
Town of Haddam, CT

Annual Report

2021 – 2022





Town of Haddam, CT

2021-2022 Annual Report

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BOARD OF ASSESSMENT APPEALS

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 2021 the Board heard 2 motor vehicle appeals.
- In March 2022 the Board held 2 hearings for the following types of appeals

Real Estate	4
Personal Property	1
Motor Vehicle Supplemental	1

- Appeals were heard in the afternoon and evening to accommodate taxpayers.

Board members

Jo Ann R. Woickelman, Chairman
Dave Beckman
Craig Salonia

BOARD OF FINANCE

Mission and Responsibilities

The Board of Finance has the following responsibilities according to the Town Charter (Section 9-2):

- 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 to appoint 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

Board Members	Alternate Members
Joseph Centofanti - Chairman	Peter Baird
Wayne Ruty - Vice Chairman	Richard Wells (became a full member 12/2021)
Challenger - Secretary (resigned 11/2021)	Mark Lundgren
Marc Adelberg (Secretary)	Connie Pullman (starting 1/2022)
Audrey Brookes (until 11/2021)	
Sandy Olsen (until 11/2021)	
Tim Teran	
Marge DeBold (11/2021)	
Gigi Simko (11/2021)	

BOARD OF SELECTMEN

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:

- Approved SEIU/CSEA Union contract (Town Hall employees)
- Approved Teamster Union contract (Public Works employees)
- Established the Water Pollution Control Authority for the Higganum Center community septic system
- Hired an Assistant Town Clerk, Building Official, Zoning Enforcement Officer

Board members

Robert McGarry, First Selectman
Kate Anderson
Sean Moriarty

PLANNING & ZONING COMMISSION

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

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:

- July-December 2021 – All meetings cancelled.
- 31 Mar 2022 - Request for a Variance to Allow for Side Setback Five (5) Feet Less than what is Required to Allow for Garage Addition. Applicant: Irene Alesh. Property: 27 Filley Road, Haddam, CT – Map 46, Lot 15B – Approved. Request for a Variance to Allow for In-Ground Pool Five (5) Feet Off Northern Side of Property Within Setbacks. Applicant: Brent Veiga. Property: 13 Summersweet Drive – Map 41, Lot 15-45 – Approved.
- 6 May 2022 - Variance to Allow a Free-Standing Pylon Sign with Integrated Illumination within the Tylerville Village District Zone. Applicant: Kara Kennedy. Location: 1598 Saybrook Road, Haddam, CT – Map 49, Lot 31-A - Denied without prejudice.
- Variance to Allow a Side Setback of not Less than Five (5) Feet (20 Feet Required) to Allow Construction of a Garage. Applicants: Craig and Diane Murphy. Location: 999 Saybrook Road, Haddam, CT – Map 31, Lot 78 – Approved.

Board members

Robin Munster, Chairman
Tom Berchulski
Joe Laurenza
Ken Wendt
Bill Iselin
Jessica Labbe
Anthony Matterazzo

COMMITTEE ON AGING

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.

All Committee on Aging meetings are open to the public and are posting on our website at www.haddam.org

Accomplishments

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

- Fall Festival Sept. 20, 2021
- Medicare Health Insurance Handbook (Open Enrollment)
- Club 60 Calendar (published Feb. 24, 2022)
- Senior Van service & phone access (Winter)
- Winter Tips for Seniors (publ. Feb. 24, 2022)
- Nancy Meyers entertains at High meadow (publ. Jun. 2, 2022)
- Senior Center Events (publ. Jun. 2, 2022)
- Senior Center Info & Hours (publ. jun. 9, 2022)
- Activities at COA (publ. Jun. 9, 2022)
- Picnic for Haddam Seniors (publ. Jun 2, 2022)
- Haddam Senior Van services (publ. in Haddam Events Jun.)
- Updated “Senior Handbook” - Updated COA Tri-fold flyer

