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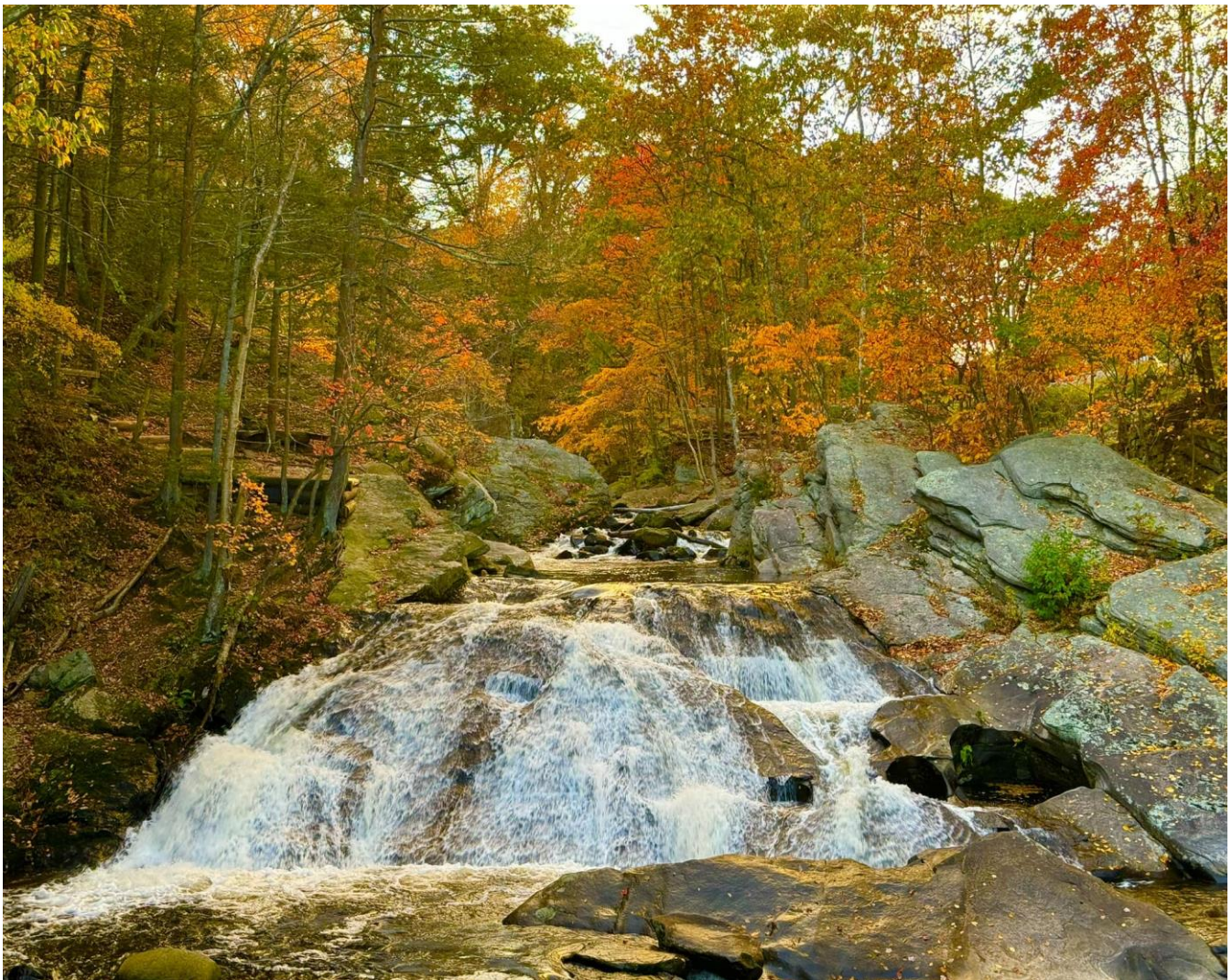
# TOWN OF HADDAM, CT

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## ANNUAL REPORT

2022 – 2023

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HIGGANUM COVE, PICTURE TAKEN BY PETER BAIRD

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# Town of Haddam, CT

## 2022-2023 Annual Report

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# Town of Haddam, CT

## 2022-2023 Annual Report

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## BOARD OF ASSESSMENT APPEALS

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### Mission and Responsibilities

The Board of Assessment Appeals responsibility is to hear and act on the assessment appeals as submitted by taxpayers. The taxpayer must provide documentation to the Board as why the assessment should be adjusted. If they are not satisfied with the result of the Board decision, the taxpayer can appeal to the Superior Court within two months in accordance with State Statute 12-117 9(a). The Board meets twice a year to hear appeals. In September to hear motor vehicle appeals and in March to hear real estate, personal property and supplemental motor vehicle appeals.

### Accomplishments

- In September 2022 the Board heard 6 motor vehicle appeals.
- In April 2023 the Board held 10 hearings for the following types of appeals

Real Estate	3
Personal Property	7
Motor Vehicle Supplemental	0

- One personal property appeal was withdrawn.

### Board members

Jo Ann R. Woickelman, Chairman
Dave Beckman
Craig Salonia

## BOARD OF FINANCE

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### Mission and Responsibilities

The Board of Finance has the following responsibilities under Section 9-2 of the Town Charter:

- preparation of the year's budget
- management and monitoring of the current budget
- long range capital planning in conjunction with the Long-Range Capital Planning Committee

The Board spends a significant amount of their time reviewing the annual proposed Town operating budget and capital budget.

The Board of Finance is also responsible for appointing an audit firm to audit the Town's financial statements. The Board participates in the audit process in as follows:

- Participation in the audit planning meeting with management and the auditors
- Review of the draft of the audit reports
- Review of the final audit reports with the auditors

The Board of Finance is also responsible for the preparation of the annual report.

