRE PERMITS AND INSPECTIONS

TYPE	PERMITS	INSPECTIONS
Brush, Camp Cooking	770	10
Day Care	4	5
Foster Care	2	2
Heating Systems	249	249
Fuel Tank Installed	79	79
Fuel Tank Removal	4	4
In-Service	0	100
Place of Assembly	19	19
Water Supply	27	27
Wood Stoves	14	14
Fire Alarm System	52	52
Sprinkler System	2	2
Fire Drills	0	10
Construction Inspections/CO	0	40
Child Safety Seats	0	0
Plan Reviews	0	30
Underground Piping	154	154
Blasting Permits	25	25
Blasting Complaints	0	37
TOTALS	1,401	859

FIRE DEPARTMENT

2010 RESPONSE STATISTICS

111 Building fire	18	521 Water evacuation	14
114 Chimney or flue fire, confined	2	522 Water Steam or Leak	2
116 Fuel burner/Boiler malfunction, contained	2	531 Smoke or odor removal	23
117 Commercial Compact Fire, confined	1	541 Animal problem/rescue	4
131 Passenger vehicle fire	5	550 Public service assistance, other	3
132 Off Road Vehicle-Heavy Equipment fire	2	551 Assist police or other governmental agency	4
140 Natural Vegetation Fire, other	12	552 Police Matter	5
141 Forest, woods or wild land fire	8	553 Public service	19
142 Brush, or brush and grass mixture fire	19	554 Assist invalid	2
143 Grass fire	3	555 Defective elevator, no occupants	2
251 Excessive heat, scorch burns - no ignition	5	561 unauthorized burning	18
300 Rescue EMS call, other	4	571 Cover assignment, standby, move up	38
311 Medical assist, assist EMS crew	2	600 Good intent call, other	16
321 EMS call, excl. vehicle accident w/ injury	656	611 Dispatched & canceled en route	20
322 Vehicle accident with injuries	97	621 Wrong location	5
323 Motor vehicle/pedestrian accident	1	622 No incident found on arrival	21
324 Motor vehicle accident with no injuries	71	631 Authorized controlled burning	10
331 Lock In	1	641 Vicinity Alarm (incident in other location)	1
351 Extrication of Victims from building	1	650 Steam, other gas mistaken for smoke, other	6
381 Rescue or EMS Standby	1	651 Smoke scare, odor of smoke	9
400 Hazardous condition, other	2	652 Steam, vapor, fog dust thought to be smoke	3
410 Combustible/flammable gas/liquid condition	1	653 Smoke from barbecue/tar kettle	1
411 Gasoline or other flammable liquid spill	2	661 EMS, party transported by non-fire agency	6
412 Gas leak (natural gas or LPG)	9	671 Hazmat release investigation w/ no hazmat	8
413 Oil or other combustible liquid spill	3	700 False alarm or false call, other	3
420 Toxic Condition	1	730 System malfunction, other	14
422 Chemical Spill/Leak	2	733 Smoke detector activation, malfunction	15
424 Carbon monoxide incident	5	734 Heat detector activation, malfunction	1
440 Electrical wiring/equipment problem	1	735 Alarm system sounded, malfunction	20
441 Heat from Short Circuit (wiring)	1	736 CO detector activation, malfunction	8
442 Overheated Motor	1	740 Unintentional transmission of alarm, other	7
444 Power line down	45	742 Extinguishing system activation	1
445 Arcing, shorted electrical equipment	15	743 Smoke detector activation, unintentional	20
460 Accident, potential accident, other	8	744 Detector activation, no fire, unintentional	23
462 Aircraft Standby	1	745 Alarm system sounded no fire, unintent.	30
500 Service Call, other	23	746 CO detector activation, no CO	7
510 Person in distress, other	9	812 Flood Assessment	3
511 Lock-out	11	813 Wind Storm/Hurricane Assessment	7
512 Ring or Jewelry removal	1	911 Citizens Complaint	1
520 Water problem, other	25		

Total Number of Incidents: 1,495

Respectfully submitted,



Thomas L. McPherson Jr., Fire Chief

EMERGENCY MANAGEMENT



Windham's Emergency Management continues to benefit from an active Local Emergency Planning Committee (LEPC) composed of both daytime employees and volunteers who meet to improve our state of preparedness and readiness. The Office of Emergency Management also continues to be prepared for the possibility of an emergency or shelter opening. With the new Windham High School being completed, and the presence there of an emergency generator, that school will offer the potential as a local, and possibly regional, shelter. We are working with the American Red Cross to establish its feasibility and complete sheltering information for the facility.

Some of the highlights as we reflect back on 2010 were:

- The wind and rain storms of February and March continued to keep us busy well into April with documentation of damage and after action reviews.
- The EM web page continues to be improved and updated, and can be found at WindhamNewHampshire.com/updated/em.htm. There you will find the information on the location of all emergency shelters in town, along with other important Emergency Preparation information and links.
- Application for various grant funding remains a high priority for Emergency Management.
- Emergency Management pamphlets continue to be made available, covering "Severe Weather", "Shelter", and general Emergency Management information. They were handed out at several town functions and can also be found at various locations in town.

As we enter 2011, we will continue to seek out additional Emergency Management grants whenever available, to assist us in the purchase of equipment and to offset training expenditures during the fiscal year.

As always, we extend an invitation to residents who would like to volunteer to assist us in areas such as management database integration, logistics, and our shelter and communications sub-committees. If you are interested in joining, feel free to contact us through the web page noted above or we can also be reached at 437-6718.

In closing, I would like to extend my sincere thanks and gratitude to Mary Ann Horaj for her continued commitment and dedication to Emergency Management in the area of secretarial assistance and technical support. I also would like to thank our spirited band of volunteers who have continued to work as a team to improve our planning and overall state of readiness, and to all the members of Town Government for their continued support of and dedication to our efforts.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Thomas L. McPherson Jr." with a stylized flourish at the end.

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

FOREST FIRE WARDEN/STATE FOREST RANGER



Your local Forest Fire Warden, Fire Department, and the State of New Hampshire Division of Forests & Lands, work collaboratively to reduce the risk and frequency of wildland fires in New Hampshire. To help us assist you, please contact your local Forest Fire Warden or Fire Department to determine if a permit is required before doing ANY outside burning. Under State law (RSA 227-L: 17) a fire permit is required for all outside burning, unless the ground is completely covered with snow. The New Hampshire Department of Environmental Services also prohibits the open burning of household waste. Citizens are encouraged to contact the local fire department or DES at 1-800-498-6868 or des.state.nh.us for more information. Safe open burning requires diligence and responsibility. Help us protect New Hampshire's forest resources. For more information please contact the Division of Forests & Lands at (603) 271-2214, or online at www.nhdfl.org.

This past fire season had a slightly lower number of fires, as well as lower number of acres burned than the 5 year average. What made this fire season somewhat unusual was that it lasted most of the summer. New Hampshire typically has a fairly active spring fire season and then the summer rains tend to dampen fire activity later in the season. This year virtually all areas of the state had fires throughout the summer due to the periodic dry spells throughout the season. As has been the case over the last few years, state budget constraints have limited the staffing of our statewide system of 16 fire lookout towers to Class 1FT or higher fire danger days. Despite the reduction in the number of days staffed, our fire lookouts are credited with keeping most fires small and saving several structures due to their quick and accurate spotting capabilities. The towers fire spotting was supplemented by contracted aircraft and the NH Civil Air Patrol when the fire danger was especially high. The largest fire for the season was 10.3 acre fire in Charlestown. Many homes in New Hampshire are located in the wildland urban interface, which is the area where homes and flammable wildland fuels intermix. Several of the fires during the 2010 season threatened structures, a constant reminder that forest fires burn more than just trees. Homeowners should take measures to prevent a wildland fire from spreading to their home. Precautions include keeping your roof and gutters clear of leaves and pine needles, and maintaining adequate green space around your home free of flammable materials. Additional information and homeowner recommendations are available at www.firewise.org. Please help Smokey Bear, your local fire department, and the state's Forest Rangers by being fire wise and fire safe!

2010 FIRE STATISTICS

(All fires reported as of November 2010)

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

COUNTY STATISTICS	Acres	#of Fires
Belknap	5	8
Carroll	1	38
Cheshire	33	33
Coos	1	8
Grafton	13	36
Hillsborough	21	101
Merrimack	20	73
Rockingham	18	43
Strafford	16	9
Sullivan	17	11

CAUSES of FIRES REPORTED	
Arson	3
Debris	146
Campfire	35
Children	13
Smoking	13
Railroad	0
Equipment	18
Lightning	4
Misc.*	128
(*Misc: power line, fireworks, electric fences, etc)	

	Total Fires	Total Acres
2010	360	145
2009	334	173
2008	455	175
2007	437	212
2006	500	473

COMMUNITY DEVELOPMENT DIRECTOR



The Community Development Department continued to reorganize in 2010 to better serve the residents, landowners, developers, and businesses of Windham. The three main areas where this has happened are in the staffing structure of the Department, the increase in community economic development outreach, and in customer service and public education.

DEPARTMENT STAFFING: A major change to the Department in 2010 was the restructuring of the Department staffing. Due to the increasing complexity of local and state land development regulations, coupled with the scarcity of easy to develop land, the Department was seeing an increase in code enforcement actions and Zoning Board of Adjustment (ZBA) applications. In order to effectively and efficiently serve the needs of the community, a new part-time position was created – Code Enforcement/ZBA Administrator – to better manage these issues.

See the information on Code Enforcement activities, which is below, and the ZBA report for more information on what this new position focused on in 2010.

COMMUNITY & ECONOMIC DEVELOPMENT: In addition to the staffing changes, a new Town Committee was created by the Board of Selectmen, which is housed in the Community Development Department. The Windham Economic Development Committee (WEDC) was officially established as a Town Committee over the summer and I have been working closely with them on a variety of projects and initiatives. See the WEDC Report for more information.

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

Some of these partnerships and initiatives previously mentioned are listed below for your information. Additional detail on these partnerships, initiatives, and events can also be found on the Community Development web site at www.windham-nh.com.

Community Partnerships:

- Growing Windham Event – Career Day, Chamber Business After Hours, and Business Expo at the High School with Greater Salem Chamber of Commerce and Windham High School
- Spring Town-Wide Clean-Up with Go Green Windham, Windham Transfer Station, two local businesses, and a dozen local service organizations
- Harvest Fest Business Trick-or-Treating with Recreation Committee
- Sales location of discount cards for the Windham Booster Club and Windham Soccer Association
- Speakers bureau for the Accounting, Personal Finance, and Business Management classes at Windham High School

Business Partnerships:

- Spring Into Savings Open House with six participating businesses
- Fall Into Savings Open House with six participating businesses
- Individual Business Grand Openings: Windham Deli, Coffee Roasters Café, Fringe Boutique, and Breath of Sun
- Shopping in Winter Wonderland Event at the Village Green
- Woof It Down “Best of NH” Celebration at the Village Green
- Business Education Series sponsored by local businesses for local businesses to provide free educational opportunities

COMMUNITY DEVELOPMENT DIRECTOR

Long-Term Community Development Initiatives:

- Assisting existing Windham businesses on expansion or relocation plans to have them remain in the community, as well as working with potential new Windham businesses on relocating to Town
- Working with the Town of Salem on the feasibility of expanding sewer service into limited areas of Windham
- Exploring with Pennichuck Corporation the feasibility of expanding the existing water service areas within Windham
- Participated in the Wall Street Extension/Rt 111 Corridor Study, Build-Out Analysis, and Open Space Task Force Reports

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

In 2010, Department staff worked with landowners, as well as legal counsel on occasion, to resolve the following code enforcement items:

- 2 cases of wetlands disturbances
- 2 cases of keeping of chickens in violation of the Zoning Ordinance
- 4 cases of unauthorized junkyards
- 5 cases of non-compliance with Planning Board Site Plan approval
- 6 cases of unregistered motor vehicle storage
- 4 cases of un-permitted permanent signs
- 41 cases of un-permitted temporary signs
- 12 cases of unauthorized commercial uses of property
- Un-permitted shed and fence
- Damage to Nashua Road Rail Trail due to logging activities
- Un-permitted boat dock on Town property

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

CUSTOMER SERVICE: You are our customer and the Department is making every effort to enhance our customer-oriented outlook to better serve your needs. In 2010, the ways that we have worked to meet your needs include the following:

1. Posting on the Town web site all Planning Board and Zoning Board of Adjustment meeting agendas, public hearing notices, meeting minutes, applications, rules of procedure/bylaws, and regulations, as well as having them available in the Department;
2. Posting on the Town web site all Conservation Commission and Windham Economic Development Committee meeting agendas, meeting minutes, and rules of procedure, as well as having them available in the Department;
3. Ensuring that all postings for meetings of these four Boards/Committees are done at the Town Hall, Community Development Department, and on the Town web site;
4. Providing information on the Town web site on Town projects, such as the Wall Street/RT 111 Corridor Study and the CTAP grant-funded projects, to help keep the public informed;
5. Writing weekly articles for the local papers on upcoming meetings and events, as well as on topics of interest to the community;
6. Providing a public computer and printer for use by Department customers; and
7. Reorganizing and better managing Department files and maps to ensure they are complete, accurate, and user-friendly.

COMMUNITY DEVELOPMENT DIRECTOR

We will continue to revamp the internal Department processes to better serve the community, as well as adding more information on the Town web site in 2011 and we welcome your feedback as we move through this process.

BUILDING/CONSTRUCTION ACTIVITIES: Although the 2010 economy was not as prosperous as it had been in previous years, we had more activity than in 2009 and see this increasing in 2011. The Department issued the following permits in 2010:

- 260 Building permits
- 344 Electrical permits
- 279 Plumbing permits
- 102 Septic system permits
- 58 Well permits
- 4 Chimney permits
- 4 Fence permits
- 104 Temporary sign permits
- 96 Permanent sign permits
- 72 Certificates of occupancy for new residential dwellings
- 6 Certificates of occupancy for new businesses

BOARD OF HEALTH/TRENCH PERMITS: Although the Department does not actively approve Board of Health or Trench Permit Applications, we do handle the administrative process for the Board of Selectmen. In 2010, we processed 4 Board of Health applications and 1 trench permit, as well as inspected 6 child care facilities for health code compliance.

BOARD/COMMITTEE REPORTS: The Town of Windham is fortunate to have such wonderful, dedicated volunteers serving on the Boards/Committees. Please refer to the individual reports for the Planning Board, Zoning Board of Adjustment, Conservation Commission, and Windham Economic Development Committee for detailed information on what they accomplished in 2010.

If you did not make it into the Department in 2010, there have been some changes in personnel. In August of 2010, Ron Preble, Building Inspector, left the Department after the restructuring and in October of 2010, Tracey Mulder, the Planning Assistant, left for new opportunities and adventures. Those familiar faces in the Department in 2010 included Elizabeth Wood, Community Planner, Pat Kovolyan, the Conservation Commission/ZBA Assistant, Mike McGuire, Building Inspector/Deputy Health Officer and Ginny Gray, Department Secretary. The new faces to the Department in 2010 include Mimi Kolodziej, Planning Assistant and Tim Corwin, Code Enforcement/ZBA Administrator.

I welcome you to stop by the Community Development Department in 2011 to let us know how we are doing and introduce yourself. We are here to assist you in whatever way we can.

Respectfully submitted,

Laura Scott

Laura Scott, Community Development Director

TOWN ASSESSOR



As directed by the Department of Revenue Administration (DRA) and the Assessing Standards Board, the Assessing Department updated property values in 2010. As a result of a revaluation that recognized a decline in the real estate market, the Town's taxable value is \$278 Million less than 2009; now totaling a net valuation of \$1,997,252,270. This reduced valuation resulted in a \$3.06/\$1,000 tax rate increase. However, due to lower values and a fiscally conservative Town budget, the majority of property owners received only a slight increase in their tax bill. This is remarkable, considering Windham recently opened its newly constructed High School and the school budget increased accordingly to cover additional staffing. Town officials are planning prudently, as seen in the proposed 2011 zero increase budget, and holding spending at previous levels while seeking savings opportunities are the continuing focus of all departments.

Staff reviewed property transfers and verified sales for use in the revaluation and State Equalization analysis. Foreclosures and sales of bank-owned property are continuing to affect sale prices, and sales this year reflected an average sale price of \$402,000 for a single family home, which is down 10.5% from 2009. The average price was \$180,000 for a typical residential building lot. With the declining sale prices, it is no surprise that the 2010 statistics show the average single family home is now assessed at \$350,000, with the median value \$380,000. Home sale prices are reminiscent of 2002-2003 levels.

The aforementioned revaluation also revealed that certain property types decreased in value and highlighted characteristics of real estate that maintained value. The over-priced, single family home market declined 15% or more, unless it was location sensitive property (i.e. waterfront), which showed little to no change in pricing. Commercial property also maintained its value. While all assessments were adjusted, not all property received a personal inspection this year due to budget limitations. The data collected during the original construction, subsequent building activities, and throughout the past several years as a result of the random segment (quartering) inspection program, was the information used to determine current values. DRA inspectors also personally inspected a sample of property and reviewed data. Information utilized in the development of assessments is available to the public at Town Hall and Nesmith Library.

Property owners with their land in Current Use, a category that encourages the preservation of large tracts of open land, 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 equal to 10% of the land market value. Owners with vacant parcels over 10 acres should contact the Assessing Department for more information on this program.

Tax Credits and exemptions available by State Law include those for qualified veterans, elderly, disabled, or blind taxpayers; and exemptions on improvements to assist persons with disabilities. Interested persons should inquire in the Assessing Office to see if they qualify. In 2010, the Town had 462 homeowners qualify for Veteran's credit and 75 households receiving exemptions. Residents interested in these tax saving programs must apply by April 15, 2011.