Board members

Thurston Clark, Chairperson
Beth Hartke, Vice Chairperson
Joann Woickelman, Treasurer
Robert Waller, Secretary
Mary Lou Heger
Marge DeBold
Susan DeCarli
Mary Lou Pierce
Gloria Maynard
Wayne Ruttty
Francis Kosalski

CONSERVATION COMMISSION

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.
- Participate on the Haddam POCD Pic Committee.
- 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



Board members

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

ECONOMIC DEVELOPMENT COMMISSION

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

- Sponsored a successful 16-week farmers’ market at HES running from June-October
- Supported annual River Days town celebration
- Attended Blueway Commons groundbreaking ceremony
- Endorsed Holiday Pop-up Market at HES with proceeds donated to town social services food/fuel banks
- Held holiday tree lighting in Higganum center
- Welcomed many new businesses
- Hosted open house at Scovil Hoe with developer Parker Benjamin
- Hosted volunteer town hall to solicit new ideas and volunteers for community events

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)

PARKS & RECREATION COMMISSION

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 other landscaping necessities
- To have such other powers and duties as the Town Meeting shall delegate to it.

Accomplishments

- (July, 2021) Haddam-Killingworth Little League (HKLL) was the official host for the Connecticut Little League, District 9 Baseball, Minors Tournament and Majors Tournament. The 2 baseball fields at the Great Hill Athletic Complex, located on Jail Hill Road, was the site for Tournament play. District 9's selection in using the Jail Hill fields for tournament games, for both age groups, continues this tradition and shows the level of confidence the district has in HKLL's abilities to provide a positive experience for all towns involved.
- Haddam saw an influx of more than 250 players during the two weeks of Tournament Play.

Operational statistics: Field Use/Maintenance

Great Hill Athletic Complex:

- Duval Baseball Field (101 games/practices) *
- South Baseball Field (72 games/practices) *
- Soccer Field (7 games/practices) *

The Brickyard:

- Baseball Field (120 games/practices) *

Total:

- **293** times the **baseball fields** were used
- **7** times the **soccer field** was used

* Denotes the number of times a game or practice was found on public record.

Great Hill Athletic Complex:

- Field usage: Minimum of 300 games and/or practices
- Playground usage: Minimum of 300 (games and practices), *in addition to* visits during nonscheduled events.
- Fence repair was performed.

The Brickyard:

- Based on public information, the facility was used a minimum of 120 times.
- Fence repair was performed.

Programs

- Co-Sponsored the Grimm’s Haunted House, 10/98-10/31/2021.

Notes:

- Infield renovations will now be performed on a rotating basis for the 3 baseball fields. Establishing this scheduled maintenance will allow for the Commission to budget for maintenance and keep the facilities in fine shape.

Board members

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

WETLANDS COMMISSION

Mission and Responsibilities

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).

It meets on the third Monday of each month in Town Hall at 7:00 P.M. In January it meets the following Tuesday due to Martin Luther King, Jr. Day. In February it meets the following Tuesday due to Presidents' Day.

Accomplishments:

The Commission worked diligently with the CT DEEP to create and adopt updated Forestry Regulations to comply with current State Statutes in order to continue having oversight of forestry operations within Haddam.

Statistics

During Fiscal Year 2022, the Haddam Wetlands Commission met a total of nine times and conducted two site walks. The Commission issued a total of four permits one of which was for a timber harvest operation. The Commission held two show cause hearings for Cease and Desist Orders which had been issued due to work occurring without permits. In both cases, the Commission worked with the property owner to rectify the situation and bring the properties into compliance.

Board members

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

ANIMAL CONTROL

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:

- Animal Control investigated 262 roaming, nuisance, barking and animal cruelty complaints
- Animal Control investigated 12 animal bites
- Animal Control issued 4 Infraction Tickets
- Animal Control 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

ASSESSOR'S OFFICE

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.