### Board members

<b>Board Members</b>	<b>Alternate Members</b>
Joseph Centofanti – Chairman	Peter Baird
Wayne Rutty – Vice Chairman	Mark Lundgren
Marc Adelberg (Secretary)	Connie Pullman
Steve Bayley (Starting 11/2022)	
Marge DeBold	
Gigi Simko	
Tim Teran (Resigned 10/2022)	
Richard Wells	

## BOARD OF SELECTMEN

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### Mission and Responsibilities

The responsibilities of the Board of Selectmen are governed by the State Statutes and the Town Charter sections 6.2 through 6.4.

- Supervise the administration of the affairs of the Town
- Coordinating the activities of all the agencies of the Town
- Monitoring the present and future needs of the Town
- To incur indebtedness in the name of the Town, and to provide for the due execution of contracts and evidences of indebtedness issued by the Town
- To take, purchase, lease, sell or convey real or personal property of or for the Town
- To institute, prosecute, defend or compromise any legal action or proceeding by or against the Town
- To enter into contracts for goods and services
- To employ such staff with such powers, duties, and responsibilities to carry out the duties and responsibilities of the Board of Selectmen
- To issue notes in anticipation of tax collections payable within the fiscal year, and to issue bonds or other notes when authorized by a Town Meeting
- To accept, or refuse to accept, roads offered to the Town, subject to approval of a Town Meeting
- To abandon or discontinue Town roads, subject to the approval of Town Meeting
- To apply for, accept and administer grants
- To propose ordinances consistent with the General Statutes and this Charter

### Accomplishments:

- Purchased Scovil Hoe property from CT DOT
  - Received \$1.8 million CT Brownfield grant for remediation
  - Environmental engineering firm selected for remediation planning / oversight
  - Developer selected for the site
- Purchased former Rossi Lumber Company site
  - Received \$1.5 million CT Brownfield grant for remediation
  - Environmental engineering firm selected fore remediation planning/oversight
- Received \$480,000 state grant for improvements at HES
  - Work started on roof repairs
  - Held information meeting to get input on future use of the building
- Received \$280,000 state grant for improvements at Higganum Cove
  - Created master plan, cleared vistas, added signage and made other improvements



*Scovil Hoe*

Accomplishments:

- Replaced sidewalks in Haddam Center
- Built sidewalks and installed lighting on Bridge Road
- Beaver Meadow Road culvert rebuilt
- Awarded \$320,000 federal grant for Pinebrook Road improvements
- Hire Social Services Director, Senior Center Coordinator and Animal Control Officer

Board members

Robert McGarry, First Selectman
Kate Anderson
Sean Moriarty

## PLANNING & ZONING COMMISSION

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### Mission and Responsibilities

The Commission seeks to attract responsible economic growth that is in harmony with Haddam's historic character and landscape.

- Review and approve zoning applications
- Update the Town's zoning regulations
- Implement the Plan of Conservation of Development (POCD)
- Architectural Review Board
- Review of housing developments

All of the Commission meeting minutes and agendas are on the town website.

### Board members

Ed Wallor, Chairman
Jamin Laurenza, Vice Chairman
Steven Bull, Secretary
Mike Farina
Wayne LePard
Dan Luisi
Bob Braren, Alternate
Alan Chadwick, Alternate
Larry Maggi, Alternate
Tim Teran, Alternate



# ZONING BOARD OF APPEALS

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## Mission and Responsibilities

Zoning Board of Appeals hears and votes on applications based on an appeal to the zoning regulations of the town. All parties are considered for each application and site walks are conducted when needed.

## Accomplishments:

- Held 4 meetings and the ZBA approved 4 variances. A small number of variances is positive and an indication that the Zoning Regulations are working as intended.

## Board members

Robin Munster, Chairman
Kate Wessling
Joe Laurenza
Ken Wendt
Margo Chase Wells
Susan Costa
Marge DeBold

## COMMITTEE ON AGING

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### Mission and Responsibilities

The Committee is a standing body created by the Board of Selectmen, enabled by the State Statute to study conditions and needs among the senior residents of Haddam, to encourage and assist where possible, the development of needed services and to bring to the Board of Selectmen matters calling for attention.

### Accomplishments

Senior “Outreach effort”, i.e. special effort to engage and inform seniors in Haddam about services available, in general, for them and goings on at the Senior Center in specific, published articles:

- “Senior Handbook”
- February insert in the H-K newspaper
- Medicare Open Enrollment, articles about
- Senior COVID Clinic, held at HES and sponsored by Nutmeg Pharmacy in October
- COA tri-fold handout, updated and published
- Met with new Social Services and Senior Center Coordinators to offer our support
- Sponsored a “Senior Picnic” in June
- 9 Town Transit route changes, advocated against their plan to drop stops in Haddam
- Club 60, advertised their activities
- Senior Van availability for medical trips, publicized

### Operational Statistics

- Average guests at Senior Center per month increased from 104 to 156
- Average lunches served at Senior Center per month remained at 80
- Average monthly medical trips via the Senior Van increased from 16 to 25

### Notes:

The Committee continues to work closely with the new Social Services Director and Senior Center Activities Coordinator. The Club 60 Chair and High Meadow Board member continue to be voting members of the Committee. The Committee reaches out to CRAHD and HKYFS on a regular basis.

### Board members

Thurston Clark, Chairperson	Robert Waller, Secretary	Mary Lou Pierce
Beth Hartke, Vice Chairperson	Mary Lou Heger	Gloria Maynard
Joann Woickelman, Treasurer	Marge DeBold	Becky Rice, Municipal Agent
Wayne Rutty	Kaye Burgess	

## CONSERVATION COMMISSION

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### Mission and Responsibilities

The Conservation Commission is an official body of the municipality, created by vote of the local legislature, with its members appointed by the chief executive officer. The enabling legislation for the operation of Connecticut conservation commissions can be found in Chapter 97, Section 7-131a of the Connecticut General Statutes. Its duties and discretionary abilities stem from its purpose: "...the development, conservation, supervision and regulation of natural resources, including water resources within its territorial limits."