Respectfully submitted,

Rex Norman, Town Assessor

TAX DISBURSEMENTS ILLUSTRATED

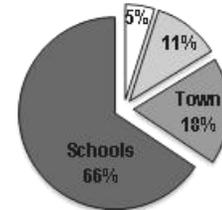


As we do each year, we offer the following insight into how your 2010 tax dollars were disbursed across our Town and School needs.

Average Home Value:	350,000.00
Tax Rate:	21.98
Total Tax Bill:	7,693.00

BREAKDOWN OF TAX RATE:

County	1.08	378.00
State Education	2.49	871.50
Town	3.99	1,396.50
Schools	14.42	5,047.00
Tax Rate:	21.98	7,693.00



COST OF SERVICES:

COUNTY:

Home Assessed Value	Taxes on 150,000.00	Taxes on 350,000.00	Taxes on 550,000.00
Total County Portion of Tax Bill	162.00	378.00	594.00

STATE EDUCATION:

Home Assessed Value	Taxes on 150,000.00	Taxes on 350,000.00	Taxes on 550,000.00
Total State Education Portion of Tax Bill	373.50	871.50	1,369.50

TOWN:

Home Assessed Value	FY10 Budgeted	Taxes on 150,000.00	Taxes on 350,000.00	Taxes on 550,000.00
DEPARTMENT:				
Town Officers	3,690.00	0.17	0.40	0.63
Administration	503,480.00	23.37	54.53	85.69
Town Clerk	209,800.00	9.74	22.72	35.71
Tax Collector	161,850.00	7.51	17.53	27.55
Election and Registration	19,600.00	0.91	2.12	3.34
Cemeteries	47,000.00	2.18	5.09	8.00
General Government Buildings	482,370.00	22.39	52.24	82.10
Assessing	196,730.00	9.13	21.31	33.48
Information Technology	175,680.00	8.15	19.03	29.90
Town Museum	5.00	0.00	0.00	0.00
Searles Building	14,340.00	0.67	1.55	2.44
Legal Expenses	52,400.00	2.43	5.68	8.92
Police Department	2,333,745.00	108.32	252.75	397.18
Dispatching	470,690.00	21.85	50.98	80.11
Fire Department	2,699,245.00	125.29	292.34	459.39
Emergency Management	8,070.00	0.37	0.87	1.37
Planning and Development	448,130.00	20.80	48.53	76.27
Town Maintenance	1,177,770.00	54.67	127.56	200.45
Street Lights	13,490.00	0.63	1.46	2.30
Solid Waste Disposal	879,890.00	40.84	95.30	149.75
Health and Human Services	84,295.00	3.91	9.13	14.35
Animal Control	20,455.00	0.95	2.22	3.48

TAX DISBURSEMENTS ILLUSTRATED

TOWN CONTINUED:

Home Assessed Value	FY10 Budgeted	Taxes on 150,000.00	<i>Taxes on 350,000.00</i>	Taxes on 550,000.00
General Assistance	57,040.00	2.65	6.18	9.71
Library	975,260.00	45.27	105.62	165.98
Recreation	186,115.00	8.64	20.16	31.68
Historic Commission	1,000.00	0.05	0.11	0.17
Conservation Commission	2,350.00	0.11	0.25	0.40
Senior Center	6,420.00	0.30	0.70	1.09
Cable Television	89,440.00	4.15	9.69	15.22
Debt Service	12,660.00	0.59	1.37	2.15
Capital Outlay	1,260,000.00	58.48	136.46	214.44
Retirement	2,500.00	0.12	0.27	0.43
Insurance	248,805.00	11.55	26.95	42.34
Trust Accounts	30,000.00	1.39	3.25	5.11
Special Articles	20,000.00	0.93	2.17	3.40
Total Town Portion of Tax Bill		598.50	1,396.50	2,194.50

SCHOOLS:

Home Assessed Value	09/10 Budgeted	Taxes on 150,000.00	<i>Taxes on 350,000.00</i>	Taxes on 550,000.00
Pre-School	784,922.00	42.56	99.31	156.06
Golden Brook School	4,164,267.60	225.80	526.87	827.94
Center School	4,106,201.50	222.65	519.53	816.40
Middle School	4,150,127.30	225.04	525.08	825.13
High School	5,154,960.75	279.52	652.22	1,024.91
School District	21,529,791.90	1,167.43	2,723.99	4,280.56
Total School Portion of Tax Bill		2,163.00	5,047.00	7,931.00

TOTAL TAX BILL PAYMENT:	3,297.00	7,693.00	12,089.00
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HEALTH OFFICER



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

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

During 2010, Health Officer David Poulson and Deputy Health Officer Mike McGuire were involved in a variety of health-related public inspections. The Health Officer conducted the Town's community well testing program, and with the Board of Health, was involved in water well/septic system waiver hearings. When necessary, the Health Officer relayed vital information from the NH Department of Health and Human Services to the public. Our Beach Bacteria Program and Mosquito Program had no health-related incidents during 2010.

More information about the Health Program can be found on official Town website at WindhamNewHampshire.com. The Health Officer may be contacted at 965-1049 or by e-mail at DPoulson@windhamnewhampshire.com.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "David Poulson".

David Poulson, Health Officer

TRANSFER/RECYCLING STATION



The Transfer/Recycling Station's ongoing mission is to provide efficient and effective solid waste disposal service for the Town of Windham. This is done through teamwork, planning, and a dedication to improvement.

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

Our single stream recycling process, implemented in 2010, has increased the recycling rate, improved our efficiency, reduced MSW (general trash), generated revenue, and reduced the budget. We have also received positive feedback from residents on the single stream process and the resultant ease of recycling while at the Station.

The Town currently transports its MSW to Covanta Energy in Haverhill and single stream recyclables to Integrated Paper located in North Andover. Construction and demolition waste is transported to LL&S, and metal to Gateway Resource Recovery; both located Salem, NH. Specific vendors also remove our tires, propane tanks, clothing, refrigerated appliances, waste oil, and car batteries. In addition, we conduct an on-site mercury diversion program with Covanta Energy to collect fluorescent lights, thermostats, etc. Per permitting requirements, an annual operational report is submitted to NH DES, which tracks our performance.

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

2011 GOALS

Continue Departmental Strategic Plan Actions

2010 STATISTICS

Municipal Solid Waste	4300 Tons ↑2%
Demolition & Construction Waste	1053 Tons ↑7%
Single Stream Recycling	1107 Tons
Metal Recycling	254 Tons

Respectfully Submitted,

David Poulson, Manager

ANIMAL CONTROL OFFICER



There was a dramatic rise in calls to Animal Control regarding cats. Few people are aware that Animal Control does not generally handle the removal of stray felines, primarily because we do not have a local facility available for them. We suggest that residents who are being visited by a stray contact the Salem Animal Rescue League for assistance with removal and, of course, approach the cat with caution.

In other areas, we are pleased to note that the number of adoptions, dogs at large, and those hit by cars appears to be decreasing. We understand that, as residents continue to struggle in these trying times, it often becomes difficult to maintain a pet, but hope that these decreasing numbers are indicative of owners choosing options other than abandonment. As we noted last year, animal abandonment is a crime, and is never a viable solution when unable to take care of a pet. The MSPCA, Salem Animal Rescue League, and other local animal shelters exist primarily to prevent the cruelty of abandonment. Each are staffed by caring individuals dedicated to, amongst other things, assisting pet owners faced with making the difficult choice to surrender an animal for which they can no longer care.

As I do every year, I would like to remind all of our dog owners of the following regulations:

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

I would like to thank the residents and the staff of the Town of Windham for their continual support. As always, all animal related questions, concerns, or complaints should be directed to the non-emergency number of the Police Department, 434-5577.

ANIMAL CONTROL STATISTICS

	2010	2009
Number of dogs picked up	55	60
Number of dog bites reported	26	18
Number of dogs hit by automobiles	1	6
Number of dogs euthanized	0	0
Number of animals adopted out	6	11
Fish and Game calls	76	99
Number of cat issues	65	34
Total warnings issued	97	90
Total calls logged	600	587
Total hours worked	814	836
Total miles traveled	5,260	5,193
Total Assessed Penalties	\$2,660	\$2,790

Respectfully submitted,

Al Seifert, Animal Control Officer

HIGHWAY DEPARTMENT



2010 is gone and it's time to move on, as a lot of things have changed for us in the Highway Department over the last twelve months. We now have a new six-wheel dump truck that has been an excellent addition to the highway fleet. Already maintenance costs are down and the truck provides many more possibilities to save further costs on our salt reduction program. In addition, we have started operating out of our new Salt Shed, and this transition has gone very smoothly to date. Through our increased storage capacity, and having it all under cover, additional time-savings have also been realized. By the time this report goes to print, we should also be operating out of our new garage facility.

As for work completed in 2010, many goals and projects were accomplished. In addition to our usual activities of pothole correction, signage, shoulder repairs, basin repairs and equipment maintenance, we also were busy with windstorm and heavy rainstorm damage clean-ups. Annual road sweeping, basin cleaning, and roadside mowing were also done, as well as the mowing and cleaning of many treatment swales, detention areas and storm-water run-off areas. We also accomplished a good deal of basin and outfall marking and GPS data downloading, and would like to kindly thank the personnel and interns from the Environmental Protection Agency their tremendous help in this project.

Major undertakings completed included the re-paving of several roads with summer maintenance funds, and minor reconstruction of a portion of Meetinghouse Road, major reconstruction of Rowe Road and some paving work on Flat Rock Road via Capital Improvement funds. The aforementioned paving work including some shimming and overlay work on a portion of Kendall Pond Road, Sylvestri and Hayes Hart roads, and a portion of Searles Road. In addition, reclaiming and re-paving were done on Shamrock Road, portions of Bear Hill and Galway roads, and at cul-de-sacs located on Woodvue and Windsor roads and one side of Autumn Street. Culverts were also replaced/repared, and basin rings and grates replaced in several areas, and the latter installed on a section of Farmer Road. Many other smaller projects were also completed amidst these larger accomplishments.

As always, we would like to thank the residents for their patience and support while simultaneous offering our apologies for any inconveniences we may have brought about during the work process. Our sub-contractors and product suppliers are people we simply could not manage without, as are all the town personnel we work with who make all of our efforts worthwhile.

We look forward to doing as much or more in the next year, and wish everyone a great 2011.

Respectfully submitted,

Jack McCartney, Highway Agent

HUMAN SERVICES



The Town of Windham, as required by New Hampshire State Statutes, provides financial assistance for residents when situations arise in their lives which prevent them from meeting their basic needs. The Town is the safety net for our residents until their situation improves or aid can be received through other agencies or programs. Residents in need of assistance must meet eligibility standards in order to qualify for shelter, food, utilities, medical needs, and/or any other necessities. Assistance provided by the Town is temporary in nature, and may be provided directly by the Town or by referral to the appropriate Federal, State or local agencies. In 2010, the Town assisted approximately 48 households, which is an increase of seven (7) from last year. It should also be noted that, in many cases, residents are met with and referred to other agencies for assistance and that these numbers are not reflected here. Such outside agencies include: Food Stamps, food pantries, Temporary Aid for Needy Families (TANF), shelters, Medicaid, Community Health Services (CHS), NH Healthy Kids, Fuel Assistance, and more, which serve to assist residents who are ill, struggling on fixed incomes, or have incurred job losses/pay cuts. For example, Fuel Assistance aided 90 Windham households with heating costs of \$97,327 and 68 households with electric costs. Follows is a breakdown of Town assistance granted:

Food Vouchers	\$ 3,651.56
Shelter Vouchers	30,053.36
Mortgage Assistance	2,445.93
Electricity Voucher	4,297.23
Oil/Propane	4,038.30
Fuel Vouchers	378.44
Medical	194.89
Funeral	750.00
Telephone	1,261.39
Car Payment	436.48
Cable	454.54
Shepherd's Pantry	500.00
Total	\$ 48,462.12

The Town also contributes to social and service agencies in the local area, which provide valuable help to our residents upon referral. These agencies include Windham's Helping Hands, CHS, 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, Rockingham Community Action Program, and Meals on Wheels. If persons applying are in need of employment, they are referred to the Department of Employment Security and our library for help with their job search.

We remain fortunate enough to have many local organizations who also work to provide assistance to our families. Windham's Helping Hands continues to sponsor the Back to School Clothing Drive and provide winter coats, as well as coordinating the Thanksgiving Baskets and Christmas gifts. Even in this time of economic downturn the Women's Club, American Legion, and FLOW, along with our residents and local businesses, continue to be very generous both with gifts and donations. Equally generous, with their time, are our volunteer drivers who provide transportation for our seniors for doctor visits and the weekly Wal-Mart shopping trip. We cannot thank these individuals enough, as our residents truly rely on these services and thoroughly enjoy the weekly shopping trip. Our drivers are compassionate, dependable and caring, and we are always in need of more assistance. If you are interested in helping, please call me at 432-7732 to volunteer. We will be happy to work around your schedule.

In closing, this year proved to be very difficult for many of our residents. The economy and lack of jobs has caused foreclosures and severe need for assistance with shelter, heat, electric and food. We hope, in 2011, that the economy will improve and our residents will better be able to meet their needs, however, we remain at the ready to assist in a compassionate and confidential manner.

Respectfully submitted,

Kathleen M. Davis, Human Services Coordinator

INFORMATION TECHNOLOGY/GIS



The Department continues to move along smoothly, we had a server fail this summer during a hardware upgrade, and because of the efforts of a local data retrieval expert we were able to restore photos for the Assessor (thousands of images going back to 2002). Aside from that, all other data was properly accounted for and restored.

I will be recommending upgrades of several servers in the next couple of years in order to meet the requirements of the software we use. Fortunately, equipment costs are level or even reduced, with the bulk of the expense being the Operating system and application software.

I will be transferring to a new email platform that will increase the number of addresses we have available from 100 to 999. This process will also include improved spam controls, as well as set the stage for the next step: full back-up of our email traffic which is currently managed on an individual basis.

Wendi Devlin has continued to shine as the Web Manager, the Town Clerk's office continues to expand its offerings available on the web, and forms that are used by the Fire Department and Building Inspector are being prepared for online use.

The web page itself continues to grow in terms of number of times it is visited. All in all any number of resident related questions are now answered via the web, several hundred residents have registered their cars online, and soon will be able to register their dog(s) as well.

Another function of the department is the maintenance of our town tax maps and GIS products. In partnership with the Assessor's office, we are updating our Town Parcel data on the web to include significantly more information, the result of which will help local realtors both buy and sell homes and business more efficiently, as well as give home owners an opportunity to review their information and have an insight on the kind of data points we maintain on each parcel.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Eric Delong".

Eric Delong, IT Director/GIS

MAINTENANCE DEPARTMENT



It's the time of the year when we are asked to report on our Department's accomplishments over the previous twelve months. Although we had a productive year, I am disappointed that we were unable to get all of our intended projects completed. Responding to emergencies always takes priority and, as a result, many of our projects are often delayed. Should an HVAC system fail, a building lose water or power, or severe weather conditions require our response, our projects/daily routines are interrupted.

To better provide an overview of our activities, let me begin by noting the department itself consists of a working department head and four full time employees who begin their day at 6:00 am; Monday through Friday. Department staff is broken into two crews, with three employees being assigned to custodial tasks and two who are assigned to maintenance issues.

The custodial side of the department is responsible for cleaning the buildings, setting up for meetings and snow /ice removal; the latter of which takes priority during the winter months. The cleaning of the buildings involves daily sanitation of rest rooms, vacuuming all carpeted areas, damp mopping all other floors and trash removal. In addition, tiled areas are periodically stripped, washed, and waxed. Time permitting and when needed, the custodial staff serves as additional manpower to the maintenance side.

Similarly, the maintenance crew provides backup to the custodial side in the event that there is inadequate coverage due to an absence; with one, or both, employees providing additional man power to complete the daily custodial requirements. In addition, the maintenance employees perform basic upkeep on building equipment (ie: changing HVAC filters, belts, etc.), replacement of light bulbs and ballasts, unclogging of plumbing fixtures, replacement of ceiling tiles, installation/assembly of new equipment and general repairs. Alongside the custodial employees, the maintenance positions also participate in winter snow/ice removal. In addition, we also take on projects that are much more involved such as constructing walls, moving doors, building stairs and performing significant building repairs/upgrades. Unfortunately, in the event of an absence on the maintenance side, the custodial crew has specific duties that must be performed daily that do not allow for additional coverage to the maintenance side.

In 2010, staff addressed the following projects:

- In the late fall/early winter of 2009, we began construction of a pedestrian bridge at Griffin Park connecting the soccer fields to the center walkway and providing access to the multipurpose building. The bridge was completed well in advance of the spring 2010 opening of Griffin Park.
- Phase 1 remodeling of the Town Hall, begun in 2009, was completed and included upgrading the restrooms, revamping the staff kitchen/break room, and extensive remodeling of the Town Clerk and Tax Collector offices. I'm pleased to note that Phase 2 of this project was also completed, including: reconfiguration of the Supervisors of the Checklist office, upgrading of the Tax Assessor's public counter area, and improvements to the areas' overall appearance. Both Phases were completed with minimal interruption to Town services.
- In an attempt to eliminate the "musty cellar" odor from the Armstrong Building, we installed sheets of a heavy rubber material to act as a vapor barrier in the crawl space beneath the Cable Studio, as recommended by several outside firms. In addition, a dehumidifier was added to this area, repairs were completed to the concrete floor in the main cellar, abandoned material stored in the cellar was disposed of, and improvements were made to the drainage.
- At the Police Station, a secure storage room was constructed to properly store police records. Upon completion of the room, we then obtained and installed suitable racks for the records.
- The multi-purpose building at Griffin Park experienced roof damage during several storms with high winds, and the affected areas were repaired before any permanent water damage occurred.