Accomplishments

- The Grand List for October 1, 2021 resulted in a total net figure of \$982,746,012 after adjustments from the Board of Assessment Appeals {BAA}.

This was an increase significant increase from the 2020 GL (also post-BAA adjustment) of \$22,844,208 across all categories (real estate, personal property and motor vehicles) and added about \$738,550 to our revenue based on calculations using the mil rate of 32.33.

Operational Statistics:

- Between July 1, 2021 and June 30, 2022, 240 building permits were added to the Assessor's Database which require an on-site inspection and updates the property record cards.
- The Assessor's Office administers the Veteran's Exemption, Additional Veteran's Exemptions, Disabled and Blind Programs which currently affect about 466 homeowner accounts.
- The Assessor's Office administers the State and Local Elderly Homeowners' Program which currently affects about 120 homeowner accounts. Filing time is February 1st - May 15th.
- From July 1, 2021 through June 30, 2022, our office processed hundreds of Motor Vehicle updates and/or corrections for Haddam taxpayers.
- From July 1, 2021 to June 30, 2022, we processed 392 property transfers which include Sale, probate, foreclosures, change of name etc. In order to process the transfers, we must read all deeds and Schedule A's; confirming current ownership and contacting attorneys or owners when we find errors. If all information is proper, we then determine whether or not it is a true arms-length sale. Once all the research is completed, we update each sale property in the database with the new information.

Department Staff Members

Tammy Anderson, CCMAI, Assessor

Tracy Thompson, Assessment Technician

FINANCE DEPARTMENT

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

- Consolidated several small checking accounts into the main checking account which allows for efficiencies with cash receipts and disbursements.
- Improved cash management by instituting a cash needs analysis and implemented changes to the town's checking accounts to increase investment income.
- Issued a Request for Proposal for Pension Actuarial Services. The town received four proposals and selected Milliman as the new consultant.
- Implemented electronic payments to Regional School District #17 and Brainerd Memorial Library.
- Established a fund to account for the American Rescue Plan Act grant (ARPA) and completed the necessary reporting of the spending of the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) and the Municipal Coronavirus Relief Fund (CRF) Program.

Department Staff Members

Ann Harter, Finance Director
Linda Pinette, Accounting Clerk

FIRST SELECTMAN

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

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

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, acquisition from State and successful RFP awarding project to an experienced developer
- Design of Community Septic underway
- Acquisition of the Rossi property - made significant progress
- New brewery adjacent to Dunkin in Higganum
- Oversight and completion of 56 new apartments in Tylerville
- Approval of 74 additional apartments and a commercial complex in Tylerville
- Design and construction of new sidewalks on Bridge Road
- Design and construction of new sidewalks in Haddam Center
- Completion of 38 bed wellness center at 7 Island Dock

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	240
Demolition Permits	5
Driveway Permit	17
Electrical Permits	180
Inland Wetlands	4
Mechanical Permits	244
Plumbing Permits	67
Special Permits	5
ZBA Variance	1
Zoning Permits	47
Total	810

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

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

Inspections:

- During this time, I performed 82 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. Several of these inspections required re-inspections. Typical business type inspections could take up to two hours. Many of these inspections were done at the new occupancies located at 7 Island Dock Road and Brooks Court.

Burn and Blast Permits:

- 7 burn permits and 2 blast permits were issued during this time. Permits for frequent residents who burn were done via email.

Fire Department Assists:

- I have been called out on 13 occasions at the request of the fire department. These ranged from several actual fires, assists with alarm or water problems. Fire investigations could take anywhere from 4 to 10 hours of investigation, processing of photo documentation and reports. Also, assist is given to local businesses when keys in their key vaults need updating. A special key is required to gain access to these vaults.

Training:

- Attended approximately 75 hours of mandatory training. 90 hours are required on a 3-year cycle. I attended one extended class offered through the Connecticut State Fire Academy, a couple of conferences and remaining training hours were virtual.