The Haddam Conservation Commission promotes conservation-minded management of Haddam's natural resources and open spaces, maintains inventories of Town natural resources and conserved areas, leverages natural resource expertise to other Town boards and commissions, and educates and informs residents on conservation matters and issues. The Haddam Conservation Commission is an advisory commission.

### Accomplishments

- Continued to prioritize Plan of Conservation and Development deliverables
- Represent Haddam on the Salmon River Water Shed Committee
- Serve on board of Lower Connecticut River Land Trust
- Working on initial draft of Native Plant Ordinance for town properties
- Serve on Haddam Sustainability Committee
- Working on pollinator garden design for Higganum Cove

### Board members

Gail K Reynolds, Chairman
Mardi Hanson-d'Alessandro
Thomas Worthley

# ECONOMIC DEVELOPMENT COMMISSION

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## Mission and Responsibilities

Economic Development Commission, responsibility and goals are as follows:

- Promote, encourage, and advocate economic development that aligns with the character and charm of Haddam.
- serve as an advisory commission guided by the POCD
- Work with Town Administration, Committees and other Commissions
- Educate
- Community involvement to promote and increase economic growth.
- Taking over as “Market Master” for the Higganum Farmers Market

## Accomplishments

- Supported the Farmers Market at HES
- Supported the Fall Festival in October 2022 both financially and with event planning (band, fire spinners & tractor parade)
- Endorsed the Holiday Pop-Up Market held at HES
- Financially supported the Tylerville Tree Lighting
- Supported joint effort with East Haddam on a bicycle train in parts of Tylerville/Haddam
- Unanimously endorsed Haddam Historical Society’s plan to move the Shad Museum to HES grounds.

## Board members

Kate Anderson – Chairman
Doreen Staskelunas – Secretary
Michael Farina
David Law
Courtney Emshwiller-Swokla
John Pember
Robin Munster
Mark Lundgren
Prem Aithal (vice chair – resigned December 2021)



*Fall Festival, October 2022*

## PARKS & RECREATION COMMISSION

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### Mission and Responsibilities

The Parks and Recreation Commission is a five (5) member body that has the following responsibilities:

- To supervise the maintenance, development, improvement and use of Town owned athletic facilities
- To have charge over the development, organization and supervision of recreational programs that are supported by the Town and are not otherwise funded
- Administration of the annual contracts for maintenance of the facilities including lawn cutting, fertilization and safety inspections
- To have such other powers and duties as the Town Meeting shall delegate to it.

### Accomplishments

- Capital improvements at each facility designed for the safety of the player participants and those who utilize the facilities
- Implemented a rotating field refresh program
- Administered the yearly contracts for maintenance of the facilities including lawn cutting, fertilization and other landscaping necessities
- Supported the Haunted House & Trunk or Treat at the Higganum Elementary School in October
- Commission has begun assessing new opportunities with Higganum Cove, Haddam Elementary School and other town properties large and small

**Operational statistics:** Groups having permitted use of the facilities include:

- Haddam Little League and Softball
- Haddam-Killingworth Soccer Club
- Haddam-Killingworth Travel Basketball
- Haddam-Killingworth Recreation Department
- Haddam-Killingworth Youth Lacrosse Association
- CT Adult Baseball Program
- Haddam's Middlesex over 40 Softball Association

### Board members

Jen O'Neal, Chairman
David Law, Vice Chairman
Pete Christopher, Secretary
Jason Lonergan
Dan Belanger

## WETLANDS COMMISSION

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### Mission and Responsibilities

The Haddam Inland Wetland Commission is charged with the protection and preservation of the Wetlands and Watercourses within the Town of Haddam. The Haddam Wetlands Commission is a state-mandated appointed local board which serves to carry out the regulations of the CT Inland Wetland and Watercourses Act (Sec.22a-36 through Sec.22a-45 of the CT General Statutes).

### Accomplishments:

The Commission met a total of six times, along with one site walk. Four wetland permits were approved, and a settlement was reached on an appeal to an earlier permit approval.

### Statistics

A total of four permits were approved by the full Commission during the fiscal year.

### Board members

Jeremy DeCarli, Chairman	David Costa (Alternate)
Dan Iwanicki, Vice Chairman	Gail Reynolds (Alternate)
Curt Chadwick	
Joe Stephens	
Tom Worthley	

## ANIMAL CONTROL

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### Mission and Responsibilities

The Town of Haddam provides for one part time Animal Control Officer. The duty of the Animal Control Officer (ACO) is to oversee and enforce state statutes relating to animals, regulate the ownership, care and wellbeing of animals and to respond to incidents in which animals are involved. Pick up unleashed and lost dogs.