MAINTENANCE DEPARTMENT

- Under the direction of the New Hampshire Department of Cultural Preservation, as the Depot restoration work progressed we removed, cataloged and crated the all of the sashes from the windows in the main building. The crate is currently in storage for future restoration work.
- In the spring, the Town decided to address drainage issues and repairs at the Griffin Park playground. The Maintenance Department was charged with the responsibility of removing the existing playground matting material. Although this proved to be much more difficult than anticipated, the removal was successfully completed with the assistance of the Highway Department and the drainage contractor.
- Repairs to the rear of Town Hall began late in the fall, including fixing damaged siding and trim. As we began the task of addressing peeling paint, we experienced an unusual amount of rain which limited our ability to paint. Between rain storms, we scraped and primed the bare areas, only to find that we were continually dealing with other areas blistering literally overnight. Ultimately, the weather conditions changed, temperatures dropped and we were unable to complete the work.

Moving into 2011, we hope to address the following projects:

- The rear door to the Town Hall is in desperate need of replacement. Working with the Historic District/Heritage Commission (HDC), we received their approval to replace the old rotted steel door with a solid core wood door. This new door will include a side vision panel that the previous lacked, which will improve safety by provide visitors the ability to see if someone is on the other side of the door before opening it. The new door has been delivered and will be installed as the weather permits.
- The HDC has also endorsed the installation of canopy-like structures over the rear doors to Town Hall and the Armstrong Building, as well as the main entrance to the Community Development Department. These structures will not only provide protection to the doors from the elements but, at the Town Hall and Community Development Department, people entering these buildings will be sheltered from the weather, as well.
- Although contracting out of the painting of Town Hall and the old fire station has been discussed, we still anticipate making the necessary repairs to the trim and siding of the Town Hall addition prior to painting. It should be noted that the Department fully supports the decision to have the painting and prep work performed by an outside contractor, as our staff is not equipped to take on the task of painting these buildings not only because of their size, but due to new Federal regulations regarding working with lead painted surfaces. The latter does not pertain to the Town Hall addition, which was constructed after 1978, but is relevant to the old Fire Station.
- Last, but certainly not least, we have been assigned the task of building a deck around the newly restored freight building at the Depot. This is a project we are looking forward to undertaking in the spring.

As always, I want to thank the department staff for their efforts throughout the year, the other Town departments for their cooperation and, especially, the residents for their continued and much appreciated support of our efforts.

Respectfully submitted,



Allan Barlow, Maintenance Supervisor

NESMITH LIBRARY DIRECTOR



In 2010, library customers borrowed more than 196,000 items. In previous years, during an extra busy month, the library would loan 15,000 items. Usually this would happen 3 or 4 months during the year, but in 2010, for 10 of the 12 months the Nesmith Library loaned at least 15,000 items.

Sunday hours (1 to 5 pm) continued to prove popular, with more than 5,200 Sunday visits recorded. Other highlights of the past year include:

- 8,661 card holders with more registering each day.
- 7,136 new items (books, DVDs, and CDs) added to the library this year.
- Another tremendous Strawberry Festival – thanks to the Friends of the Library!
- A top ten ranking among NH libraries serving a population greater than 5,000 persons (according to Hennen's Annual Public Library Ratings).
- Renovation to the suspended ceiling and improving the lighting in the circulation and audio visual areas of the library has been well received by customers.

Each year I feel it is important thank the entire team that makes it possible for us to provide such excellent service to the residents of Windham day in and day out, 7 days a week, for 63 hours each week. This team, consisting of the Library Board, staff, Friends of the Library, and our outstanding group of volunteers all work together to provide the town of Windham with a first-rate library.

Supporting us in this effort, and deserving of special mention are: Mr. Al Barlow and the Maintenance Department of the Town of Windham for keeping our facility clean and in fine repair; Joyce Wilt, for editing our Nesmith Library News each month; and Jacques Borcoche, Greg Capiello, and Eric DeLong for their invaluable assistance in helping us keep our technology current and effective.

In short, the Library and the Windham community continue to benefit from the generosity of time, talent and leadership provided by so many. Thank you! It has been our pleasure to serve you, your friends, families and neighbors in 2010. Please visit us often in 2011!

YEAR-END STATISTICS

Registered Patrons	8,661
Books Added	7,136
Total Number of Titles in Collection	87,219
Items Circulated	196,623
Library Visits	83,111
Program Attendance	5,661
Multi Purpose Room Bookings	371
Internet Uses	7,364
Volunteer Hours	732

Respectfully submitted,

Carl Heidenblad, Director

RECREATION



It was yet another busy year with Recreation in Windham. A great deal was accomplished between the programs offered and the field maintenance projects completed. We look forward to continuing to offer diverse programs in the future for the residents of Windham, as well as maintaining the fields and facilities that we have.

Seniors were kept busy this year, as we continue to offer Resistance Training, a MAT class, and Line Dance; all of which kept everyone moving all year long. In addition, an evening Pilates class was added for adults of all ages which have become quite popular.

The Annual Daddy Daughter Dance was held at Castleton Banquet Center for the first time, and was a huge success! There were 400 in attendance that enjoyed a night full of special memories. One lucky family arrived via limousine and others received special prizes such as having their hair done or manicures. We look forward to having the event at Castleton for years to come.

The Windham Town Beach was busy this summer. The summer swim lessons were once again very successful due to the dedication of our lifeguards and participants. There were over 275 youth in the program this summer, and the lifeguards did a great job instructing lessons, as well as keeping the beach safe with the higher than usual beach crowds. Thank you to Kristin M., Stephanie P., Jen A., Kaela G., Chris D., Erica G., Gena S., Courtney B., and Adrienne B.

We continue to maintain the fields and facilities to keep them safe and in good shape. In 2010, the scoreboard at Rogers Field was replaced and re-dedicated in memory of Michael D. Rogers. Further, the fence line along Cobbetts Pond Road for Rogers Field was cleaned up, and this project will become part of our annual maintenance. The sign at the Town Beach was also replaced, courtesy of Signs for Minds.

If it were not for the dedication of volunteers, residents, and civic groups, the many events in Windham would not be able to take place and be such a huge success. It truly takes a community effort to have such great programs. We extend our thanks to: the residents of Windham, the Boy and Girl Scouts, Lions Club, Woman's Club, Garden Club, Windham Soccer Association, Windham MOM's Club, Windham Baseball Softball League, Windham High School Art Club, Windham Lacrosse, WEDC, Joel Dube, Al Letizio, Bob Taylor, Tom and Margaret Case, Ralph and Belinda Sinclair, Jim Finn, Jack McCartney, Steve Hindes, Wendi Devlin, Dana Call, Kathy Davis, Dave Sullivan, Al Barlow, Bruce Breton, Barbara Coish, Nicole Merrill, Eric DeLong, Debbie Mackenzie, Meg Dimond, Eilis O'Neil, Jennifer Brackesy, WCTV, and the Windham Fire, Police and Maintenance departments for all of their contributions.

In closing, we would also like to thank the members of the Windham Recreation Committee who volunteered in 2010: Bill Brennan, Barry Goldman, Lynn Goldman, Tim Kelleher, Chris O'Neil, Dennis Senibaldi, and Glen Yergeau.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cheryl S. Haas".

Cheryl S. Haas, Recreation Coordinator

Respectfully submitted for the Committee,

Ralph Valentine

Ralph Valentine, Chairman

WINDHAM COMMUNITY TELEVISION



PART I: WCTV was witness to a very successful 2010, with many accomplishments and goals met just in time for a New Year.

In January of 2010, WCTV made strides to improve its current equipment and take WCTV into the future. We upgraded our editing software on our MAC editing computer to a faster and more efficient system for handling new media formats. We also purchased the Panasonic HMC 150 field camera which allows media capture with a SD card and transfer directly to our editing software. This allows for a faster workflow and to allow volunteers to get their footage into the system in a more efficient manner. We also purchased a new tripod, and set of wireless microphones to create two separate field kits for video production in the community.

WCTV also saw a need for videos to be viewed online. The result was an upgrade to our playback system with the Ultra Nexus, which allows us to post Government meetings and locally produced programming on our website www.wctv21.com. This new upgrade also gave us the ability to play Total Info, a series of short bulletin announcements with national news updates, weather, sports, traffic and daily fun facts. The entire system was a great upgrade to modernize our channels, as well as provide another source for viewing the coverage of your local government meetings.

As technical difficulties do often occur, we made purchases of back up microphones and DVD recording decks for the Community Development Department meeting room, so that we can respond and fix a problem quickly as they occur.

WCTV also made major changes to our control room, complete with a new wiring scheme designed and installed by Tom Case and I. We also reorganized equipment, implemented new equipment, added fresh paint and new furniture. These improvements have added a professional look to our control room. The main studio saw a revamping of the set design, complete with new chairs, coffee tables and a bookshelf. Overall, the impact was more inviting and professional atmosphere.

While WCTV made improvements in house, we also assisted with the completion of the Windham High School Television Production Studio. The studio was completed in September 2010, and opened to the class for a Video Production course taught by Paul Bencal, Dean of Technology. The studio is equipped with LED and fluorescent lighting, allowing for a professional, state of the art look while saving on cost. The Town received a grant from PSNH in the amount of \$7,739.00 to help alleviate the overall cost. The studio also has a wrap-around curtain, green screen, two cameras, teleprompter and set. The control room contains a Tricaster Broadcast unit, and digital audio mixer. WCTV also provided a Nexus playback system for Channel 170, the High School channel, to play back school events in Windham. The auditorium is also outfitted to televise LIVE cable casts from the room for coverage of special town events. Robotic cameras are used and controlled from the Television Production Studio in the High School. WCTV is proud to have been involved in the design process.

Besides equipment upgrades and studio design, WCTV was also there to cover the annual town events, weekly government meetings and more. WCTV covered the following government meetings LIVE: Selectmen, School Board, Planning Board, Zoning Board of Adjustment, and Conservation Commission.

In studio and in the field, we covered: Strawberry Festival, Candidate's Night, Town Day, Senior Picnic, Daddy/ Daughter Dance; Windham Watch (Mary Griffin Host) which included 17 Candidates running for office as well as the local state representative candidates; Time for Animals; Rockingham Roundtable; and Book Beat.

In August of 2010, I submitted my letter of resignation to WCTV and the Town of Windham after taking another opportunity to work in Public Television that was a better choice for my family. Kelly McLaughlin was hired to take my place, and I am confident she will run the studio with professionalism. Please stop in and see the new improvements and meet Kelly!

WINDHAM COMMUNITY TELEVISION

The past two and a half years at WCTV were wonderful, and I am grateful for everyone's help, guidance and support. I will truly miss working with my fellow town employees and mingling with citizens in town. I would like to take this time to especially thank Margaret and Tom Case for their constant dedication to WCTV. The station would not exist without them and their hard work.

I would also like to recognize Barbara Coish, a long term volunteer of WCTV since its beginning. Barbara has been an incredible asset to WCTV, covering years worth of town events, meetings, studio shoots and more. Barbara is truly one of Windham's most dedicated volunteers.

I would also like to thank the Cable Advisory Board, as well as all the volunteers, for their support and the time they have given to WCTV: Tom Case, Barbara Coish, Mary Griffin, Wally Heath, Kevin Scannell, Darrell Halen and Todd Wally.

Thank you again for the wonderful opportunity to work for the Town of Windham.

Respectfully Submitted,

Anastacia Sofronas Barr

Anastacia Sofronas Barr, Former Coordinator

PART II: 2010 was another extremely successful year at Windham Community Television. WCTV has made improvements to the production of government meetings, originally produced programming, and volunteer outreach efforts.

WCTV has continued to offer LIVE coverage on Channel 20 of all government meetings including the Board of Selectmen, School Committee, Zoning Board of Adjustment, Planning Board, Conservation Commission and Capitol Improvements Committee.

WCTV has also upgraded the recording equipment in the Community Development Department and Cable Studio. A Tricaster system has been installed in both locations providing operating controls and graphics. The new equipment has created positive improvements in the quality of programming.

Also in 2010, WCTV introduced a new way for residents to view government meetings. The launch of WCTV's "Video On Demand" service provides a direct link from the WCTV website, to the archives of Windham's government meetings. The feedback on this new service has been positive, as viewers express that they enjoy the convenience of being able to watch meetings from their home or office computer. Also, Town employees are able to watch back the meetings to verify minutes or view a meeting they were not able to attend. To view meetings, visit WCTV21.com and click on "Videos on Demand."

WCTV has also made itself more visible online through the use of the website, WCTV21.com and Facebook. WCTV has posted short videos, public service announcements, and photos of local events and productions. The feedback has been positive, and WCTV hopes to increase the number of residents interested in television production and volunteers for public meetings and public access shows. Training sessions and workshops are available at no cost to the residents of Windham.

In 2010 WCTV has produced local original programs such as:

- Windham Watch: Hosted by State Representative Mary Griffin, this talk show discusses political and local topics of interested to Windham residents.
- Time for Animals: Produced in partnership with the Salem Animal Rescue League, this monthly show brings animals available for adoption and pet health and safety information to its viewers in Windham.
- The Evie & Denise Show: This variety show hosted by local residents Evie Saad and Denise Sarnie, brings topics such as home gardening, craft projects, and cooking to its viewers in Windham.

WINDHAM COMMUNITY TELEVISION

- Rockingham Roundtable: Local women discuss local and state issues that affect the greater Windham community.
- Book Beat: Produced in partnership with Windham Middle School, this show shares stories and book reviews with viewers.
- America's Future: Hosted by Bill McNally, this show focuses on local activists and leadership in the community.
- In Depth: School and Community: Hosted by Windham Superintendent, Dr. Frank Bass, this show discusses and highlights school events, students, and teachers.

These original programs air on the Public Access Channel 21. Other programs aired on Channel 21 are provided to us in partnership with local organizations and access stations. Such programs include:

- Around Town
- Business Connections
- Capitol Access
- Education News You Can Use
- National Gallery of Art
- Granite State Baptist Church
- Granite State Outdoors
- Jazzercise
- Wellness Matters

In 2010, WCTV Coordinator, Anastacia Barr, announced that she would be leaving the position at WCTV. We thank her for all her hard work while working in Windham. She was instrumental in the upgrades to studio and meeting room equipment. In October 2010, WCTV welcomed Kelly McLaughlin as the new Coordinator. Kelly comes to Windham with experience in public access television, and is a perfect fit to the growing stations needs. While Anastacia will be missed, she has moved on to new opportunities and was able to assist and train Kelly when she was brought on to the full time position.

WCTV is actively recruiting new volunteers to produce their own programs, assist with other original programs and special events, as well as volunteer to tape government meetings. In 2011, our efforts will continue by offering training sessions and workshops to the public, which all Windham residents are encouraged to attend! Our current volunteers have helped to keep the access station running with programs and meeting coverage over the past year. It is important to note, that all meetings and programs would not be available if our volunteers did not dedicate their time to do so. WCTV would like to thank all the volunteers who have been a crucial part of keeping WCTV running. A special thank you to our dedicated volunteers: Thomas Case, Barbara Coish, Darrell Halen, Wally Heath, Mary Griffin, Todd Walley, and Kevin Scannell. Also, thank you to the Windham Cable Advisory Board for their assistance, guidance, and support.

Respectfully submitted,

Kelly McLaughlin

Kelly McLaughlin, WCTV Coordinator

PLANNING BOARD



Looking back, 2010 proved to be a challenging year in many respects. The year started with a great push to finalize a very busy zoning amendment schedule in preparation for the election in March. There were several proposals that brought out enthusiastic public participation, both for and against, which in the end is the essence of our form of Town government. Of particular note was the eventual passage of the Cobbetts Pond Watershed Overlay Protection District, the Small Wind Energy Systems, and revisions to the Customary Home Occupation among others.

We did see some changes to the composition of the Board this year with our Alternate Member Kristi St. Laurent gaining a Regular Member seat after her successful election campaign, which resulted in a heart felt thank you and farewell to an 11 year veteran of the Board, Walter Kolodziej. We sadly witnessed another change to the Board this year, with the resignation of Vice Chairman Nancy Prendergast due to health reasons. The Board spoke as one in wishing her a speedy recovery and an eventual return to the Board.

Much like the previous year, the Planning Board saw a drop in residential subdivision applications, but did see moderate growth in the commercial sector proving yet again the Town of Windham continues to be a desirable place to live and work. The drop in public applications did not lighten the work load for the Board however, as we took the opportunity to try and address some outstanding issues and take advantage of CTAP grant money from the I93 widening project. Listed below you will find all the items that have been considered or have come before the Board over the past year.

APPROVED RESIDENTIAL SUBDIVISIONS:

1. Lot line adjustment and Subdivision. Located on 150 Lowell Road (24-F-4000) and 5 Wilson Road (24-F-4002) which created 3 single-family residential lots.
2. Woodside South. Located on London Bridge Road (20-D-2300) which created six (6) single-family residential lots.
3. Woodside North. Located on London Bridge Road (14-B-2800) which created ten (10) single-family residential lots.
4. Located at 55 & 65 London Bridge Road (14-B-2300 & 14-B-2400) to subdivide the existing two (2) lots into seven (7) lots for residential development
5. Amendment to an existing subdivision located on 25, 38, & 40 Burnham Road (20-D-3011, 20-D-3012, & 20-D-3014) to construct a temporary hammerhead on Lot 20-D-3012 rather than build the approved temporary cul-de-sac on Lots 20-D-3011, 20-D-3012, & 20-D-3014

APPROVED RESIDENTIAL SITE PLANS:

1. The Willows. Modification of an existing Site Plan to drill 2 community wells and place of 6 foundation drains at 14-A-925 (Mammoth Road)
2. Customary Home Occupation/Conditional Use Permit to operate a child day care in applicant's home located at 2 County Road (6-C-1037); also to install a freestanding sign on the property to advertise the business.
3. Customary Home Occupation/Conditional Use Permit to operate a Engineering Business in the applicant's home located at 15 Bedros Street (6-A-814); one part-time book keep will work at the site

APPROVED NON-RESIDENTIAL SITE PLANS:

1. To construct a building with 18,900 sq. ft. of office space and 3,000 sq. ft. of warehouse space at 5 Industrial Drive (13-A-196); also to install 92 parking spaces, all associated drainage, and landscaping improvements
2. Change of Use to locate a retail automotive sales and service business at 33 Rockingham Road (13-A-31).