Town functions:

- Various functions include fireworks standby at the Haddam Meadows, town meetings, safety committee meetings that I am the chair of and associated work that goes with the committee.

Department Staff Members

Chris Gamache, Fire Marshal

Kevin Griffith, Deputy Fire Marshal

PUBLIC WORKS

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
- Stormwater
- Snow and ice operations
- Transfer Station operation
- Assisting with special town projects and town buildings and grounds.

Accomplishments/Special Projects

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

- Dublin Hill Rd. - completion of road recon from 2020/2021.
- Brainard Hill Rd. - completion of chip seal.
- Haddam View Heights – drainage, grind and grade, pave. Including driveway aprons and curbing.
- Schuller Rd. – drainage, grind and grade, pave. Including driveway aprons and curbing.
- Drainage and road preparation for Thayer Rd., Depot and Depot Hill Rd., Calliari Place, Parsonage Rd., Maple Ave. East and Laurel Heights Rd.
- Sidewalk repair at Company 1 Firehouse and Annex Building.
- Assisted Sima Drilling with well repair at Senior Center.
- September of 2021, initiate food composting project in conjunction with Sustainability Committee, at Transfer Station. Removing 13.09 tons from the MSW stream.
- Routine road maintenance including but not limited to: catch basin cleaning, roadside mowing, sweeping and pot hole repair.
- Tropical Storms Henri (August) and remnants of hurricane Ida: Debris clean up, road closures and Eversource assist.
- Continued hazardous tree removal program with York, Bartlett, with continued assistance from Eversource contractors, Asplundh, Lewis, Lucas and Tennent.
- Winter Snow/Ice operations: responded to 17 snow or ice events from December 2021 through March, 2022.
- Submitted FLAP Grant application for Pinebrook Rd., Haddam Neck.

Operational Statistics:

- In Fiscal Year 21/22, Public Works expenditures were \$2,269,987.81 of a budgeted \$2,350,843.00 or approximately 96%.
- Snow and Ice removal was at 81 % of budgeted funds.
- Overtime for snow and ice was at approximately 80%.

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

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 Municipal Election – November 2, 2021
- Haddam Election Re-count (Planning and Zoning) – November 9, 2021
- Haddam Regional School District #17 Referendum on May 3, 2022

In conjunction with these voting sessions, the Registrars administered:

- Voting sessions at “The Saybrook” Assisted Living/Retirement Community were not conducted due to COVID
- We provided information for the annual Haddam/Killingworth High School registration session at Haddam Killingworth High School in April 2022
- Attended conferences and training sessions to update Registrars and Deputy Registrars on new technology and legislative requirements of the Connecticut General Assembly and Secretary of the State's Office, so we can achieve our required CEU's and continue training our poll workers with the most up-to-date information
- Legislative required “voter registration sessions”
- Maintained and updated voter registration and history files, including conducting the annual town-wide canvass. The current voter list includes 6,203 voters.
- Informed and educated voters through published notices and articles.
- Attended the Middlesex County Registrar of Voters meetings.
- Updated our Moderators Training and had them attend training sessions which are set-up 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.
- The Registrars of Voters in Connecticut are certified, with additional 8-hours of training and education required through-out the year at the University of Connecticut School of Business and through the Connecticut Secretary of the State's office.

Operational Statistics:

- Number of Voters for Municipal 2021 - 2731
- Number of Voters for Municipal 2022 - 2912
- Number of Voters for Budget 2021 – 669
- Number of Voters for Budget 2022 – 1632
- As of June 2022 we had 6,092 registered voters
- As of June 2022 we have 6,203 registered voters

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.

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 and the Town of Haddam Senior & Social Services continues 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 many local hobby farmers donate fresh eggs throughout the year in addition to fresh fruits and vegetables as well as the UCONN Extension Center Garden and Town and country Nursery Farm Stand 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.
- In August we were able to provide the children of the community with back-to-school supplies.
- In the fall we worked with the Warm the Children program to provide 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.
- Monthly field trips were offered and held.
- The Senior van has seen a continued increase in medical transportation and is consistently being used for field trips, and shopping trips.