- Pick up roaming/lost dogs
- Investigate Barking, Roaming and Nuisance animal complaints
- Investigate Dog Bites and complete Animal Bite/Attack Reports and Quarantine Orders. Quarantine dogs at the shelter as appropriate
- Investigate Animal Cruelty/Neglect complaints
- Advertise and find homes for impounded unclaimed animals
- Issue Infraction Tickets and Misdemeanor Summons as necessary

### Statistics:

- Investigated 262 roaming, nuisance, barking and animal cruelty complaints
- Investigated 12 animal bites
- Issued 4 infraction tickets
- Made 0 Misdemeanor Summons Arrests

### Trainings:

- Professionalism in an Increasingly Unprofessional World
- Resolving Problems with Nuisance Raccoon
- Relocating Nuisance Wildlife – Debunking Translocation Myths
- Garnering Community Support for Successful TNR
- Solving Problems with Bears
- The Status of Animals Involved in Animal Cruelty Cases
- Protecting the Animal(s) Wellbeing
- Understanding Judicial Decisions as They Relate to Intervention and Prevention Programs
- Ethics in the Workplace
- Safe Zone Diversity Training

### Department Staff Members

Daun Kowalski, Animal Control Officer
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## ASSESSOR'S OFFICE

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### Mission and Responsibilities

- Our primary objective is to ensure that all taxable property located in Haddam is assessed in accordance with applicable law – including real estate, motor vehicles and personal property. This is done so that the total tax burden is appropriately dispersed.
- In order to accomplish this objective, the Assessor's Office must discover, list and value all property. Additionally, we are responsible for the oversight of various forms of property tax relief and the processing of corrections. The result of these efforts is the annual Grand List.
- The Assessor's Office administers the Local Elderly Homeowners' Program which currently affects about 120 homeowner accounts. Filing time is February 1<sup>st</sup> - May 15<sup>th</sup>.
- The Assessor's Office administers the Veteran's Exemption, Additional Veteran's Exemptions, Disabled and Blind Programs which currently affect about 485 homeowner accounts.

### Accomplishments

- The Grand List for October 1, 2021 resulted in a total net figure of \$1,001,154,599 after adjustments from the Board of Assessment Appeals {BAA}.
- This was an increase significant increase from the 2021 GL (also post-BAA adjustment) of \$23,175,117 across all categories (real estate, personal property and motor vehicles) and added about \$779,452 to our revenue based on calculations using the mil rate of 33.87 & 32.46 cap rate for motor vehicles.

### Operational Statistics:

- 277 building permits were added to the Assessor's database which requires an on-site inspection and updates the property record cards. 11 of them were new houses
- Processed 640 motor vehicle updates and/or corrections
- Processed 280 property transfers which include sale, probate, foreclosures, change of name etc.

### Department Staff Members

Tammy Anderson, CCMAI, Assessor
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Tracy Thompson, Assessment Technician
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## FINANCE DEPARTMENT

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### Mission and Responsibilities

The position of Finance Director was created in May 2015. The Finance Department is responsible for the accounting, budgeting, fiscal planning and reporting for the Town's financial activities. The Finance Department supports and assists the Board of Selectmen (BOS) and Board of Finance (BOF) in executing the financial policies that are approved by the Boards. The Finance Department also works closely with the Town Treasurer

In fulfilling this responsibility, the Finance Department is responsible for the following:

- Maintaining the financial books and records of the Town
- Processing payroll and vendor payments
- Recording of revenues
- Preparation of the budget document
- Review and update of financial policies and procedures to strengthen internal controls and create efficiencies
- Financial analysis for the issuance of bonds and preparation of the official statement
- Preparation of financial information for annual audit
- Analyzing financial data for special projects as necessary
- Ensuring compliance with various Federal and State laws and the Town charter with regards to fiscal matters
- Monitoring the daily financial operation of the Town

### Accomplishments

- Assisted with upgrading the credit card machine for tax payers.
- Provided the Board of Finance with monthly financial reports including year end forecasts on a quarterly basis.
- Updated pension files for vested terminated plan members.
- In January, Moody's credit rating service upgraded the Town's rating from Aa3 to Aa2. The Town continues to maintain a AAA rating from Standard & Poors.
- Engaged the services of American Municipal Tax-Exempt Compliance (AMTEC) firm to conduct a review of the Town's transactions related to bonds issued in 2017 and 2020.
- Applied to State of Connecticut's Office of the Treasurer – Unclaimed Property Division and received \$8,095.54

### Department Staff Members

Ann Harter, Finance Director
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Linda Pinette, Accounting Clerk
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## FIRST SELECTMAN

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### Mission and Responsibilities

The First Selectman is the Chief Executive Officer (CEO) of the Town. The First Selectman shall have the powers, duties, and responsibilities conferred upon that Office by the Connecticut General Statutes, as amended, and by this Charter, shall be the official head of the Town for all ceremonial or military purposes.

The First Selectman acts as the Public Works Director and Police Chief for the Town.

Under the general policy direction of the Board of Selectmen, the First Selectman is responsible for:

### General Town Operations:

- Management of the day to day operations of the Town
- Coordinating the administration of the agencies of the Town
- Making a continuous review of the current and future needs of the Town, including financial needs and budget requirements
- Applying for and management of Federal and State funds as the Town may qualify
- Implementation of proper financial procedures – such as bidding procedures, recordkeeping and accounting methods which the Board of Finance may lawfully and reasonably prescribe
- Development of a set of priorities which shall provide a guide for those things the Town shall attempt to accomplish during the coming year, and which shall serve as a policy guide in the development of the Annual Town Budget
- Keeping full and complete records of the doings of the First Selectman's office
- Performs the duties under Section 8-8 of this Charter assigned to the Director of Public Works
- Performs the duties which the General Statutes assign to police chief or welfare officer
- Acts as purchasing agent of the Town, subject to such rules and regulations as may be prescribed by the Board of Selectmen

### Duties Relating to the Budget:

- With the guidance of the Board of Selectmen, the First Selectman shall prepare the preliminary budgets of the Town Agencies
- Present the preliminary budget to the Board of Finance no less than ninety days prior to the Annual Budget Meeting

### Department Staff Members

Robert McGarry First Selectman
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JoAnn E. Ricciardelli, First Selectman's Executive Assistant
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## LAND USE AND BUILDING DEPARTMENT

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### Mission and Responsibilities

- The Land Use Department is a combined department that integrates Health, Land Use, Zoning and Building. Its role is to ensure that development occurs in a method that is fair, legal, safe and in harmony with the Plan of Conservation, local regulations and State Codes. Our scope of work goes much deeper when you consider infrastructure development with roads, waste water and water, utilities, property development, interpretation of State Codes and Town Regulations, economic development, conservation of open space, and coordination with other agencies.
- The Land Use Department serves as staff to the following Town Commissions:
  - Wetlands Commission
  - Buildings Committee
  - POCD Implementation Committee
  - ARC
  - Planning and Zoning Commission
  - Economic Development Commission
  - Conservation Commission
  - Zoning Board of Appeals.
- Health permits for well, septic, and food establishments are also issued through the Land Use Department by the CT River Area Health District (CHRAD).