PLANNING BOARD

3. Change of Use to locate a small engine repair shop business at 7 Ledge Road (11-A-150L)
4. To install a freestanding sign at 7 Ledge Road (11-A-1507)
5. Change of Use to locate a retail clothing business at 127 North Lowell Road (2-A-975)
6. To modify an existing driveway, replace the visitor parking area, install a sidewalk, and install landscaping at 49 Range Road (18-L-400)
7. To construct a gas station, convenience store, and multi-tenant retail building, as well as associated parking, landscaping, and signage at 32 Indian Rock Road (16-D-450)
8. To install a freestanding sign at 132 N. Lowell Road (2-A-995)
9. To install a freestanding sign at 3 Lexington Road (11-A-200)
10. Change of Use/Minor Site Plan to locate a professional office at 112 Range Road (17-L-15) and to restore the structure, demolish the existing enclosed porch, construct a covered porch and handicapped access ramp, expand the existing parking area with pervious brick parking spaces, install a pervious brick walkway, and reduce the lawn area
11. Change of use/Minor Site Plan to locate a yoga studio at 46 Lowell Road, Building #1, Unit#3 (20-E-260)
12. Modification of an existing Site Plan to construct a 158'X83' 1-story building at 5 Industrial Drive (13-A-196) where a 160'X60' 2-story building with a basement had been approved; install 60 parking spaces where 91 spaces had been approved; consume 14% building lot coverage where 10% had been approved; and, retain 65% open space where 49% had been approved
13. Change of Use/Minor Site Plan to locate a warehouse/office space for a construction business at 4 Ledge Road (11-A-165); renovate a portion of the existing building and add a small addition
14. To construct a 64'X40' Building to be used for indoor golf instruction/lessons and install a 1'X3' wall sign at 1 Country Club Road (5-A-1)
15. Modification of existing Site Plan to reconfigure the driveway and drive-thru of 30 Indian Rock Road (16-L-1) connect the parking lots of 30 Indian Rock Road (16-L-1) and 32 Indian Rock Road (16-D-450), adjust the landscaping on the two lots, and redesign the parking spaces on both lots.
16. Modification of existing Site Plan for 112 Range Road (17-L-15) to change the color scheme of the freestanding sign.
17. The Willows I & II. To modify the existing site plan conditions of approval for 14-A-925 (Mammoth Road)

WWPD SPECIAL PERMITS GRANTED:

1. To install a pool and patio as well as the associated retaining walls and grading at 67 & 71 Heritage Hill Road (24-F-193 & 24-F-194).
2. To construct a gas station, convenience store, and multi-tenant retail building, as well as associated parking, landscaping, and signage at 32 Indian Rock Road (16-D-450)
4. The Willows. To drill of 2 community wells and place of 6 foundation drains at 14-A-925 (Mammoth Road)
5. Windham Meadows I. To install a leach bed at 70-85 Brookview Road, Buildings #6 & #7 (19-A-801)
6. To allow a portion of a driveway, drive-thru, parking, and grading within the WWPD at 30 Indian Rock Road (16-L-1)
7. To subdivide the existing two (2) lots Located at 55 & 65 London Bridge Road (14-B-2300 & 14-B-2400) into seven (7) lots for residential development
8. To locate a portion of an in-ground pool, sized 18'X36' in the WWPD for a total impact of 648 sq. ft. Located at 81 Searles Road (Lot 7-A-680).

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COBBETTS POND WATERSHED PROTECTION MAJOR DEVELOPMENT APPLICATIONS:

1. To construct a single-family dwelling at 32 Turtle Rock Road (21-K-46)
2. To modify an existing driveway, replace the visitor parking area, install a sidewalk, and install landscaping at 49 Range Road (18-L-400)
3. To construct a new home and expand the impervious driveway at 9 Grove Street (17-L-85), resulting modifications render 30% of the lot impervious
4. To construct a new home, shed, well, septic system, and detached garage with other associated improvements at 25 North Shore Road (16-D-14)
5. To grade the property located at 28 Bearhill Road (20-E-130) for a total impact of 9,350 sq. ft.

LOT LINE RELOCATION APPLICATIONS APPROVED:

1. Located at 4 & 6 Viau Road (Lots 16-Q-214 & 16-Q-214A) to adjust the lot line by 15' between the two parcels.
2. Located at 3, 5, & 7 Osgood Street (25-R-2, 25-R-3, & 25-R-4) to alter the configurations of the three (3) lots.

CONCEPTUAL DISCUSSIONS:

1. A workforce housing proposal located at 130 Range Road (17-L-42) to construct 25 detached condos and rehabilitate the existing Austin Barn Manor into 5 condos and a common area; proposal includes the construction of a private drive, common areas, play yards and exercise courts and will be designed to LEED standards

2011 TOWN MEETING ZONING WARRANT ARTICLES PUBLIC HEARINGS:

1. 2011 Citizen's Petitions
 - a. Rezoning 13 Parcels along Rockingham Road and Route 28 from Neighborhood Business to Commercial Business A
 - b. Rezoning Lot 8-B-5000 from Rural to Commercial Business A
 - c. Rezoning Parcel 13-B-60 from Rural to Commercial Business A
2. 2011 Planning Board Warrant Articles
 - a. Agriculture, Sections, 200, 601-604
 - b. Cobbetts Pond Watershed Protection Overlay District, Section 616
 - c. Commercial Antenna Structures, Sections 200 & 701
 - d. Continuation of Existing Uses, Sections 200, &401-406
 - e. Duration of Approvals, Section 906
 - f. Excavation, Section 707
 - g. Fences, Section 710
 - h. Home Based Day Care, Sections 602.1 & 603.1
 - i. Junk yard , Section 708
 - j. Maximum Building Coverage of a Lot, Appendix A-1
 - k. Signs, Section 706
 - l. Workforce Housing Overlay District, Section 617

SIGN PERMIT APPLICATIONS:

1. To install a wall sign for Bella Vino Specialty Wines and Gourmet. Located at 4 Cobbetts Pond Road (21-D-107)
2. To install two (2) wall signs on the Canopy of B & H Oil. Located at 32 Indian Rock Road (16-D-450).

PLANNING BOARD PUBLIC HEARINGS AND MISCELLANEOUS MEMBERS:

1. Capital Improvements Plan

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PLANNING BOARD PUBLIC DISCUSSIONS AND PRESENTATIONS:

1. CTAP presentation regarding residential buildout analysis
2. Workforce Housing discussion
3. CTAP Open Space Task Force Report presentation
4. Stormwater Management & Road Design Guidelines Workshop
5. 2010 Benchmark Review of 2005 Master Plan Workshops
6. Capital Improvements Program Presentation and Workshop
7. Windham Rail Trail-Support of connection between rail bed west of Rt 93 to N. Lowell Rd.
8. Impact Fee Workshop

THE 2010 PLANNING BOARD INCLUDED THE FOLLOWING ELECTED MEMBERS:

- Phil LoChiatto, Chairman
- Nancy Prendergast, Vice Chairman (until November 10, 2010)
- Rick Okerman, Regular Member, Vice Chairman (starting November 10, 2010)
- Ruth-Ellen Post, Regular Member
- Pam Skinner, Regular Member
- Kristi St. Laurent, Regular Member
- Bruce Richardson, Alternate Member, appointed to Regular Member (starting November 10, 2010)

Additional members included:

- Selectman Bruce Breton, Board of Selectman Representative
- Ross McCleod, Alternate Board of Selectman Representative
- Louis Hersch, Alternate Member
- Lee Maloney, Alternate Member
- Sy Wrenn, Alternate Member

Whether an elected member, or appointed alternate, each individual has devoted countless hours to overseeing the development of our Town entirely on a volunteer basis. We are grateful to all members of the Community Development staff for their diligence and expertise and, in particular, for the continual assistance provided to the Board by:

- Laura Scott, Community Development Director
- Elizabeth Wood, Community Planner
- Tracey Mulder, Planning Assistant
- Mimi Kolodziej, Planning Assistant

MEETING SCHEDULE: The Planning Board meets at 7:00 on the 1st and 3rd Wednesday evenings at the Community Development Office, next to Town Hall. All meetings are open to public attendance and usually may be seen live on WCTV-20. The Planning Board agenda is posted at the Community Development Office and Town Hall the Friday prior to the Wednesday meeting and also appears on the Town website. Residents' input on Planning Board matters is an important part of the municipal planning process and is always invited.

Respectfully submitted for the Board,



Phil LoChiatto/Chairman

ZONING BOARD OF ADJUSTMENT



For 2010, the Zoning Board of Adjustment handled a total of 67 cases and 8 appeals or re-hearing requests, providing a busy and challenging year. Members at the conclusion of the year were: Chairman Mark Samsel, Vice-Chairman Tom Murray, Secretary Dianna Fallon, Regular Members Heath Partington and Betty Dunn, and Alternate members Jim Tierney, John Alloso, Michael Schulz and Jonathan Sycamore. Bruce Richardson and Sal Basile also served as Alternates for part of the year. In the March election Heath and Betty were elected to a 3 year terms.

Tim Corwin was hired in September in the role of ZBA/Code Enforcement Administrator, replacing Mike McGuire, whose primary role is Town Building Inspector. Tim comes to Windham with previous experience as a land use attorney and has a Master of City Planning from the University of Pennsylvania and a Juris Doctor from Temple University. He is admitted to the Bar in New Hampshire and Pennsylvania.

Members attended the New Hampshire Office of Energy Planning and Zoning Conferences, which were held in Nashua and Whitefield. This conference presents impacts of new legislation on zoning laws, updates on recent court cases, and general zoning topics. As well, members attended a series of three New Hampshire Local Government Center Municipal Law Lectures, held locally in Derry, that discussed timely topics including “Administrative Decisions in Planning and Zoning”, “Conflict of Interest, Disqualification and the Local Land Use Board Decision-Making Process,” and “Cell Towers: Managing the Approval Process to Protect Municipal Interests and Comply with Federal Law”.

During 2010, the ZBA dealt with several cases resulting from the 2010 Town vote that approved a new “Cobbetts Pond Watershed Protection Ordinance”, as well as a Verizon Wireless request to allow a commercial cell tower in a rural zone. The Cell Tower case attracted the largest interest and citizen attendance in recent ZBA history, so much so that the second evening of testimony had to be held in the new Windham High School auditorium. The case concluded with the applicant withdrawing its case prior to deliberative session. The Board also amended its By-laws to change hearing procedures and other operational processes.

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

SUMMARY OF 2010 DECISIONS

VariANCES

Granted	50
Granted in part and denied in part	3
Denied	2
Denied without prejudice	2

SPECIAL EXCEPTION

Granted	1
Denied	0

ZONING BOARD OF ADJUSTMENT

Appeal of an Administrative Decision

Granted	0
Denied	1

Request for Re-Hearing

Granted	5
Denied	2

Equitable Waiver

Granted	0
Denied	0

Cases Withdrawn

5

Cases Continued to 2011

4

Total # of Cases

68

The Board thanks Pat Kovolyan, the Board Recording Secretary, for handling ZBA general business, and also Mike Maguire and Tim Corwin for their attendance at our meetings, preparing case information, and providing information to the Board. As always, thanks go to Tom Case for his continued dedication to handling cable coverage and taping our meetings, and to the Cable Committee for providing televised access to Windham residents.

Respectfully submitted for the Board,



Mark Samsel, Chairman

NESMITH LIBRARY TRUSTEES



Your elected Library Trustees worked diligently in 2010, fulfilling our responsibilities as required by New Hampshire law. Library oversight and governance, managing the budget, and maintaining the Nesmith Library facility were some of the statutory duties performed. Our ultimate objective is to ensure that Windham residents have the library services they expect.

2010 was a level-funded year from 2009 for the Nesmith Library. The Trustees again presented the Selectmen with a level-funded request for 2011, recognizing that the economy is still difficult for Windham taxpayers. Moving forward, rising costs pose a budget management challenge for the Trustees. Further, the Library staff will be challenged in 2011 with increased library use, while resources remain the same. In addition, because the Nesmith Library facility is approaching fourteen years in age, maintenance expenses could increase, and more Trustee attention will be required in this area.

The Nesmith Library is one of Windham's great assets. Among the Library's many services, it has children's, young adult and adult programs, quiet study space, personal computers, Internet access, databases, books, magazines, newspapers, DVDs, CDs, and recently, eBook services. It is a busy place and a great value. For each \$1 spent by the Library in 2010, about \$5.25 in Library services were returned to the Library's patrons.

The Trustees' Strategic Planning Committee was very active, beginning work in June 2010 and continuing into 2011. The Committee's goal is to develop a multi-year plan for the Nesmith Library. The Committee will be seeking Windham organization and resident input in 2011.

We thank the Friends of the Library, better known as F.L.O.W., for their dedication, numerous volunteer hours, and gifts to Nesmith Library. In June, F.L.O.W. hosted their 27th annual Strawberry Festival and Book Fair, Windham's largest community event. Even though it was at Windham High School because of weather, it was a great success. Thanks to F.L.O.W., their many volunteers, and President Jennifer Simmons for making the Strawberry Festival and Book Fair the great event it is.

We thank the many Library volunteers for the many tasks completed for the Nesmith Library. Their numerous activity hours helped the Library function efficiently. We also thank the Library staff and Director Carl Heidenblad for making Nesmith Library the exceptional and friendly place it is. They know how to provide patrons with the materials, information, programs, and technology needed.

The Board posthumously elected former Trustees Frank Traynor and Dan Quinlan each as Trustee Emeritus, recognizing their leadership in the development of the Nesmith Library during the 1980's and early 1990's. Frank and Dan join Dr. Murray Levin, Pat Skinner and J. Gross in this exclusive group. A plaque now stands in the Library entryway recognizing these individuals.

Two Library Trustees, Joan Griffin and Chris Monterio, left the Board in 2010 after each completing six years of service. Their dedication and many contributions to Nesmith Library were greatly appreciated, and they will be missed.

Two new Trustees, Patricia Barstow and J. R. Siegel, joined the Board in 2010, and they started their new duties with enthusiasm and diligence. The returning Trustees in 2010 from 2009, Norman Boutillette, Anne-Marie O'Neil, Mary Lee Underhill, Carolyn Webber and I continued working on your behalf.

The Trustees thank all who support and / or use the Library. With the support of the Library staff, we will continue providing the Library services our patrons expect. Thanks for your support.

Respectfully submitted for the Trustees,

Mark Branoff

Mark Branoff, Chairman

CEMETERY TRUSTEES



As in 2009, the Trustees were fortunate enough last year to be approached by a member of our local Boy Scouts regarding undertaking his Eagle Scout project to the benefit of the cemeteries. David Pierson proposed to design and construct containers to house the trash barrels at the Cemetery on the Plains and, in all, expended nearly 160 hours toward his project from conceptual design to completion. The end result of David's dedication and labor represent a vast improvement over the unsightly barrels, and it is the Trustees' hope that others from the Troop will express an interest in a similar project at the New Plains and Hill cemeteries.

The various Boy/Girl/Cub Scouts, Brownies, and Daisy troops in Windham continue to prove themselves invaluable to the Trustees as it pertains to our annual Memorial Day ceremonies. These youth and their troop leaders are consistently eager and prepared to replace the American flags at our Veterans' lots prior to the event. Some of the troops also expend hours of time planting plant flowers at the Plains cemetery where the ceremony is held. We cannot thank them enough for their efforts.

Our gratitude, as well, to our various contractors for their efforts in ensuring that our cemeteries are well-kept, safe, and operate smoothly throughout the year: Clean-Cut Landscaping, owned by John DiPerri, who was awarded the 2010 groundskeeping contract; Jim and Scott Thornton and their crew who continue to provide our interment services; Concrete Services, owned by Scott Polumbo, and his crew who continue to provide our foundation installations, and; JD Demuelle, owner of Shazm's Landscaping, who is currently handling our snow removal operations. JD replaces Scott Johnson who, after quite a number of winters as our contractor, opted to retire from snow removal just prior to the onset of this season. We extend special thanks to Scott for his years of service, and wish him the best in whatever endeavors he pursues.

In closing, we would be remiss if we did not extend a special thanks to former Trustee Jaymi Haegle, who was elected to the Board in 2009. Jaymi recently had to resign her position due to her relocation out of Windham, and we extend our best wishes to her for every success in her future. Of course, we express our gratitude to the residents, as well, for your continuing support.

Respectfully submitted for the Trustees,

Wendi Devlin, Chairman

CONSERVATION COMMISSION



The Conservation Commission, during the latter part of the year, agreed to contribute \$100,000 towards the purchase of the lot adjacent to the Town Beach. This 0.699-acre parcel would significantly enlarge the present Town Beach.

The Commission accepted two parcel donations, one is an approximately three acre lot on Kent Street, and the other an approximately 32-acre parcel abutting Mammoth and Glance roads. The latter contains abundant wildlife, including active heron nests.