Operational Statistics:

- The Haddam Emergency Fuel Bank has serviced a total of 32 Families for the year.
- The Haddam Emergency Food Bank has serviced a total of 382 adults and 154 children with a total of 536 individuals receiving food help for the year. * This total does not include Holiday gift baskets.
- The Haddam Emergency Clothing bank has serviced a total of 103 families with clothing & blankets. *These totals do not include the Warm the Children Program.
- The Haddam Senior Van has serviced a total of 177 senior medical appointments.
- Haddam Social Services has serviced 54 individuals with state or federal applications for assistance and renewal forms.
- Renters Rebate had a total of 22 seniors / disabled individuals for the program.
- Senior Farmer’s Market Nutrition Program had a total of 8 senior participants for the program.
- Warm the Children had a total of 13 children participating in the program.
- 0 Veterans were serviced through the Social Service office.
- Holiday Food Gift Baskets / 27 Thanksgiving Baskets were given out and delivered for Thanksgiving. 46 Christmas Baskets were given out and delivered.
- Social Services given out 0 Emergency Kits throughout the year.
- 6 Meals on Wheels applications were processed this year and 5 Wellness checks were made for seniors.
- 16 Families were provided with Christmas gift assistance.
- The senior center has distributed 981 CRT lunch meals to seniors.
- The senior center had 1280 visitors for the fiscal year.

Department Staff Members:

Jessica Condil, Senior & Social Services Director Municipal Agent for the Elderly
Sandi Meegan, Social Services Assistant
Colleen Totman, Senior Center Activities Coordinator
Diane Gondek, Senior Van Driver

TAX COLLECTOR

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 an above average collection rate.
- Had a high school student volunteer in July. She took payments at the window and processed mail.
- Continued use a lock box through during the collection periods allows us to process payments in a timely manner.
- Continued use of a collection agency has been an effective tool in having people pay motor vehicle bills on time.

Statistics

- On the 2020 Grand List \$31,075,694 was collected. This figure includes tax (\$30,983,265), interest (\$83,819), liens (\$144) and fees (\$8,466). The collection rate was of 99.09 % for the 2020 grand list
- From the 2019-2005 (prior) Grand Lists \$222,868 was collected. This figure includes tax (\$173,745), interest (\$46,701), liens (\$864) and fees (\$1,557).
- There were 4,251 real estate bills, 586 personal property bills, 9,918 motor vehicle bills and 1,825 motor vehicle supplemental bills.

Department Staff Members

Kristin Battistoni, Tax Collector

TOWN CLERK

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:

Maintains the following official Town records	Sales of the following permit/documents
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	<u>Other Services and Responsibilities</u>
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

- 4 Town meetings
- 1 Referendums
- 1 State Election
- 1 Primary Elections
- 1 Annual meeting
- 3 Resolutions