### Accomplishments

Projects the department is working on include:

- Re use of HES Building;
- Connections between Higganum Center and the Cove
- Scovil Hoe Property - \$1.8 million state grant for remediation
- Design of Community Septic underway
- Acquisition of the Rossi property – \$1.5 million grant and solicitation of developer.
- New brewery adjacent to Dunkin in Higganum
- Oversight and completion of 100 new apartments in Tylerville
- Award of \$4.5 million for HES re-use and developer solicitation.

## Statistics

In the past year the Land Use and Building Department has processed permits for the Health District, the Fire Marshal, ZBA, PZC, Wetlands, Building and the following permits:

Type of Permit	Number of Permits Issued
Building Permits	286
Demolition Permits	1
Electrical Permits	212
Mechanical Permits	211
Plumbing Permits	57
<b>Total:</b>	<b>767</b>
<b>Land Use Permits</b>	
Special Permits	2
Site Plan Review	1
Inland Wetlands	11
Driveway Permit	9
ZBA Variance	5
Zoning Sign	1
Zoning Permit	52
<b>Total:</b>	<b>84</b>
<b>Total Fees Collected</b>	<b>\$381,504</b>

## Department Staff Members

Bill Warner, Town Planner
Leon Mularski, Part Time Wetlands and Zoning Officer
Robert Ruzzo, Building Official
Diane Murphy, Administrative Coordinator
Rachel McDonnell, Administrative Coordinator
Representatives from the Health District

## FIRE MARSHAL

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### Mission and Responsibilities

The Fire Marshal's responsibility is to enforce the Connecticut State Fire Prevention Code as well as investigate all fires and hazardous materials incidents that may occur in town. The Fire Code requires inspection of all civic and commercial buildings in town including schools, daycare centers, assisted living facilities, assembly, mercantile and residential buildings of more than two families.



The Fire Marshal works together with the Building Official to review all plans for commercial buildings and is required to sign off on all commercial building permits and certificates of occupancy. The Fire Marshal also approves blasting permits and serves as the Burning Official (certified by DEEP) and issues permits for open burning.

The Fire Marshal reviews all Fire Company Incident Reports and submits monthly NFIRS (National Fire Incident Reporting System) Reports to the State Fire Marshal. This information goes into a state and national database for research and analysis of fire and EMS incidents.

### Statistics

- Approximately 243 hours performing responsibilities
- Assisted on 17 calls
- Completed 90 hours of training

### Inspections:

- Performed 86 inspections of local businesses, multi-family residences, schools, etc.
- These inspections also included outdoor event tents, gas station tank installations, the Haddam Neck fair, fireworks at the Haddam Meadows.
- Blueway commons was finalized with the same type of inspections listed above.
- Attended five fire drills throughout the year at the two schools.

### Burn and Blast Permits:

- 4 permits for burning and blasting were issued

### Department Staff Members

Chris Gamache, Fire Marshal
Kevin Griffith, Deputy Fire Marshal

## PUBLIC WORKS

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### Mission and Responsibilities

The Public Works mission is to provide essential services that enhance the quality of life for residents, businesses and visitors, and to provide these services in a cost effective, efficient and responsible manner.

Major areas of responsibility include:

- Pavement management/road maintenance
- Stormwater
- Snow and ice operations
- Transfer Station operations
- Assisting with special town projects and town buildings and grounds.

### Accomplishments/Special Projects

Public Works was responsible for, and assisted in, the following projects:

Completed paving and drainage work on the following roads:

Calliari Place	Schuller
Depot/Depot Hill	Scovil Road
Laurel Heights	St. Peters Lane
Maple Ave East	Thayer Road, from Rt. 154 to Thayer Road Ext
Maple Ave. West	Thayer Road, from Thayer Road Extension to Christian Hill Road
Parsonage	Thayer Road Extension
Ruth Hill – Grind & Grade (No paving)	

Continued the crack sealing program throughout Town.

Chip Sealing

Camp Bethel Road	Nedobity Road
Hapenny Road	Thornwood Road
Harvest Woods Road	

### Department Staff Members

Christopher Corsa, Assistant Director of Public Works
Pete Santoro, Foreman
8 Full Time employees
3 Part-time Transfer Station employees

## REGISTRARS OF VOTERS

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### Mission and Responsibilities

The Registrars of Voters are Election Administrators and are responsible for upholding Connecticut State Laws regarding the electoral process; conducting all elections and referenda; training election workers; keeping voters informed through the news and the Town's website; maintaining and programming voting machines and maintaining voter records.

Also creating and maintaining the official registry list for the municipality, ensuring proper set-up of the polling place, ensuring proper reporting of candidate totals on election night and conducting post-election re-counts and audits.

### Accomplishments

The Registrar of Voters administered the:

- Haddam Primary Elections – August 9, 2022
- Gubernatorial Election – November 2, 2022
- Haddam Regional School District #17 Referendum on May 2, 2023

In conjunction with these voting sessions, the Registrars administered:

- Voting sessions at The Commonwealth Assisted Living /Retirement Community
- Provided information for the annual Haddam/Killingworth High School registration session at Haddam Killingworth High School in June and September.
- Attended conferences and training sessions to update Registrars and Deputy Registrars on new technology and legislative requirements
- Legislative required “voter registration sessions”
- Attended the Middlesex County Registrar of Voters meetings.
- Attended moderators training by the Secretary of the State. For each election and referendum, we need three moderators for our polls. The Moderator's certificate is valid for 4 years.