The Commission has also begun discussions with a forestry service company to determine the best way to manage and improve the town owned properties overseen by the Commission.

The Commission continues to perform its other responsibilities:

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

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

Respectfully submitted for the Commission,

Jim Finn, Chairman

STORM WATER MANAGEMENT COMMITTEE



Since 2003, Windham continues to monitor its storm water discharge systems within our urbanized area to comply with the US EPA's Phase II Storm Water Regulation and Windham's Storm Water Management Plan; submitting a report annually to US EPA. A new US EPA Storm Water NPDES Permit is expected during 2011 with updated mandates.

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

As always, I would like to thank the Committee for their dedication and work. Members have been involved with NH DES, NH DOT, Derry, Londonderry, and Salem on salt (chloride) reduction efforts impacting the Route 93 corridor and surrounding water resources. In addition, members continue to monitor the I-93 construction project, and are involved with the Cobbetts Pond Improvement Association (CPIA) to improve the water quality of Cobbetts Pond through a Pond restoration plan. A member also conducted inspections of specified industries to meet NH DES Potential Contamination Source (PCS) program to protect water resources that provide drinking water, such as Canobie Lake.

JOINT LOSS MANAGEMENT COMMITTEE



The Joint Loss Management Committee oversees the Health and Safety Policy for the Town and is a requirement of the NH Department of Labor. Management and labor comprise the Committee, and we collaborate as a team to ensure the health and safety of the Town's workforce and Windham residents. New Hampshire Public Risk Management Exchange (PRIMEX) oversees the Town's work-related injuries.

The JLMC meet routinely to discuss health and safety issues and ensure we are adhering to the standards defined by the NH Department of Labor and our Town Safety and Health Policy, and the Town reports to NH Department of Labor bi-annually. Other items of note include:

- Implementation of Emergency Action Plans for individual Departments continues in efforts to ensure the safety and well-being of our workforce.
- Fire Department staff continues to train fellow employees in first aid and other life-saving measures.
- The Local Government Center (LGC) conducted an in-house training session for Town employees.

As always, I would like to thank the Committee members for their dedication and work, and extend special thanks to Chief Leuci, Chief Morgan, and Captain Wagner for their expertise and assistance.

Respectfully Submitted for the Committees,

A handwritten signature in black ink, appearing to read "David Poulson".

David Poulson, Chairman

HIGHWAY SAFETY COMMITTEE



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

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

Over the course of the year, we reviewed site plans and submitted applicable comments to the Planning Board on projects such as: London Bridge Road; Sheffield Extension; Griffin Park; Village District; Ledge Road Business Park; Industrial Drive; Route 111 By-Pass Project (cul-de-sac review); and the 2005 Master Plan Review.

The Committee also reviewed and took action on several other issues such as: Leni Road/Tully Street lighting request; Rockingham Road at Seavey Road guardrail request; West Shore Road signage; Range Road at Searles Road line of site issue; Horseshoe Road parking issues; London Bridge Road speed surveys/sign request; Blueberry Road signage request; Roulston Road; and Chapel Road exit onto Range Road.

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

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

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

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

Respectfully submitted for the Committee,

Thomas L. McPherson Jr., Fire Chief/Chairman

DEPOT ADVISORY COMMITTEE



2010 brought the six year effort of the Windham Depot Advisory Committee to the completion of the first phase of the Windham Depot renovation project!

Starting in 2004, the Committee was chartered by the Board of Selectmen to provide a plan to improve the buildings and surrounding area. With Town designation of the Depot as a Historic District, the team applied for and was awarded a \$210K Transportation Enhancement (T/E) grant, which was based on an 80/20 split between the State (80%) and the Town (20%).

The contractor was selected in January through a competitive bid process; construction started in April, and concluded in July. For this project, funding was shifted to use ARRA (American Recovery and Reinvestment Act) funding, which slightly increased the amount available to us, thus affording the 20% T/E match to revert back to the Town. Unanticipated structural challenges caused the state to require additional engineering, with the subsequent change orders resulting in additional material and labor costs. To satisfy State sign off, the work required an additional \$104K, which then came from T/E funds.

Work that remains is decking along the freight building and additional guardrail surrounding the property. The material for the decking will come from the balance of project funding, with labor performed by the Town. At this writing, the guardrail is scheduled for installation weather permitting. Of the \$5,300 guard rail project, \$4,500 is coming from the Windham Rail Trail Alliance and the balance from project funding.

A significant Boston and Maine historical artifact was donated in the summer by George Frick of Durham, NH. Mr. Frick presented a B&M freight wagon that he had under his watchful eye for many years, as he believed the Depot would prove worthy as a future home. Committee members Mark Samsel and John Mangan made the trip to meet Mr. Frick and bring the wagon to Windham. Looking at historic pictures of the Depot, if one looks carefully, similar wagons are seen on the platform. Once some TLC is applied to the wagon, we will have it prominently displayed.

Again this year, the Committee received a \$1000 grant from the Amherst (Mass.) Railway Society. Governed by their interest in railroads and railroading, the organization provides grants to a variety of projects throughout the country.

The Windham Depot Advisory Committee thanks the Town and community for its continued support, as well as those who have donated their time and materials. With the finishing touch of the Depot Historic sign donated by the Windham Historic Commission, we look forward to the upcoming year with an event to celebrate this significant accomplishment for the Town.

Respectfully submitted for the Committee,

A handwritten signature in black ink, appearing to read 'Mark Samsel', written in a cursive style.

Mark Samsel, Chairman

HISTORICAL COMMISSION



2010 has passed with many changes; the most important of which was the retirement of our very dedicated Coordinator, Jeanette McMahon, in the fall. Jeanette has been the Searles Coordinator for over ten years, and her dedication and love for the building was the reason she was so successful leasing and watching over the building. The Town, and especially the Windham Historic Commission, will always appreciate her dedication and we wish her the best in the future.

The job of hiring a new Coordinator has been successful. We had many responses to our ad, but our unanimous choice was Donna Markham. Donna lives in Windham, is a member of the Community Band, helps with the Girl Scouts, and is a very busy lady. Her enthusiasm for her new job shows in everything she does. We feel, once again, that the Searles School and Chapel are in good hands.

A particularly exciting part of the previous year was the completion of the two stained glass windows. This was made possible through the many generous donations of friends and students of the School, and especially the very generous donations of The Cogswell Benevolent Trust, Maria Webber, and Everett Ryan. On August 18th, we celebrated Maria's 102nd birthday at the Searles facility, where she was once a teacher, as she wanted everyone to be able to see the windows.

Another generous donation of note is that of a new sign for the front of building from George Dinsmore to be erected in memory of his brother John Dinsmore and his nephew Sidney Walters, both of whom attended the Searles School. The sign will be in place in the spring.

As is always the case, maintenance and repairs were completed throughout the year, especially work on the roof. Moving forward into the new year, we plan to install plain glass windows in the east room, where the curtains are, as well as work on the chimes and woodwork. Also, landscaping of the back yard is planned to allow for functions to be held outside.

After much discussion and research into similar facility rates, we have had to increase the rental fees for the Building. Although the Commission held off doing so for as long as possible, our expenses have steadily been increasing, just as yours have. In order to maintain the building and make necessary repairs, we simply had no choice but to institute a higher fee schedule.

In closing, if you have never been inside the Searles building, this is the year to do it. The Commission plans to have the building open to the public at different times throughout the coming year... so please come! The Searles School and Chapel is a building we can be proud of, as well as a great place to have your wedding, shower, party, reunion, mercy meal, and more!

Respectfully submitted for the Commission,

Marion Dinsmore

Marion Dinsmore, Chair

ECONOMIC DEVELOPMENT COMMITTEE



The Windham Economic Development Committee (WEDC) became an official Town Committee in 2010. Many thanks are due to the outgoing members of the WEDC subcommittee of the Greater Salem Chamber of Commerce. Much research, analysis and spirited debate took place over the course of many months, resulting in a recommendation and subsequent endorsement by the Windham Board of Selectmen.

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

One of the primary goals of the WEDC is to promote growth in property valuation that generates tax revenue which exceeds municipal costs in order to reduce the tax burden on residents. The idea is this: as more non-residential development is added to the tax rolls, the burden of Town services and schools to each residential property is reduced. All efforts to meet this goal will be advanced in a manner that will strike a fair balance between our Old Values and New Horizons.

Old Values are represented by a desire to retain our rural character, character that surrenders to us a natural beauty. Consider for a moment a sunset over Cobbett's Pond or a lazy walk through tall pines as they neatly frame the historic Searles Castle. New Horizons are represented by many things, among them non-residential economic development. Such development must be sensitive to our natural resources. Through open discussion, transparency and the sharing of ideas, those who support the Old Values and those who support the New Horizons can join together in a collaboration, the results of which will be the striking of that fair balance. And over some period of time, non-residential property values will grow and the tax burden on residents will be reduced.

In addition, the WEDC will promote Windham as a destination for new businesses. A marketing brochure and web site are in the development stages. The WEDC initiated an active campaign to develop supportive relationships with existing businesses and property owners. In 2010, we sponsored educational and outreach opportunities including business grand openings, a business education series, our annual business expo and Harvest Fest.

The WEDC will provide input to the Board of Selectmen, Planning Board and Zoning Board of Adjustment. The WEDC actively supports the Warrant Article which funds the Phase III Sewer Study since it will provide valuable information necessary in the decision process.

The WEDC will seek out support and funding which will help to meet Committee goals and will promote economic growth that provides employment opportunities in Windham.

A Strategic Plan, which is to be presented to the WEDC by the Sub-Committee of Ralph Valentine, Jay Yennaco, Charlie McMahon and Al Letizio in early spring, will provide a written and detailed road map for the Committee to follow.

One of our biggest achievements of 2010 is the Windham Community Survey. While it is too early to report the results, we are grateful to the survey subcommittee for their outstanding efforts. Chaired by Bob Young, the subcommittee included Sally D'Angelo, Paul Gosselin, Laura Scott (Community Development Director) and Al Letizio. We are very thankful to those residents who completed the survey. The survey results will form one of many guideposts which the WEDC will be relying upon for direction.

In addition to those members mentioned on the subcommittees, other members include Bev Donovan, Greater Salem Chamber of Commerce Representative, Sy Wrenn, Planning Board representative, and Diane Wasilisian.

This is just the beginning of a long journey. The Committee is looking for your support in helping it choose the right path, follow the right guideposts and stay true to them. Watch for us on our website, launching soon.

Respectfully submitted for the Committee,

Ralph Valentine

Ralph Valentine, Chairman

LOCAL ENERGY COMMITTEE



The Windham Local Energy Committee (LEC) was appointed in 2010 by the Windham Board of Selectmen, to advise and assist the Town and its residents on best practice methods for reducing energy usage and costs. The Selectmen have tasked the 7 member Committee with establishing periodic energy/emissions inventories and recommending energy saving goals for all departments, structures and apparatus; identifying and pursuing federal, state, and other grants and funding for energy projects as well as assisting in the administration of the grants awarded. The LEC will help draft, develop, and amend content and direction for the energy chapter of the Town Master Plan; provide input on development/construction projects and recommend alternative energy solutions wherever possible. The Committee will work to ensure that all future planning considers long term energy requirements in equipment purchases and infrastructure developments; and act as an educational resource for the Town in an effort to raise public awareness and inform the community of the financial and environmental benefits of renewable energy solutions and energy conservation.

In early March, the Town was awarded 2 Energy Efficiency Conservation Block Grants (EECBG) to fund energy initiatives. The Committee evaluated over 20 bids in two categories - 1. a \$20,743 LED light retrofit in the parking lots of the Fire, Police and Nesmith Library and, 2. a \$14,000 comprehensive building audits of the five historic buildings on N. Lowell Rd – the Senior Center, Bartley Building, the Planning and Development Building, Town Hall and the Armstrong Building. Phillips Bros of Pembroke, NH will be performing the LED light retrofits and Arbogast Energy Auditing of Westbrook, ME will be completing an energy use and cost analysis of the historic buildings and will generate a report of their work and recommendations.

In 2011, Committee will be introducing weatherization and renewable energy program for homeowners following the model developed by the Plymouth Area Renewable Energy Initiative (PAREI). Selected homes will participate in home retrofits aimed at reducing their utility usage and help plan for a more energy efficient future.

The Committee website is under development and will concentrate on content and tools to help homeowners evaluate their energy consumption and made recommendations on solutions which might assist in reducing their energy bills.

If you would like to serve on the Windham Local Energy Committee either as a regular member or an alternate, please send a letter of interest to Jim Hebert, c/o Dave Sullivan, Town Administrator.

Respectfully submitted for the Committee,

Jim Hebert

Jim Hebert, Chairman

SE NH HAZARDOUS MATERIALS DISTRICT



ABOUT THE DISTRICT:

The District's membership is made up of 15 communities encompassing 360 square miles with a population of over 180,000 people within the Route 93 corridor. Essentially, the District is bordered in the east by Route 125 and the Merrimack River to the west. North and south borders are defined by Manchester, Route 101 and the Massachusetts state line. The District was formed in 1993 to develop a regional approach in dealing with the increasing amounts of hazardous materials being used and transported within these communities. This District is recognized by the State of New Hampshire as the Regional Emergency Planning Committee (REPC) for the member communities. The REPC, which consists of representatives from local government, industry, and the general public, is working with industry to comply with Federal regulations for the reporting of chemicals used within and traveling through the District.

The District draws its funding from an annual assessment from each community, as well as from grants and donations. In 2010, the District applied for and received Federal grants for equipment, training, and operational expenses totaling \$151,707. The Fire Chiefs from each of the member communities make up the Operations Committee of the District. This Committee is overseen by a Board of Directors consisting of elected representatives from each community, who approve the budget and any changes to the bylaws. The Executive Board of the Operations Committee, which consists of the Chairman, Vice-Chairman, Treasurer, Technician Team Liaison, and one Member at Large, manages the operations of the District within the approved budget. The District employs a part-time REPC Director to manage its administration functions, including grants management, financial management, and emergency planning.

THE EMERGENCY RESPONSE TEAM:

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

The Emergency Response Team is made up of 39 members drawn from the ranks of the fire departments within the District. The team consists of 6 Technician Team Leaders, 28 Technician Level members, 5 Communication Specialists, and 3 Information Technology Specialists. In addition to individuals drawn from member fire departments, the team also includes members from various backgrounds that act as advisors to the team in their specific areas of expertise. These advisors include an industrial chemist and several police officers.

The Team maintains a fleet of vehicles and specialized equipment with a value of close to \$1,000,000. The vehicles consist of a mobile Command Support Unit, 2 Response Trucks, 2 Spill Trailers, an Entry/Intervention Trailer and a Mobile Decontamination Trailer. This mobile apparatus carries the team's equipment, which includes chemical detection and identification instruments, containment supplies, plugging, patching and intervention supplies, communication equipment, computer based and other chemical reference guides, and chemical protective equipment. The equipment is stored at various locations within the District, allowing for rapid deployment when the team is activated. Activation of the team is made by the request of the local incident commander through the Derry Fire Department Dispatch Center.

SE NH HAZARDOUS MATERIALS DISTRICT

RESPONSE TEAM TRAINING:

In 2010 the Emergency Response Team completed 1808 hours of training via monthly drills and specialized classes attended by team members. This training included confined space entry, hazardous materials operations, Level A entry drills, radiation detection equipment operations, chemical identification, facility familiarization, transportation emergencies, and incident command. Additionally, training was provided by the Domestic Preparedness Equipment Training Assistance Program on various chemical detection equipments, weapons of mass destruction, personnel protective equipment, and “Hot Area Operations”.

The Team also provided 88 hours of instruction to member fire departments in various Hazardous Materials subjects, including on-scene operations and decontamination. The District, in conjunction with the International Association of Firefighters, provided an 80-hour Hazardous Materials Technician Class to 27 personnel from member fire departments.

EMERGENCY RESPONSES:

In 2010, the Team responded to 19 incidents within the District. These incidents included requests for technical assistance for member departments where a Response Team Leader provides consultation to the fire department on the handling of an incident. Additional responses included incidents involving the identification of spills of unknown substances, hydrocarbon spills, large propane and natural gas leaks and response of the mobile command post to support departments during large scale incident.

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

Respectfully submitted on behalf of the District,



Chief Thomas L. McPherson, Jr., Operations Committee Chairman

HISTORIC DISTRICT/HERITAGE COMMISSION



The charge of the Historic District Commission is to protect the Town's 5 Historic Districts. This charge is regulated by State Statutes or RSA's.

The Heritage Commission serves to advise the Planning Board, Zoning Board of Adjustment and developers when a project outside of an Historic District may compromise or impact a historically significant property. The Commission may also advise property owners if a historic resource is on their property and may be threatened by demolition or significant changes.

In June 2010, the Heritage Commission was successful in working with the ZBA and the developer to preserve a historic house. This was accomplished by the use of innovative land use (RSA 674:21). This allows a non-permitted use in a district where the use would not ordinarily be permitted. This historic house, built c.1780, is commonly called the Haseltine House. It is located across from Griffin Park. The building has been preserved and restored and now houses a low impact business.

The Commission has also been reviewing historic documentation of the antique houses along Rt. 111. These houses, most still occupied, comprised the original Town Center and are unique to the identity of the Town Center.

The Commission has marked many of the five Historic Districts with metal standing signs that identify the district. Eventually all districts will have signs designating them as Historic Districts.

The Commission has compiled a list of houses built before 1941 (Architectural List) and a list of stone structures or areas such as stone walls, old roads or cellar foundations (archeological List). Both lists are reviewed and revised as needed. Both lists are posted on the Town website under Historic Committees. Information on any historic property may be viewed there. Any owner of an older home or unidentified stone structure who does not find it on the list is encouraged to notify the Heritage Commission for review.