TOWN CLERK

Statistics

AFFIDAVITS	18	MARRIAGE	83
AGREEMENTS	5	MECHANIC'S LIEN	3
ASSIGNMENT OF LEASES & RENTALS	16	MORTGAGE DEEDS	439
ASSIGNMENT OF MORTGAGE	55	MORTGAGE MODIFICATIONS	6
ATTACHMENT	0	NOTARY	35
BIRTHS	87	NOTICE	5
CERTIFICATE	1	NOTICE OF LEVY	4
CERTIFICATE OF CONSERVATORSHIP	1	ORDER	0
CERTIFICATE OF DEVISE	9	PERMIT	2
CERTIFICATE OF FORCLOSURE	3	POWER OF ATTORNEY	18
CHANGE OF NAME	16	PROBATE CERTIFICATE	38
COMMITTEE DEED	1	QUIT CLAIM DEEDS	90
DEATH	87	RELEASE	18
DOG LICENSES	75 ⁰	RELEASE OF ASSIGNMENT	2
EASEMENTS	11	RELEASE OF JUDGEMENT	9
EXECUTOR'S DEED	6	RELEASE OF HIDDEN LAKE TAX LIENS	6
FIDUCIARY'S DEED	3	RELEASE OF MORTGAGE	479
FORECLOSURE FORM #1	9	RELEASE OF HADDAM TAX LIENS	9
FORECLOSURE FORM #2 and UPDATE	4	RELEASE OF FEDERAL TAX LIENS	1
FOREST FARM & OPEN SPACE	2	SPORTSMANS LICENSES	106
JUDGMENT LIEN	13	SUBORDINATION AGREEMENT	14
KENNEL LICENSES	8	TAX CERTIFICATE	32
LEASE/NOTICE OF LEASE	1	TAX COLLECTOR'S DEED	1
LIENS	0	TAX LIENS HADDAM	5 ⁰
LIQUOR PERMITS	9	TRADE NAME	29
LIS PENDENS	8	TRANSFER STATION PASSES	2167
MAPS	14	TRUSTEE DEED	13
		UCC	49
		USA-IRS TAX LIENS	1
		VETERANS DISCHARGES	12
		WARRANTY DEED	177

Department Staff Members

Scott Brookes, Town Clerk (until January 2022)	Robert Siegrist – Town Clerk, January 2022
Ann Riebold, Asst Town Clerk (until February 2022)	Dawn Tarbetsky Asst Town Clerk -April 2022

BOARD AND COMMITTEE MEMBER MEETING ATTENDANCE

Elected Boards

Board of Finance

Name	Meetings Attended	Meetings Held
Joseph Centofanti	13	13
Wayne Rutty	12	13
David Challenger	2	2
Marc Adelberg	11	13
Audrey Brookes	0	2
Sandy Olsen	2	3
Tim Teran	10	13
Marge DeBold	10	10
Gigi Simko	9	10
Peter Baird	8	13
Richard Wells	10	13
Mark Lundgren	10	13
Connie Pullman	7	9

Board of Selectman

Name	Meetings Attended	Meetings Held
Robert McGarry	15	15
Kate Anderson	14	15
Sean Moriarty	15	15

Planning & Zoning Commission

Name	Meetings Attended	Meetings Held
Block	9	11
Bull	11	11
Farina	11	11
Laurenza	7	11
LePard	10	11
Luisi	9	11
Wallor	11	11
Braren	1	2
Chadwick	7	11
Maggi	7	11
Teran	5	9

BOARD AND COMMITTEE MEMBER MEETING ATTENDANCE

Zoning Board of Appeals

Name	Meetings Attended	Meetings Held
Berchulski	0	0
Chase-Wells	2	2
DeBold	2	2
Laurenza	0	2
Munster	1	2
Wendt	2	2
Wessling	2	2
Costa	1	1
Iselin	0	0
Kuchyt	1	2

Appointed Boards

Conservation Commission

Name	Meetings Attended	Meetings Held
Mardi Hanson	2	8
Gail Reynolds	8	8
Tom Worthley	7	8

Economic Development Commission

Name	Meetings Attended	Meetings Held
Kate Anderson	7	7
Prem Aithal	2	2
Courtney Emshwiller Swokla	0	7
Mike Farina	7	7
David Law	4	7
Mark Lundgren	6	7
Robin Munster	0	7
John Pember	4	7
Doreen Staskelunas	6	7

Wetlands Commission

Name	Meetings Attended	Meetings Held
Paul Best	4	8
Curt Chadwick	3	8
Dave Costa	4	8
Jeremy DeCarli	7	8
Dan Iwanicki	8	8
Gail Reynolds	8	8
Joe Stephens	8	8
Mark Stephens	5	8
Tom Worthley	5	8