### Operational Statistics:

- Number of Voters for Gubernatorial 2022 - 4455
- Number of Voters for August Primaries 2022 – 769
- Number of Voters for Budget 2023 – 718
- Number of registered voters - 6037

### Department Staff Members

Raymond Skarsten
Kate Wessling
Diana Cottrell
Betsy Clifford

## SENIOR & SOCIAL SERVICES | MUNICIPAL AGENT FOR THE ELDERLY

### Mission and Responsibilities:

The mission of Haddam Senior Services is to promote the overall well-being of adults 60 and older within the community. We do this not only by providing an array of programs for everyday enjoyment and enrichment, but also by providing assistance and access to local and government social services, including the Haddam Food Bank, Meals on Wheels, and Energy Assistance.

The mission of Social Services is to enhance and improve the quality of life among our town's people and the self-sufficiency of those in need of social services. We provide advocacy, leadership, and planning while fostering independence among our vulnerable population. Through statewide and local services, the social service department will guide you through your needs.

The Haddam Emergency Fuel, Food, and Clothing Bank provide emergency relief for limited basic needs and is available during office hours. Please call in advance to schedule your appointment.

The Senior Center continues to be open three days a week for senior meals and socialization.

The Senior Center is also utilized as a warming and cooling station during emergency weather conditions.

### Accomplishments:

- With the support of the community, we continue to make progress through private donations and fundraising events
- The Giving Garden and Garden share programs continue to grow and provide nutritional options to the community. This past year we had fresh fruits and vegetables donated by the UCONN Extension Center Garden and River Valley Provisions who are both consistent donors to our Garden Share program.
- Seniors also receive Farmers Market Coupons through the State Agricultural Department that are distributed through the Social Services Department. From April to October, the Renters Rebate Tax Relief Program is offered through Social Services to Seniors aged 65 and older or fully disabled individuals from April to October.
- Provided the children of the community with back-to-school supplies.
- In conjunction with the Warm the Children program, provided winter clothes to children in need in our community.
- Thanksgiving and Christmas baskets are distributed throughout the community, the Essex Steam Train collaboration with Bikes for Kids Christmas program is utilized yearly, adopt a family – Christmas giving program provides Christmas gift relief, and winter coat programs have all been successful this past year.
- The senior van has continued in medical transportation and is consistently being used for shopping trips.



Operational Statistics:

- The Haddam Emergency Fuel Bank has serviced a total of 28 Families for the year.



- The Haddam Emergency Food Bank has serviced a total of 577 adults and 162 children with a total of 742\* individuals receiving food help for the year. \* Excludes holiday gift baskets.
- The Haddam Emergency clothing bank has serviced a total of 253\*people \*Excludes the Warm the Children Program.
- The senior van has serviced a total of 177 senior medical appointments.
- Serviced 64 individuals with state or federal applications for assistance and renewal forms.
- Renters rebate had a total of 24 seniors / disabled individuals for the program.
- Senior Farmer's Market Nutrition Program had a total of 15 senior participants for the program.
- Warm the Children had a total of 12 children participating in the program.
- 0 Veterans were serviced
- Holiday Food Gift Baskets / 28 Thanksgiving baskets and 44 Christmas baskets were distributed

***John Byrne donated his time and materials to make this food pantry for Haddam***

- Emergency kits distributed
- 2 Meals on Wheels applications were processed and 3 Wellness checks were made for seniors.
- 14 Families were provided with Christmas gift assistance.
- Distributed 877 CRT/Estuary lunch meals
- The Senior Center had 1209 visitors

Department Staff Members:

Becky Rice – Senior & Social Services Director   Municipal Agent for the Elderly
Sarah Chambers, Social Services Assistant
Doreen Staskelunas, Senior Center Activities Coordinator
Michelle Corda, Senior Van Driver

## TAX COLLECTOR

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### Mission and Responsibilities

The Tax Office is responsible for the following:

- The Tax Office is responsible for the billing, collecting, and crediting of taxes and related tasks. \* Maintain computerized tax records.
- Receives and processes payments through mail, on line, lock box walk-in customers.
- Processes certificates of corrections, (COC), pro-rates, and added bills submitted by the Office of the Assessor.
- Maintains audit trail files.
- Balance with the finance department.
- Computes, prepares, and processes tax refund forms with subsequent manual and computer follow-up procedures.
- Compute and processes partial payments.
- Collect delinquent taxes through research of current address and use of a collection agency and attorney.
- Provide up to date payment information for escrow companies, title searches and residents.
- Provide information to DMV for delinquent put-on and take-off files.

### Accomplishments

- The Tax Office continues to have a very high collection rate.
- The Tax Office continues to send out delinquent bills multiple times a year increasing collections.
- The Tax Office continues to be able to take credit card payments in the office and online and now has the capability for one swipe to include the credit card fee.
- Continue to have use armored car service for deposits on a weekly basis.
- Continue to use a lock box during the collection periods. This helps process payments in a timely manner.
- The continued use of a collection agency has been an effective tool in getting people to pay motor vehicle bills on time.

### Statistics

- On the 2021 Grand List \$32,507,403.52 was collected. This figure includes tax (\$32,109,171.77), interest (\$99,567.46), liens (\$144.00) and fees (\$7,485.27). I have a collection rate of 99.05 % for the 2021 GL.
- From the 2020-2007 Grand Lists \$291,035.02 was collected. This figure includes tax (\$232,188.55), interest (\$55,773.81), liens (\$1,032.00) and fees (\$2,040.66).
- 4,251 real estate bills, 586 personal property bills, 9918 motor vehicle bills and 1825 motor vehicle supplemental bills were mailed.