Respectfully submitted for the Commission,

Carol Pynn

Carol Pynn, Chair

2010 EMPLOYEE WAGES AND BENEFITS



DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFFNTL	OVERTIME	HOLIDAY	** CONTR SERVICES	INCNTIV PAY	OT/HOLI RECALC	OTHER	2010 TOTAL GROSS PAY	2010 BENEFITS	2010 SALARY & BENEFITS
<u>TOWN OFFICERS</u>												
Breton, Bruce	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Hohenberger, Roger	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Marcil, Alphonse	Trustee of T. Fund	350.00	-	-	-	-	-	-	-	350.00	26.78	376.78
McLeod, Ross	Selectmen	-	-	-	-	-	-	-	-	-	-	-
McMahon, Charles	Selectmen	-	-	-	-	-	-	-	-	-	-	-
Skinner, Robert	Treasurer	2,500.00	-	-	-	-	-	-	-	2,500.00	191.25	2,691.25
Stearns, Galen	Selectmen	-	-	-	-	-	-	-	-	-	-	-
<u>ADMINISTRATION</u>												
Call, Dana	Asst Town Admn-Finance	81,254.69	-	-	-	-	-	-	48.60 (a)	81,303.29	42,213.92	123,517.21
Davis, Kathleen	Human Resource Coord	55,005.12	-	-	-	-	-	-	213.36 (a)	55,218.48	19,167.24	74,385.72
Devlin, Wendi	Admin Assistant	49,884.16	-	2,850.95	-	-	-	-	9.60 (a)	52,744.71	34,656.19	87,400.90
Sullivan, David	Town Administrator	99,253.96	-	-	-	-	-	-	166.80 (a, g)	99,420.76	45,336.77	144,757.53
<u>INFORMATION TECH</u>												
DeLong, Eric	Info Tech Director	81,254.69	-	-	-	-	-	-	131.00 (a, g)	81,385.69	42,290.20	123,675.89
<u>TOWN CLERK</u>												
Charland, Nancy	Deputy Town Clerk	41,655.70	-	207.30	-	-	-	-	2.76 (a)	41,865.76	27,510.50	69,376.26
Marotta, Maria	Asst Town Clerk	35,595.69	-	249.54	-	-	-	-	-	35,845.23	14,446.16	50,291.39
Merrill, Nicole	Town Clerk	79,651.89	-	-	-	-	-	-	-	79,651.89	6,093.36	85,745.25
<u>TAX COLLECTOR</u>												
Hunt, Alice	Deputy Collector	32,666.40	-	2,146.35	-	-	-	-	50.00 (g)	34,862.75	24,646.87	59,509.62
Keefe, Elaine	PT Asst Tax Collector	4,245.00	-	-	-	-	-	-	-	4,245.00	324.77	4,569.77
Robertson, Ruth	Tax Collector	55,984.66	-	-	-	-	-	-	108.36 (a)	56,093.02	31,257.72	87,350.74
<u>MAINTENANCE</u>												
Barlow, Allan	Maint. Director	66,859.54	-	-	-	-	-	-	2,098.56 (acgh)	68,958.10	39,969.14	108,927.24
Galle, Jeffrey	Custodian	35,388.00	-	674.53	-	-	-	-	400.00 (c)	36,462.53	33,596.10	70,058.63
Garabedian, Joanne	Custodian	37,613.20	-	311.95	-	-	-	-	400.00 (c)	38,325.15	16,656.97	54,982.12

2010 EMPLOYEE WAGES AND BENEFITS

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFFNTL	OVERTIME	HOLIDAY	** CONTR SERVICES	INCNTIV PAY	OT/HOLI RECALC	OTHER	2010 TOTAL GROSS PAY	2010 BENEFITS	2010 SALARY & BENEFITS
<u>MAINTENANCE CONT</u>												
Lorentzen, Wendy	Custodian	37,613.20	-	1,268.17	-	-	-	-	450.00 (c, g)	39,331.37	34,058.74	73,390.11
Montgomery, Bruce	Custodian	37,613.18	-	1,071.50	-	-	-	-	450.00 (c, g)	39,134.68	16,801.26	55,935.94
<u>ELECTIONS</u>												
Griffin, Peter	Moderator	450.00	-	-	-	-	-	-	-	450.00	34.43	484.43
Johnson, Candis	Supervisor	1,846.25	-	-	-	-	-	-	-	1,846.25	141.24	1,987.49
Moe, Jill	Supervisor	567.00	-	-	-	-	-	-	-	567.00	43.38	610.38
Skinner, Robert	Supervisor	1,071.00	-	-	-	-	-	-	-	1,071.00	81.93	1,152.93
Tuck, Joan	Supervisor	2,345.00	-	-	-	-	-	-	-	2,345.00	179.40	2,524.40
<u>ASSESSING</u>												
Norman, Rex	Assessor	81,254.71	-	-	-	-	-	-	309.00 (a, g)	81,563.71	42,318.00	123,881.71
Zins, Jennifer	Admin Asst	38,821.42	-	-	-	-	-	-	1,197.55 (d)	40,018.97	34,162.77	74,181.74
<u>POLICE</u>												
Bliss, Bryan	Patrolman	55,325.25	1,063.25	30,424.44	4,303.25	15,418.04	2,834.27	2,440.48	1,015.36 (a, c)	112,824.34	46,165.14	158,989.48
Caron, Michael	Sergeant/Captain	69,663.73	-	-	-	3,330.30	-	-	798.60 (a, c)	73,792.63	40,973.19	114,765.82
Clark, Daniel	Patrolman/Sergeant	57,717.58	1,096.18	15,860.55	3,942.40	2,242.57	2,834.27	1,414.61	1,311.36 (a,c,g)	86,419.52	34,549.76	120,969.28
Comeau, David	Special Officer	279.45	-	-	-	11,954.25	-	-	-	12,233.70	935.77	13,169.47
Cryts, Laura	Secretary	40,496.56	-	43.81	-	-	-	-	-	40,540.37	34,376.53	74,916.90
Dzierlatka, Jason	Patrolman	-	-	-	-	-	-	-	763.44 (a, c)	763.44	27,741.88	28,505.32
Eddy, Nicholas	Patrolman	43,804.82	1,120.51	16,141.06	2,850.08	13,548.51	-	406.37	4,132.88 (a,c,d)	82,004.23	24,063.97	106,068.20
Fedele, Edward	Sergeant	57,575.33	1,483.58	15,389.12	3,386.64	13,668.83	3,221.88	1,407.11	795.00 (a, c)	96,927.49	44,157.41	141,084.90
Flynn, Jessica	Patrolman	54,677.01	622.58	18,375.66	3,810.06	5,893.69	2,751.72	1,340.80	763.44 (a, c)	88,234.96	24,991.68	113,226.64
Foley, Wendy	Sergeant	64,443.60	792.79	18,587.80	4,213.23	4,879.29	3,221.88	1,422.77	5,365.60 (a,b,c)	102,926.96	18,410.18	121,337.14
Iworsky, Gregory	Patrolman	49,413.59	1,612.45	24,338.43	3,794.54	15,656.44	-	946.76	2,838.64 (a,b,c)	98,600.85	27,836.08	126,436.93
Kinyanjui, Allison	Patrolman	17,373.40	27.65	244.32	1,421.46	-	-	1.12	-	19,067.95	15,085.71	34,153.66
Landry, Brian	Patrolman	55,028.92	588.17	8,739.30	4,021.73	14,803.70	2,751.72	773.21	756.30 (a, c)	87,463.05	42,736.80	130,199.85
Lewis, Gerald	Chief	89,599.11	-	-	-	-	-	-	964.80 (a,c,g)	90,563.91	43,762.34	134,326.25
Malisos, Greg	Special Officer	111.78	-	167.67	-	12,446.91	-	-	-	12,726.36	973.51	13,699.87
Mirisola, Shane	Patrolman	30,813.11	474.26	2,295.09	1,737.34	3,124.26	-	95.48	-	38,539.54	13,476.22	52,015.76
Moore, Theresa	Patrolman	53,341.38	435.78	8,774.55	3,386.72	8,255.16	2,751.72	708.15	2,369.27 (a,c,d)	80,022.73	33,682.13	113,704.86
Newell, Heather	Prosecutor	70,571.28	-	-	-	-	-	-	30.72 (a)	70,602.00	22,606.93	93,208.93
O'Loughlin, Philip	Patrolman	41,888.88	908.41	9,682.09	2,562.15	11,192.39	-	289.95	375.00 (c)	66,898.87	39,399.49	106,298.36

2010 EMPLOYEE WAGES AND BENEFITS

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFFNTL	OVERTIME	HOLIDAY	** CONTR SERVICES	INCNTIV PAY	OT/HOLI RECALC	OTHER	2010 TOTAL GROSS PAY	2010 BENEFITS	2010 SALARY & BENEFITS
<u>POLICE CONT.</u>												
Record, Glenn	Sergeant	64,821.58	1,271.42	30,228.40	4,708.89	23,335.40	3,221.88	2,468.92	879.00 (a, c)	130,935.49	50,047.86	180,983.35
Rogers, Scott	Patrolman	54,097.57	1,241.44	32,087.87	4,445.07	33,020.58	2,751.72	2,626.54	766.80 (a, c)	131,037.59	50,428.98	181,466.57
Ryan, Norma	Records Clerk	28,454.08	-	-	-	-	-	-	-	28,454.08	3,599.52	32,053.60
Smith, Bryan	Patrolman	55,111.77	693.26	21,959.89	3,598.39	20,876.03	2,751.22	1,618.24	760.08 (a, c)	107,368.88	38,780.15	146,149.03
Wagner, Carl	Sergeant/Captain	67,119.76	544.63	8,306.44	2,230.52	3,500.71	2,147.92	465.72	1,145.00 (a, c)	85,460.70	41,808.96	127,269.66
<u>DISPATCHING</u>												
Bodenrader, Brian	PT Dispatcher	17,664.27	909.49	-	-	-	-	-	-	18,573.76	1,421.00	19,994.76
Denman, Deanna	Dispatcher	43,949.87	480.52	1,513.41	3,211.75	-	-	51.66	402.76 (a, c)	49,609.97	28,513.62	78,123.59
Divenuti, Eric	Dispatcher	43,949.88	558.48	10,427.51	2,535.60	-	1,098.74	488.80	261.01 (a, c)	59,320.02	20,034.22	79,354.24
Gallant, Jason	Dispatcher	43,949.89	595.86	8,478.33	3,549.83	-	-	161.78	400.96 (a, c)	57,136.65	20,707.97	77,844.62
Lelievre, Kathleen	Dispatcher	44,609.21	44.61	1,077.72	3,259.90	-	-	4.34	455.52 (a,c,g)	49,451.30	35,895.61	85,346.91
Sheehan, Matthew	Dispatcher	43,949.88	1,810.17	8,985.42	3,042.71	-	1,098.74	796.10	829.00 (c, g)	60,512.02	20,182.65	80,694.67
<u>FIRE DEPARTMENT</u>												
Brown, James	Lieutenant	58,187.48	-	9,661.25	3,463.57	-	1,047.37	405.42	1,542.56 (a,c,f)	74,307.65	33,058.45	107,366.10
Brown, William	Callfirefighter	7,983.62	-	41.29	-	1,092.01	-	-	-	9,116.92	697.45	9,814.37
Campbell, Gordon	Firefighter	51,403.25	-	16,596.60	2,667.69	8,677.44	3,285.25	1,911.11	677.60 (a, c)	85,218.94	45,475.51	130,694.45
Curran, Joseph	Callfirefighter	1,238.52	-	-	-	-	-	-	-	1,238.52	94.73	1,333.25
Decker, Lisa	Callfirefighter	8,731.54	-	474.89	-	243.18	-	-	-	9,449.61	722.93	10,172.54
Delaney, Scott	Lieutenant	58,187.48	-	17,853.81	2,930.72	-	4,305.87	1,538.06	682.40 (a, c)	85,498.34	44,560.40	130,058.74
Demarco, Ralph	Firefighter	52,116.43	-	13,097.49	1,782.31	-	5,030.54	1,458.21	5,754.62 (a,c,d)	79,239.60	43,837.97	123,077.57
Dubowik, Danielle	Firefighter	46,575.69	-	5,755.46	2,614.19	-	1,333.96	238.97	654.32 (a, c)	57,172.59	22,136.71	79,309.30
Dunn, Timothy	Lieutenant	58,187.48	-	10,940.09	2,930.72	-	3,025.75	721.28	669.44 (a, c)	76,474.76	43,332.28	119,807.04
Fisher, Paul	Firefighter	46,575.69	-	6,240.88	2,354.24	-	4,478.31	825.33	5,652.80 (a,b,c)	66,127.25	12,980.75	79,108.00
Hildebrandt, Eric	Firefighter	51,332.31	-	15,142.28	2,585.43	3,980.17	5,543.86	2,351.51	659.60 (a, c)	81,595.16	44,777.49	126,372.65
Kurgan, Gary	Firefighter	51,332.26	-	16,816.94	2,585.42	-	2,669.27	1,008.92	712.00 (a,c,g)	75,124.81	43,534.98	118,659.79
Leuci Jr, Robert	Assistant Fire Chief	64,794.71	-	-	-	-	-	-	4,694.63 (a, d)	69,489.34	42,481.65	111,970.99
Lundergan, Charles	Firefighter	46,575.68	-	8,282.11	2,747.23	-	1,619.81	380.15	652.16 (a, c)	60,257.14	22,746.80	83,003.94
McPherson, Tom	Fire Chief	89,599.11	-	-	-	-	-	-	90.00 (a)	89,689.11	45,881.17	135,570.28
Merrill, William	Firefighter	51,332.32	-	10,131.55	2,350.39	-	2,977.26	728.01	718.00 (a,c,g)	68,237.53	42,215.30	110,452.83
Mistretta, Michael	Firefighter	36,833.27	-	1,163.44	2,538.42	-	2,874.60	207.30	668.00 (a, c)	44,285.03	37,597.62	81,882.65
Misuraca, Charlotte	Secretary	40,496.56	-	-	-	-	-	-	4,992.00 (b)	45,488.56	7,531.70	53,020.26
Moltenbrey, Jay	Lieutenant	58,187.48	-	19,322.54	3,143.86	2,497.74	5,702.37	2,205.62	671.60 (a, c)	91,731.21	46,890.68	138,621.89

2010 EMPLOYEE WAGES AND BENEFITS

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFFNTL	OVERTIME	HOLIDAY	** CONTR SERVICES	INCNTIV PAY	OT/HOLI RECALC	OTHER	2010 TOTAL GROSS PAY	2010 BENEFITS	2010 SALARY & BENEFITS
<u>FIRE CONT.</u>												
Morgan, Edward	Deputy Fire Chief	68,267.76	-	-	-	-	-	-	5,245.44 (a, b)	73,513.20	16,282.43	89,795.63
Nault, Diana	Firefighter	51,332.32	-	12,092.71	2,773.46	-	3,798.57	1,100.09	668.00 (a, c)	71,765.15	42,907.63	114,672.78
Norton, David	Callfirefighter	1,555.35	-	-	-	-	-	-	-	1,555.35	119.00	1,674.35
Richards, Kimberly	Callfirefighter	1,417.27	-	-	-	-	-	-	50.00 (g)	1,467.27	108.43	1,575.70
Robertson, Patrick	Firefighter	46,575.70	-	15,508.57	2,890.48	-	2,191.51	867.97	5,649.20 (a,b,c)	73,683.43	14,406.36	88,089.79
Savard, Scott	Firefighter	51,335.45	-	17,354.59	2,585.43	650.35	4,722.46	1,890.84	662.00 (a, c)	79,201.12	44,382.84	123,583.96
Specian, Michael	Firefighter	51,332.28	-	16,437.93	2,585.43	5,385.59	2,771.88	1,303.76	668.00 (a, c)	80,484.87	44,557.96	125,042.83
Taylor, Robert	Firefighter	51,332.30	-	24,441.57	3,807.62	-	1,847.92	1,021.79	662.00 (a, c)	83,113.20	45,137.37	128,250.57
Whicker, Kenneth	Firefighter	50,716.40	-	3,398.97	3,024.15	727.18	2,053.27	287.57	662.00 (a, c)	60,869.54	22,917.88	83,787.42
Worthington, Don	Callfirefighter	1,426.95	-	-	-	256.96	-	-	-	1,683.91	128.88	1,812.79
Zins, Scott	Firefighter Mechanic	52,332.28	-	28,304.60	2,875.42	-	3,349.26	1,691.88	669.80 (a, c)	89,223.24	46,309.22	135,532.46
<u>PLANNING/DEVELOP</u>												
Corwin, Timothy	PT Zoning/Code Enf Offcr	14,859.37	-	-	-	-	-	-	139.95 (c)	14,999.32	1,147.45	16,146.77
Gray, Virginia	Comm Dev Dpt Secretary	34,897.09	-	-	-	-	-	-	1,556.28 (d, e)	36,453.37	25,959.11	62,412.48
Kolodziej, Mimi	Admn Asst to Planning Bd	1,225.54	-	-	-	-	-	-	-	1,225.54	93.76	1,319.30
Kovolyan, Patricia	ZBA/CC Secretary	20,927.30	-	-	-	-	-	-	50.00 (g)	20,977.30	2,647.36	23,624.66
McGuire, Michael	Bldg Inspector	67,277.84	-	2,617.88	-	-	-	-	226.44 (a,c,g)	70,122.16	35,946.50	106,068.66
Mulder, Tracey*	Admn Asst to Planning Bd	16,738.99	-	-	-	-	-	-	-	16,738.99	2,117.54	18,856.53
Preble, Ron*	PT Bldg Inspector	10,146.85	-	-	-	-	-	-	-	10,146.85	1,283.58	11,430.43
Scott, Laura	Dir Community Developmt	71,665.37	-	-	-	-	-	-	34.56 (a)	71,699.93	22,772.28	94,472.21
Wood, Elizabeth	Community Planner	49,884.12	-	827.41	-	-	-	-	7.68 (a)	50,719.21	19,146.91	69,866.12
Wrenn, Paula	PT PB Minutes Recorder	1,092.00	-	-	-	-	-	-	-	1,092.00	83.54	1,175.54
<u>SOLID WASTE</u>												
Dobson, Robert	Operator 2	48,541.46	-	2,310.33	1,120.20	-	-	-	536.12 (a,c,g)	52,508.11	36,346.48	88,854.59
Parsons, Ralph	Operator 2	47,991.33	-	571.06	1,107.48	-	-	-	431.68 (a, c)	50,101.55	18,666.70	68,768.25
Poulsen, David	Transfer Stat. Manager	81,254.68	-	-	-	-	-	-	5,825.20 (abcg)	87,079.88	11,765.27	98,845.15
Senibaldi, Dennis	Supervisor/Driver	49,229.19	-	2,707.87	744.16	-	-	-	412.00 (a, c)	53,093.22	33,678.82	86,772.04
Tarmey, Brian	Truck Driver	43,927.25	-	2,813.95	1,005.00	-	-	-	407.20 (a, c)	48,153.40	35,566.23	83,719.63
<u>ROADS</u>												
Finch, Aaron	Temporary Laborer	3,694.82	-	-	-	-	-	-	-	3,694.82	282.66	3,977.48
Gagne, Brian	Temporary Laborer	3,735.54	-	-	-	-	-	-	-	3,735.54	285.78	4,021.32

2010 EMPLOYEE WAGES AND BENEFITS

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFFNTL	OVERTIME	HOLIDAY	** CONTR SERVICES	INCNTIV PAY	OT/HOLI RECALC	OTHER	2010 TOTAL GROSS PAY	2010 BENEFITS	2010 SALARY & BENEFITS
<u>ROADS CONT.</u>												
Hindes, Steven	Highway Laborer	43,555.20	-	8,281.70	-	-	-	-	479.56 (a,c,g)	52,316.46	28,929.17	81,245.63
McCartney, John	Highway Agent	81,254.69	-	-	-	-	-	-	2,354.00 (acgh)	83,608.69	42,564.66	126,173.35
Spaziano, James	Highway Laborer	18,970.15	-	428.18	-	-	-	-	15,845.04 (b,c,d)	35,243.37	5,814.41	41,057.78
Stogryn, William	Temporary Laborer	173.04	-	-	-	-	-	-	-	173.04	13.24	186.28
<u>ANIMAL CONTROL</u>												
Seifert, Alfred	AC Officer	13,367.65	-	-	-	-	-	-	150.00 (g)	13,517.65	1,034.07	14,551.72
Simpson, Michael*	PT Deputy AC Officer	87.76	-	-	-	-	-	-	-	87.76	6.71	94.47
<u>RECREATION</u>												
Aballo, Jennifer	Beach Staff	4,828.96	-	-	-	-	-	-	-	4,828.96	369.42	5,198.38
Boermeester, Kristina	Park Ranger	2,457.85	-	-	-	-	-	-	-	2,457.85	188.04	2,645.89
Boss, Adrienne	Beach Staff	4,706.37	-	-	-	-	-	-	-	4,706.37	360.05	5,066.42
Burns, Courtney	Beach Staff	1,385.92	-	-	-	-	-	-	-	1,385.92	106.04	1,491.96
Davitt, Christopher	Beach Staff	1,632.96	-	-	-	-	-	-	-	1,632.96	124.92	1,757.88
Gallo, Erica	Beach Staff	2,040.21	-	-	-	-	-	-	-	2,040.21	156.09	2,196.30
Gallo, Kaela	Beach Staff	4,618.37	-	-	-	-	-	-	-	4,618.37	353.30	4,971.67
Haas, Cheryl	Recreation Coordinator	52,391.54	-	-	-	-	-	-	8.64 (a)	52,400.18	19,380.42	71,780.60
Lutz, Paul	Park Ranger	2,707.44	-	-	-	-	-	-	-	2,707.44	207.14	2,914.58
Markham, Donna	Function Coordinator	1,189.50	-	-	-	-	-	-	-	1,189.50	91.02	1,280.52
McMahon, Jeanette*	Function Coordinator	4,290.00	-	-	-	-	-	-	-	4,290.00	328.19	4,618.19
Moser, Kristin	Beach Staff	4,322.04	-	-	-	-	-	-	-	4,322.04	330.62	4,652.66
Paolino, Andrew	Tennis Staff	924.07	-	-	-	-	-	-	-	924.07	70.68	994.75
Petrillo, Stephanie	Beach Staff	2,990.72	-	-	-	-	-	-	-	2,990.72	228.79	3,219.51
Simard, Jake	Tennis Staff	678.00	-	-	-	-	-	-	-	678.00	51.86	729.86
Stearns, Gena	Beach Staff	1,644.18	-	-	-	-	-	-	-	1,644.18	125.76	1,769.94
<u>LIBRARY</u>												
Day, Jena	Library Admin Asst	40,465.38	-	-	-	-	-	-	2,822.07 (a,d,g)	43,287.45	27,885.89	71,173.34
Duve, Cathy	Library Assistant	14,956.40	-	-	-	-	-	-	-	14,956.40	1,144.07	16,100.47
Freeston, Lois	Co-Asst Director	57,748.12	-	-	-	-	-	-	134.64 (a)	57,882.76	30,710.11	88,592.87
Freeston, Victoria	Library Assistant	13,985.49	-	-	-	-	-	-	-	13,985.49	1,069.82	15,055.31
Frey, Karen	Children's Librarian	21,124.98	-	-	-	-	-	-	-	21,124.98	1,615.87	22,740.85
Heidenblad, Carl	Library Director	81,254.69	-	-	-	-	-	-	270.13 (a, g)	81,524.82	24,889.76	106,414.58

2010 EMPLOYEE WAGES AND BENEFITS

DEPARTMENT / NAME	POSITION	REG SALARY	SHIFT DIFFNTL	OVERTIME	HOLIDAY	** CONTR SERVICES	INCNTIV PAY	OT/HOLI RECALC	OTHER	2010 TOTAL GROSS PAY	2010 BENEFITS	2010 SALARY & BENEFITS
<u>LIBRARY CONT.</u>												
Kalenderian, Melissa	Library Assistant	4,350.00	-	-	-	-	-	-	-	4,350.00	332.78	4,682.78
Kingsley, Maureen	Library Assistant	13,424.21	-	-	-	-	-	-	-	13,424.21	1,026.83	14,451.04
Maher, Susan	Library Assistant	11,379.51	-	-	-	-	-	-	-	11,379.51	870.39	12,249.90
Marietta, Terrie	Circulation Coordinator	45,266.00	-	-	-	-	-	-	23.76 (a)	45,289.76	18,220.47	63,510.23
Mayr, Diane	Co-Asst Director	50,529.92	-	-	-	-	-	-	71.28 (a)	50,601.20	19,140.18	69,741.38
McCue, Angela	Lead Children's Librarian	44,102.08	-	-	-	-	-	-	3,454.84 (a,d,g)	47,556.92	18,252.70	65,809.62
Miloro, Michael	Library Assistant	12,276.04	-	-	-	-	-	-	-	12,276.04	939.03	13,215.07
Montgomery, Laura	Library Assistant	11,767.28	-	-	-	-	-	-	-	11,767.28	900.19	12,667.47
Morse, Lori	Youth Svcs Specialist	22,157.69	-	-	-	-	-	-	-	22,157.69	2,762.12	24,919.81
Nagle, Barbara	Library Assistant	24,018.84	-	-	-	-	-	-	-	24,018.84	1,837.53	25,856.37
Rittenhouse, Elaine	Tech Services Librarian	52,391.55	-	-	-	-	-	-	71.28 (a)	52,462.83	30,181.09	82,643.92
Shea, Carolyn	Tech Services Librarian	52,391.53	-	-	-	-	-	-	317.64 (a, g)	52,709.17	29,810.24	82,519.41
<u>EMERGENCY MGT</u>												
Horaj, Mary	EM Secretary	795.03	-	-	-	-	-	-	50.00 (g)	845.03	60.82	905.85
<u>CABLE</u>												
Barr, Anastacia*	Cable Coordinator	35,086.85	-	616.76	-	-	-	-	4,097.32 (b, e)	39,800.93	9,335.29	49,136.22
McLaughlin, Kelly	Cable Coordinator	7,960.23	-	248.76	-	-	-	-	0.12 (a)	8,209.11	4,426.64	12,635.75
		5,062,579.12	18,375.49	591,392.63	129,225.28	240,657.68	98,066.77	42,072.70	118,421.73	6,300,791.40	2,785,399.31	9,086,190.71

* - Individual who left employment with Town during 2010

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

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

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

(c) refers to taxable portion of clothing allowance

(d) refers to disability pay from insurance company

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

(f) refers to longevity pay

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

(h) refers to payment for taxable mileage stipend

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

VITAL STATISTICS RECORDED



[Pages 131 – 134, Vital Statistics Recorded, Intentionally Omitted from Web Version]

AMERICAN LEGION POST 109



The Wilbur E. Tarbell Post #109 was organized after the Second World War, and its charter meeting held on March 15, 1951. On May 7, 1956, the post was officially incorporated and the name chosen in memory of Wilbur E. Tarbell. Mr. Tarbell, son of Mr. and Mrs. Maurice Tarbell, was the Town of Windham's only casualty of WWII. Although a building for the Post was erected shortly after its incorporation, located adjacent to the Presbyterian Church, interest subsequently waned and the property was sold.

The Post did eventually, however, become active again and currently continues to meet monthly at the Town Hall. Annual Post activities include:

- Memorial Day Parade and Ceremony
- Proper Flag Disposal ceremony in June
- Veterans' Day observance in November together with the Windham schools
- Coordination of three (3) annual Blood Drives with the American Red Cross regional office in Manchester
- Ongoing participation in the Windham Helping Hands program
- Ongoing support of the local Thanksgiving program
- Participation in joint activities with other Legion posts
- Participation in the Annual Awards Night presentation at Windham Middle School at which three (3) local students are awarded scholarships from the Legion
- Maintaining an ongoing participation with both active and retired military affairs and family involvement

The Post invites you to join us and become acquainted with our activities in our community.
GOD BLESS AMERICA.

Respectfully submitted,

Mort Pearlman

Mort Pearlman, Post Commander

CART



The Cooperative Alliance for Regional Transportation (CART), a regional public transportation agency established by the legislature in 2005, provides demand-response curb to curb transportation and operates in eight communities within the Greater Derry-Salem area of Rockingham County. The CART region includes the towns of Chester, Derry, Danville, Hampstead, Londonderry, Salem, and Windham. Funding for CART is through a combination of federal, municipal and private sector dollars. Federal Transit Administration (FTA) grants cover approximately 50% of CART's operating expenses. Non-federal matching funds come from a combination of grants and the municipalities in which the service operates.

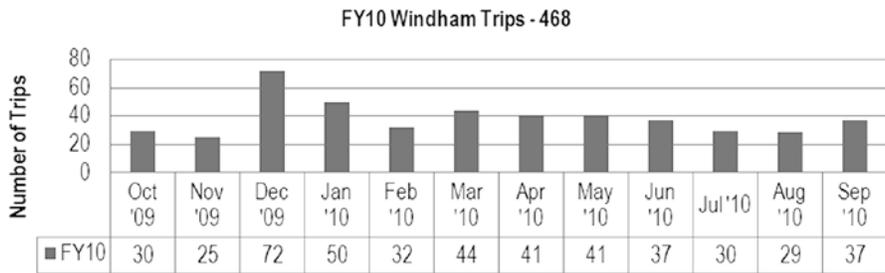
CART's hours of operation run Monday through Friday 8:00 a.m. to 5:00 p.m., and passengers are asked to schedule their trip at least 24 hours in advance by contacting the call center at 603-434-3569. CART does not provide weekend or holiday service. CART is public transportation and is available to any resident of a participating community for any purpose. A zone based fare structure is in place for travel as follows:

- Zone – 1 travel within one community is \$3.00 per one way trip;
- Zone – 2 travel between communities is \$4.00 per one way trip;
- Zone – 3 travel to pre-approved out of medical destinations is \$5.00 per one way trip.

Half fare passes are available for individuals who possess a valid Medicaid card, receive town welfare assistance, reside in HUD subsidized public housing/Section 8, or children with Healthy Kids Gold coverage.

General travel between communities is unlimited and available all weekdays, but is subject to seating availability. Pre-approved out of region medical destinations include:

- Mondays: Haverhill to Pentucket Medical Ctr. And Merrimack Valley Hospital
- Tuesdays & Thursdays: Manchester - Elliot Hospital, Dartmouth-Hitchcock,
Catholic Medical Center – Veterans Administration Hospital
- Fridays: Methuen to Holy Family Hospital and Lawrence to Lawrence General Hospital



FY10 WINDHAM TRIPS – PURPOSE

Medical	36%	Employment	35%
Trips Home	16%	Shopping	6%
Social/Personal	6%	Education	1%

As we are faced with ever rising gas prices, more people are beginning to recognize that public transportation is key toward building a good community foundation that will influence our quality of life for years to come. The benefits of CART transportation are many and include: providing independence and mobility options; supporting access to economic opportunities; promoting regional connectivity; and serving as an economic catalyst for towns and cities.

As CART moves into 2011, it looks toward maintaining a firm foundation for growth through improved service, innovative service modes, fleet expansion, and better communication with passengers and the towns it serves.

Respectfully Submitted,

Lee Maloney

Lee Maloney, Executive Director

WINDHAM'S HELPING HANDS



ORGANIZATION MISSION: Windham's Helping Hands, Inc. (WHH) was established in 2003 by a group of volunteers dedicated to helping seniors and families in Windham. The creation of this organization represents a combined, town-wide effort to ensure that all families who may need our assistance are identified and helped in the most confidential manner. Windham's Helping Hands works to: (1) Create and encourage a positive educational experience through self esteem building by collecting new school clothing and supplies through our "Back-to-School" clothing drive; (2) Arrange Thanksgiving Baskets for families; (3) Coordinate the various "giving trees" and toy drives town-wide to ensure that all Windham families enjoy the holiday season; (4) Provide "Baskets for our Seniors"; (5) Develop relationships with Windham businesses who can contribute to our goals; (6) Provide ongoing support for these families through community donations; and (7) Work closely with all school staff members and Human Services to identify areas of need.

PROFILE OF THE ORGANIZATION: Windham's Helping Hands is a non-profit organization run by a Board of Directors. Our board is comprised of volunteers from our town's Police and Fire departments, school counselors, staff members, the town's Human Resource Coordinator, and caring community members. Our work and involvement in the community affords us the opportunity to continually work with other groups including: school staff members, local clubs and church groups, library staff, the Police and Fire departments, and town employees. Over the years these people have, and continue to, provide support.

The Senior Services Division of WHH continues to make significant strides by providing activities for seniors. We are continuing to identify and provide assistance to seniors in need.

2010 Highlights:

- Our new website: www.windhamshelpinghands.org
- Receiving a generous donation from "The Turkey Trot"
- Partnering with Common Man Restaurant for our fundraising
- Teaming up with the Windham Christmas Association to provide Holiday Food Baskets
- Holiday tree collection
- Visits to Senior facilities with entertainment provided by Windham students
- Partnering with the Windham Women's Club and American Legion Post 109 to provide Thanksgiving baskets
- Partnering with the Windham Schools for the Thanksgiving food drive
- Assisting a record number of families throughout the year due to economic hardship and illness
- All donations are returned to the community as our board is comprised of volunteers

Windham Helping Hands is available throughout the year for children, families and seniors. We have a variety of resources and can respond to many situations. If you wish to contact us please call Kathy Davis at 432-7732, Sally Hunt at 898-9586, or you can e-mail us at windhamshelpinghands@gmail.com. All requests for assistance are confidential.

If you would like to make a difference for a local family, you may send a donation to: Windham's Helping Hands, P.O. Box 4073, Windham, NH 03087. Donations may also be made via Paypal on our website.

Respectfully submitted for the Executive Board,

Susan Hebert

Susan Hebert

Sally Hunt

Sally Hunt

Co-Presidents, 2010-2011

WINDHAM RAIL TRAIL ALLIANCE



Founded in 2004, the Windham Rail Trail Alliance is dedicated to the development and management of this section of beautiful trail as a paved rail trail which is part of the Salem to Concord Rail Trail.

Highlights over the last year include the success of the third annual “Flat n’ Fast” 5k road race held on June 13. Of 238 participants, our overall winner was Paul LaFrancois of Derry with a time of 17:13, and the women’s winner was Danielle Ross of Windham with a time of 21:02. For the 2011 race, we are pleased to announce that we have attained official 5K certification through USATF thanks to Don Fitzpatrick of Barnstead.

Approximately 385 hours were spent on maintenance by several individuals on brush cutting, trash removal, removing downed trees and the critical chore of clearing the trail and drainage cuts of leaves. We held a successful trail clean up day in April, which we will repeat in 2011. We also recognize and thank those users who contribute in their own way, picking up and keeping the trail clean. This year we received special help from Ashley Moore’s 5th grade Center School class who volunteered time on clean up. Additionally, through their efforts, we received a monetary grant from Earthwatch.

2010 also brought a significant change to the focal point of the trail, and that was the completion of the first major phase of the Windham Depot renovation. After years of minimal upkeep, and six years of planning, the result is a first class facility serving as trailhead for users of the trail, and an area of historical significance in Windham.