**Notes:**

The Tax Office continues to be by appointment only on Wednesday's. This began during Covid and has continued. The office is open when the end of the month falls on a Wednesday and during busy collection times. Closing to the public is a way to complete projects that cannot be accomplished during the regular day with interruptions in an office run by one person. When the schedule allows, I work from home or come in and close my blinds.

Residents are now familiar with this change and can drop a payment off in the Drop Box outside by the front doors. This Drop Box is secured to the building by the front doors and is monitored by the security cameras. I also have a drop box in the door inside the building also under security cameras.

**Department Staff Members**

Kristin Battistoni, Tax Collector
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## TOWN CLERK

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### Mission and Responsibilities

The Town Clerk's office is generally the first office a newcomer to Haddam visits. The following is a general list of what the Town Clerk's Office responsibilities:

<b>Maintains the following official Town records</b>	<b>Sales of the following permit/documents</b>
Record deeds	Dog licenses
Record vital statistics (i.e. Birth, Marriage and Death)	Hunting & fishing licenses
Record voting records	Transfer station permits
Agendas for all public meetings	Survey maps
Minutes for all public meetings/results of Town Meetings	<b><u>Other Services and Responsibilities</u></b>
Minutes of Board and Commission meeting	
Record and book maintenance	Certify petitions
Terms of elected officials	Prepare elections and referendum
Town Charter and Ordinances	Distributing of absentee ballots
Resignation and appointment of elected officials	

### Accomplishments

- Land Records are available online
- Acquired new vital record books for births, marriages and deaths
- Received grant from State Library for new shelving and new books for Boards / Commissions
  
- 4 Town meetings
- 1 Referendums
- 1 Annual meeting

## TOWN CLERK

### Statistics

AFFIDAVITS	18	MARRIAGE	131
AGREEMENTS	5	MECHANIC'S LIEN	6
ASSIGNMENT OF LEASES & RENTALS	5	MORTGAGES	256
ASSIGNMENTS	48	MORTGAGE MODIFICATIONS	1
ATTACHMENT	0	NOTARY	18
BIRTHS	54	NOTICE	8
CERTIFICATE	4	NOTICE OF LEVY	12
CERTIFICATE OF CONSERVATORSHIP	1	ORDER	1
CERTIFICATE OF DEVISE	8	PERMIT	3
CERTIFICATE OF FORCLOSURE	2	POWER OF ATTORNEY	7
CHANGE OF NAME	12	PROBATE CERTIFICATE	40
COMMITTEE DEED	2	QUIT CLAIM DEEDS	83
DEATH	66	RELEASE	6
DOG LICENSES	756	RELEASE OF ASSIGNMENT	2
EASEMENTS	9	RELEASE OF JUDGEMENT	3
EXECUTOR'S DEED	7	RELEASE OF HIDDEN LAKE TAX LIENS	3
FIDUCIARY'S DEED	2	RELEASE OF MORTGAGE	310
FORECLOSURE REGISTRATION	2	RELEASE OF HADDAM TAX LIENS	26
FORECLOSURE FORM #2 and UPDATE	0	RELEASE OF FEDERAL TAX LIENS	3
FOREST FARM & OPEN SPACE	1	SPORTMANS LICENSES	
JUDGMENT LIEN	9	SUBORDINATION AGREEMENT	4
KENNEL LICENSES	8	TAX CERTIFICATE	0
LEASE/NOTICE OF LEASE	3	TAX COLLECTOR'S DEED	1
LIENS	62	TAX LIENS HADDAM	58
LIQUOR PERMITS	8	TRADE NAME	4
LIS PENDENS	12	TRANSFER STATION PASSES	2210
MAPS	28	TRUSTEE DEED	4
		UCC	62
		USA-IRS TAX LIENS	1
		VETERANS DISCHARGES	6
		WARRANTY DEED	144

### Department Staff Members

Robert Siegrist – Town Clerk
Dawn Tarbetsky Asst Town Clerk

## BOARD AND COMMITTEE MEMBER MEETING ATTENDANCE

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### Elected Boards

#### Board of Finance

<b>Name</b>	<b>Meetings Attended</b>	<b>Meetings Held</b>
Joseph Centofanti	12	12
Wayne Rutty	12	12
Marc Adelberg	6	12
Steve Bayley	5	9
Marge DeBold	11	12
Gigi Simko	10	12
Tim Teran	2	2
Richard Wells	9	12
Peter Baird	7	12
Mark Lundgren	11	12
Connie Pullman	9	12

#### Board of Selectman

<b>Name</b>	<b>Meetings Attended</b>	<b>Meetings Held</b>
Robert McGarry	21	22
Kate Anderson	22	22
Sean Moriarty	19	22

#### Planning & Zoning Commission

<b>Name</b>	<b>Meetings Attended</b>	<b>Meetings Held</b>
Block	8	11
Bull	10	11
Farina	9	11
Laurenza	9	11
LePard	10	11
Luisi	11	11
Wallor	10	11
Chadwick	8	11
Maggi	7	11
Teran	4	11

## BOARD AND COMMITTEE MEMBER MEETING ATTENDANCE

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### Zoning Board of Appeals

Name	Meetings Attended	Meetings Held
Majorie DeBold	3	3
Joe Laurenza	0	3
Robin Munster, Chairman	2	3
Ken Wendt, Vice Chairman	3	3
Kate Wessling	3	3
Margo Chase-Wells, Alternate	3	3
Susann Costa, Alternate	3	3
Jessica Labbe Kuchyt, Alternate	1	1

### **Appointed Boards**

#### Conservation Commission

Name	Meetings Attended	Meetings Held
Mardi Hanson	2	6
Gail Reynolds, Chairman	7	7
Tom Worthley	6	7

#### Economic Development Commission

Name	Meetings Attended	Meetings Held
Kate Anderson, Chairman	9	9
Kristy Benson Amarante	2	2
Cortney Emshwiller Swokla	0	9
Mike Farina	8	9
Mike Karam	2	2
David Law	6	9
Mark Lundgren	5	8
Robin Munster	0	8
John Pember	4	9
Doreen Staskelunas, Secretary	6	9

Park and Recreation Commission

<b>Name</b>	<b>Meetings Attended</b>	<b>Meetings Held</b>
Peter Christopher	10	12
Emily Kyle	8	8
David Law	12	12
Jason Lonergan	8	12
Jennifer O'Neal	12	12
Daniel Belanger	0	4

Wetlands Commission

<b>Name</b>	<b>Meetings Attended</b>	<b>Meetings Held</b>
Paul Best	2	6
Curt Chadwick	3	6
Jeremy DeCarli, Chairman	4	6
Dan Iwanicki, Vice Chairman	5	6
Joe Stephens	4	6
Mark Stephens, Secretary	5	6
Tom Worthley	4	6
David Costa, Alternate	5	6
Gail Reynolds, Alternate	3	6



## 2022-2023 EXPENDITURE BUDGET AND ACTUAL

### General Fund Schedule of Expenditures and Other Financing Uses Budget and Actual For the Year Ended June 30, 2023

	Original Budget	Additional Appropriations and Transfers	Final Budget	Actual	Variance With Final Budget
General government:					
Selectmen	\$ 166,838	\$ 5,400	\$ 172,238	\$ 167,792	\$ 4,446
Finance Department	145,918	900	146,818	146,807	11
Probate	2,435	-	2,435	2,435	-
Elections	67,450	8,800	76,250	76,165	85
Board of Finance	49,250	-	49,250	48,636	614
Assessor	134,791	-	134,791	130,595	4,196
Board of Assessment Appeal	110	-	110	-	110
Tax Collector	70,727	-	70,727	69,372	1,355
Town Counsel	39,000	-	39,000	27,188	11,812
Town Clerk	123,774	5,000	128,774	127,437	1,337
Planning and zoning	200	-	200	-	200
Zoning Board of Appeals	110	-	110	-	110
Wetlands	100	-	100	-	100
Central Services	126,672	7,500	134,172	133,966	206
Benefits and Insurance	1,212,220	(28,900)	1,183,320	1,083,932	99,388
EDC	6,150	-	6,150	5,311	839
Land Use Office	328,240	-	328,240	304,830	23,410
Conservation	2,000	-	2,000	1,000	1,000
Sustainability Committee	1,500	-	1,500	1,500	-
Contingency	139,500	(139,500)	-	-	-
<b>Total general government</b>	<b>2,616,985</b>	<b>(140,800)</b>	<b>2,476,185</b>	<b>2,326,966</b>	<b>149,219</b>
Public safety:					
Fire Protection	340,205	-	340,205	326,767	13,438
Police	370,625	(80,000)	290,625	284,904	5,721
Animal Control	20,585	-	20,585	19,544	1,041
Emergency Management	13,710	-	13,710	6,862	6,848
Fire Marshal	23,546	-	23,546	19,880	3,666
Dispatch Services	124,983	-	124,983	124,982	1
Ambulance and Paramedic Services	148,449	-	148,449	148,385	64
<b>Total public safety</b>	<b>1,042,103</b>	<b>(80,000)</b>	<b>962,103</b>	<b>931,324</b>	<b>30,779</b>
Public works:					
Administration and operations	1,221,394	(146,900)	1,074,494	1,023,516	50,978
Public Buildings and Property	494,151	68,500	562,651	546,105	16,546
Snow and Ice Removal	269,000	(32,500)	236,500	216,503	19,997
Engineering	50,000	8,000	58,000	57,785	215
Waste Disposal	417,360	-	417,360	376,241	41,119
<b>Total public works</b>	<b>2,451,905</b>	<b>(102,900)</b>	<b>2,349,005</b>	<b>2,220,150</b>	<b>128,855</b>
Health and welfare:					
Social and Senior Services	146,504	-	146,504	133,935	12,569
Youth and Family Services	102,000	-	102,000	102,000	-
Health District	94,164	-	94,164	94,164	-
<b>Total health and welfare</b>	<b>342,668</b>	<b>-</b>	<b>342,668</b>	<b>330,099</b>	<b>12,569</b>

(Continued)

## EXPENDITURE BUDGET AND ACTUAL

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**General Fund  
Schedule of Expenditures and Other Financing Uses  
Budget and Actual  
For the Year Ended June 30, 2023**

	Original Budget	Additional Appropriations and Transfers	Final Budget	Actual	Variance With Final Budget
Culture and recreation:					
Haddam park and recreation	\$ 49,600		\$ 49,600	\$ 49,171	\$ 429
H/K Recreation Authority	88,183	-	88,183	88,183	-
Culture and recreation	397,610	3,700	401,310	401,122	188
Total culture and recreation	535,393	3,700	539,093	538,476	617
Education - RSD No. 17	25,387,181	-	25,387,181	25,387,181	-
Debt service	1,271,490	-	1,271,490	1,271,490	-
Capital Outlay	-	-	-	-	-
Total expenditures	33,647,725	(320,000)	33,327,725	33,005,686	322,039
Other financing uses:					
Transfers out:					
Capital nonrecurring	1,479,000	1,500,000	2,979,000	2,979,000	-
Total expenditures and other financing uses	<u>\$ 35,126,725</u>	<u>\$ 1,180,000</u>	<u>\$ 36,306,725</u>	<u>\$ 35,984,686</u>	<u>\$ 322,039</u>

(Concluded)