As part of the three town Southern New Hampshire Rail Trail Alliance (SNHRTA), the WRTA received notification that it ranked sufficiently (6 of 33) to receive a grant through the Transportation Enhancements (TE) program. The \$1,272,000 is awarded through the New Hampshire Department of Transportation (DOT) and Federal Highway Administration, and will fund projects sponsored by the Salem Bike-Ped Corridor Committee, Derry Rail Trail Alliance and the WRTA.

The amount represents 18% of the \$6.8M awarded to the 17 selected projects, representing the largest amount awarded. The SNHRTA was recently formed with the understanding that a cohesive approach in applying for this grant would facilitate a more rapid, efficient and comprehensive outcome with longer term solutions. This award is a significant appropriation and unprecedented for rail trail development in New Hampshire, which extends our vision for the Windham Trail serving as the benchmark for paved rail trails in the state. For Windham, the \$144K share will complete the final .6 miles from Roulston Road to Route 111. Salem will develop .5 miles immediately south of that section, and Derry will fund a box culvert throughway under Bowers Road, where the final section of trail connecting to the Windham Rail Trail is expected this summer.

The WRTA remains active on the state trail level, having Board of Director roles on the New Hampshire Rail Trails Coalition, and Regional Trails (Southern NH Planning Commission) Coalition. These are key organizations that focus on rail trail development in the state, especially as the momentum is building for the further expansion of the trail by towns along the M&L corridor.

As always, the Windham Rail Trail Alliance is thankful for the support from town officials and accolades from our users. We are excited for the major changes that 2010 brought and look forward to an equally exciting 2011. I am pleased to report that the Windham Rail Trail remains an exclamation point for rail trail recreation in Windham and New Hampshire!

Respectfully submitted,

Mark Samsel, President, Windham Rail Trail Alliance

WINDHAM SENIORS, INC.



The Windham Seniors continue to enjoy socializing for lunch each Tuesday and Thursday at the center. Meals are provided by Sodexo, through the Rockingham Nutrition Meals on Wheels Program, and are delivered hot from Maine. Any seniors are welcome to join us for lunch on these days. Reservations are made on Thursday for the following week in order to ascertain a correct number of meals requested.

The seniors continue to enjoy organizing bingo on Tuesday afternoons and dominoes on Thursday afternoons. An exercise program and line dancing are recreation programs on Tuesday and Thursday mornings. Also, through the Recreation Department, many trips and events are sponsored and organized by Cheryl Haas. During the year, there were several holiday events organized by the Salem Center to which seniors from neighboring towns were invited. Many of our seniors have enjoyed this interaction with other local groups.

As usual the seniors gathered for the Town sponsored summer cookout held this year at the High School cafeteria. The site proved to be an improvement logistically and everyone looks forward to next summer at the same location.

The annual Christmas party was held at Castleton under Town sponsorship as well. Four hundred folks enjoyed the day and were grateful for no snow! As a part of the ceremony that day, Lil Peabody was named the Senior Angel 2010 for her volunteer efforts at the center.

It is important to note that the Windham Senior Center is the only meals site in Rockingham County that operates with no paid personnel. About 20 volunteers each doing a small portion of the duties, keep the center running smoothly.

The seniors were in receipt of several donations last year in memory of deceased members. The aging sign on the front of the building was replaced and a new welcome sign added near the side entrance. Funds from memorial donations paid for these signs and the installation. From our budget, the carpeting in the main room was replaced and has improved the look and feel of the room greatly.

The seniors continue to allow various nonprofit groups to use the facility at night and when the building is unoccupied by seniors. We are thankful for the various donations made by these groups to the center in appreciation.

The seniors express our thanks to Al Barlow and his staff who respond at a moment's notice when facility issues arise.

All folks age 55 and over are invited to join the seniors at any time for any activity, and we encourage you contact us at 434-2411 with any questions or for more information.

Respectfully submitted,

Barbara A. Coish, President

WINDHAM HISTORICAL SOCIETY AND MUSEUM



The Windham Historical Society had a variety of programs and events during 2010. Kim Monterio, an Historical Society member and Trustee of the Windham Museum, did a program entitled "Hints on Preserving Family Collections". The Society visited and toured the Currier Art Museum and had lunch in the lovely cafeteria there. Civil War historian, Steven Closs, presented "Granite State Sacrifice for Union 1861-1865", which included information about many Windham participants in the Civil War. This program was broadcast on WCTV live and has since been re-aired a number of times. John Perrault gave his dramatic "Crime and Punishment on the Isle of Shoals", and sang the title song from his CD. Mr. Perrault's program was sponsored by the New Hampshire Humanities Council's "Humanities to Go" series. As always, the Society's June event was the Annual Mystery Tour, and our Holiday Social was held at Searles Castle.

Several Cub Scout Troops visited the museum during the year, as did genealogical researchers. In December, Society members hosted the annual Museum Open House in coordination with the town Christmas Tree lighting, and saw a record number of families tour the Museum. The Museum was also fortunate to receive donations to the collection from Dennis Root, as well as a Cobbetts Pond sign from Bill Duggan.

Programs for 2011 will include visits to the Manchester Aviation Museum, the Lowell (MA) Textile Museum, the Quilt Museum, and we plan to visit the Methuen Music Hall in the spring. There will also be another New Hampshire Humanities Council event with Robert Perrault, "Having a Fine Time in Manchester - Vintage Post Cards."

The Historical Society meets the third Wednesday of every month, September through June, and meetings are publicized in the Windham Independent. The Windham Museum is open by appointment with one of the Trustees: Kim Monterio (890-6403), Dennis Root (893-3933) or Jean Manthorne (898-7433). Coming soon, please watch for the Windham Historical Society and Museum website, which is currently under development.

Respectfully submitted for the Society and Trustees,

Jean Manthorne

Jean Manthorne, Member and Chairman

SUZDAL SISTER CITY COMMITTEE



Windham's relationship with Suzdal, Russia began in 1992; therefore we have enjoyed our friendship with one-another for the past 18 years. Although no one from the Town or Committee traveled to Suzdal during 2010, we maintained our very close relationship via computer, Facebook and Skype. Light-years difference in communication in the 15 years since we sent them their first ever computer!

During 2010, two natural disasters caused difficulty for travelers to Russia. First, the Icelandic volcano's eruption caused volcanic ash to spread rapidly toward Europe, causing disruption in flights for an extended amount of time. This event was happening exactly during the springtime when we would usually make a trip to Suzdal. We were happy that we had not planned a trip at that time.

Then, later in summer, Russia was plagued by serious and devastating forest fires, which resulted in dangerous air quality for weeks. We were very worried about the well being of our friends as heavy smoke surrounded Suzdal. We can only imagine how difficult it was for Russians and visitors during the summer of 2010, and we are grateful all of our friends survived the dangerous summer very well.

This summer, one of our "longest" friends from Suzdal, Mila Yurastova was in Boston acting as a translator at an MIT conference. At the end of her time here, she was able to spend a day with us in Windham reconnecting with many friends in just a very short 24 hours. We were glad to host her; if only for a brief time.

We had a communication from a private school in Suzdal wishing to begin a relationship with our schools. At this time, we are waiting for further response from the Suzdal side as to how we will proceed with such a possible exchange.

At this time, invitations are being processed in Vladimir for several of us who will travel to Russia in 2011. We are looking forward to seeing our friends personally after a span of over 12 months time. Each year, the Town of Windham appropriates \$500 in the budget for support of the Suzdal orphanages. When we travel in 2011, we shall carry the support from 2010 and 2011. Supporting the orphanages there is a fitting donation of support for the institution from which three children were adopted to become part of the Windham family.

We have yet to meet the new mayor of Suzdal (Town) whose name is Olga Gusvea. The mayor sent a greeting to Windham for Christmas, which immediately follows this report. We look forward to our visit in 2011 during which time, we hope to take along new visitors.

Respectfully submitted,

Barbara A. Coish, Chairman



*To the chairperson of the Windham Sister City Committee
Mrs. Coish Barbara*

Dear Mrs. Coish!

*I wish you and your loved ones all the wonder and magic of
Christmas!*

Merry Christmas to the citizens of Windham!

Joy, health and happiness through the New Year to all of you!

*May the friendship between our towns strengthen and develop
year by year!*

Hope to have an opportunity to meet you in the year 2011.

Yours sincerely,

Olga Guseva, the Mayor of Suzdal

WINDHAM GARDEN CLUB



Entering its third decade of civic improvement, community education and involvement in all things horticultural, the Windham Garden Club takes great pride in its ongoing programs.

Primarily funded by its annual plant sale – the region’s largest – the Club each year awards two \$2,000 scholarships to persons pursuing life sciences studies. Separately, the group also gives grants to Town non-profits for gardening related projects; including those of the Rail Trail Alliance, the Historic Commission, Senior Girl Scout Troop 1007, and the Windham Co-op Kindergarten.

A Junior Gardener offshoot has created a new generation of hard-working enthusiasts, now self-sustaining through their plantings and sales. The Club’s open-to-the-public hikes through the Town’s many beautiful conservation lands have been most successful and will continue. Creating and maintaining landscaping around the Town’s public buildings also goes on.

With five New Hampshire Master Gardeners in active membership, the group is a prime source for top-notch gardening tips. However, the Club welcomes with friendship and fun both men and women, black thumbs and green, to its roster. Our unofficial motto is: “There’s no such thing as a dumb gardening question!”

Please see WindhamGardenClub.com for more information and membership applications.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda German". The signature is written in a cursive style with a large, looped initial "L".

Linda German, Past President

WINDHAM BASEBALL SOFTBALL LEAGUE



2010 was a wonderful and meaningful year for the Windham Baseball Softball League (WBSL) players and volunteers. There were so many milestones achieved at every level and with all programs. The year was filled with capital projects being completed, finishing a five year substantial investment program. All of the dollars spent to improve and enhance the town/school baseball and softball facilities were fundraised through our outstanding and committed volunteers. Some of these projects include new lights at Griffin Park, sheds, new mounds and batters boxes; enhanced playing surfaces and new grooming equipment.

The WBSL program started with a Spring Season, and over eight hundred (800) Windham boys and girls ages 5-16 participated in our league this year! Following were our Summer Baseball offerings, in which over 200 youths participated at various levels. We were very successful at the District and State Tournament levels this year: our 10-year old boys won the NH State Championship, the first in Windham's history; the 12-year old boys won the NH District 1 Championship and played in the State Finals; the 11-year old boys made it to the NH State Finals; and the 10, 12, and 16-year old girls all made it to the State Finals for Softball!

Summer baseball also meant optional enhanced opportunities for players at all ages to hone their skills and spend more time on the diamonds. From our Second Season Program for Teeball, to our Second Season Program for A/AA Ball, you would see the fields at capacity most of the summer. This year, as in the past fifteen (15) years, WBSL had enrolled four (4) teams into the Jimmy Fund League. This is a travel league that spends part of their summer also raising money for the Jimmy Fund Clinic. This year we dedicated our efforts to support one of the WBSL alumni, CJ Bemister, and his continued courageous fight against cancer. We are proud to say that our players fundraised over \$15,000 this year!

Our program wrapped up with our Fall Ball Season, which allowed us to take advantage of our new lights. This was the second year that we have offered this program, which has quickly grown to over one hundred and fifty (150) participants.

Our true measurement of success is seeing our players with smiles on their faces! We will continue to offer new and creative programs that the kids request. We strive to make this league fun and creative with an emphasis on fair play, equal playing time, and team/community loyalty.

We thank all in town who make this program a success: Coaches, Volunteers, Businesses and most importantly: Our Players!

Respectfully submitted,

Scott A. Mueller

Scott A. Mueller, President, WBSL



Windham Baseball Softball P.O. Box 294 Windham, NH 03087

www.windhambaseball.org

INFORMATION ABOUT WINDHAM



Area	27.2 square miles	Residential Homes	4102
Population	15,700 +/-	Residential Condos	588
Total Net Valuation	\$1,997,252,270	Multi-Family Units	65
2010 Tax Rate	\$21.98/thousand	Seasonal Homes	237
2010 State Ratio	100%	Commercial Parcels	150
Tax Billing	Semi-Annual	Acres in Current Use	1190

2011 Holiday Closings: *Please bookmark our "What's New" page on the web where, at a minimum, any unexpected closings throughout the year will be posted.*

January 1, New Year's Day; January 17, Martin Luther King, Jr. Day; February 21, Presidents Day; May 30, Memorial Day; July 4, Independence Day; September 5, Labor Day; October 10, Columbus Day; November 11, Veterans Day; November 24 & 25, Thanksgiving; and December 26, Christmas.

TOP 10 FAQs: *Here they are; the questions most consistently posed to staff throughout the year.*

Where do we vote, and what hours are the polls open? *Voting takes place at Windham High School, and the polls are open from 7:00 AM to 8:00 PM.*

Is municipal water/sewer available? *No. All properties are on private septic systems/wells. Some limited areas of Town are on community wells serviced by Pennichuck.*

Is there municipal trash pickup? *No. Residents may transport their trash to the Transfer/Recycling Station, or contract pickup with a private company.*

Do the Selectmen have office regular/how can I contact them? *The members of the Board of Selectmen do not keep office hours. Most concerns can be handled by the Administrative staff and/or the Town Administrator. If listed in the local telephone directory, the Selectmen may be reached at their homes. Alternatively, as a Board they can be reached via BOS@WindhamNewHampshire.com.*

When will I receive my tax bill/what period of time does my tax bill cover? *Bills are mailed twice a year, generally in June and November, and are due 30 days from the date of notice. Property taxes are assessed as of April 1 each year, and the tax bills represent an entire year billed in two (2) installments.*

How do I get a pass for the Town Beach? *Passes are available to Windham residents at the beach. There is no charge, however proof of residency must be presented.*

How long is the paved walking area at Griffin Park? *Walking around the "Figure 8", the length is a 10th or two over a mile. The perimeter is just under.*

I want to have a yard sale. Do I need a permit? *No.*

My student needs to complete community service. Can the Town help? *If work is available, the Town can often help fill your student's service needs. Please contact Maintenance Supervisor, Al Barlow at (603) 234-4468 for more information.*

I attended/graduated from Castle Junior College. Can the Town help me obtain my transcripts? *No, we can't. However, if you contact the Administration Office of the Sisters of Mercy at (603) 893-6550, they can assist you.*

DIRECTORY OF SERVICES



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

Local Departments/Other:

Town Administrator/Selectmen's Office, Monday – Friday, 8a - 4p	432-7732
Fire Department Business Line, Monday – Friday, 8a - 4p	434-4907
Police Department Business Line, 24 hours	434-5577
Tax Assessor, Monday – Friday, 8a - 4p	434-7530
Tax Collector, Monday – Friday, 8a - 1p; Monday eve. 4p - 7p	432-7731
Town Clerk, Monday, 8a - 7p; Tuesday – Friday, 8a - 4p	434-5075
Community Development, Monday – Friday, 8a - 4p	432-3806
Transfer Station/Health Officer, Please call for hours of operation	426-5102
Highway Agent, Monday – Friday, 8a - 4p	965-1211
Recreation Department, Monday – Friday, 8a - 4p	965-1208
Nesmith Library, Please call for hours of operation	432-7154
Animal Control Officer	434-5577
Community Access Television	434-0300
Windham Post Office	437-3819

School Department:

Golden Brook School	898-9586
Center School	432-7312
Middle School	893-2636
Windham High School	537-2400
Superintendent of Schools, Monday – Friday, 8a - 4p	425-1976

Official Town Website _____ **www.WindhamNewHampshire.com**

E-mail Accesses: If you know the staff member's name that you wish to contact, you may reach them via their first initial and last name followed by @WindhamNewHampshire.com (ie: John Smith is JSmith@WindhamNewHampshire.com). *Exceptions:* Selectmen, IT, Recreation and Cable emails consist of the department name and should be addressed as BOS, IT, Recreation, or Cable@....., respectively.

State/Federal Representatives:

Governor John Lynch: State House, 25 Capital Street, Concord, NH 03301 _____ 271-2121

State Representatives District 4:

Gary Azarian - 34 Tickle Fancy Lane, Salem NH, 03079	890-8669
David Bates - 12 Range Road, Windham NH, 03087-2005	894-6987
Ronald J Belanger - 220 North Main Street, Salem NH, 03079-0415	893-0659
David J Bettencourt - 12 Peggy Lane, Salem NH, 03079-2056	898-4653
Robert Elliott - 44 Centerville Drive, Salem NH, 03079-2675	893-0402
Marilinda J Garcia - 23 School Street, Salem NH, 03079-2712	894-6004
Mary E Griffin - 4 Wynridge Road, Windham NH, 03087-1628	432-0959
Walter Kolodziej - 8 Kent Street, Windham NH, 03087-1645	437-7936
Donna Mauro - 18 Simpson Road, Windham NH, 03087-2216	893-7186
Charles E McMahon - PO Box 1024, Windham NH, 03087-1024	432-8877
Richard Okerman - 3A Marblehead Road, Windham NH, 03087-2355	893-7705
John Sytek - 9 Garrison Road, Salem NH, 03079-3911	893-8889
Kevin Waterhouse - 175 Haverhill Road, Windham NH, 03087-1754	965-3458

Senator Dist 19: Jim Rausch - Statehouse Rm 124, 107 N Main St., Concord NH 03301 _____ 271-8630

US Congress Dist 2: Paul Hodes - 18 N Main St. Ste 400, Concord, NH 03301 _____ 223-9814

US Senators:

Judd Gregg - 201 Russell Senate Office Bldg, Washington DC, 20510	(202) 224-3324
Jean Shaheen - 520 Hart SOB, Washington DC, 20510	(202) 224-2841