

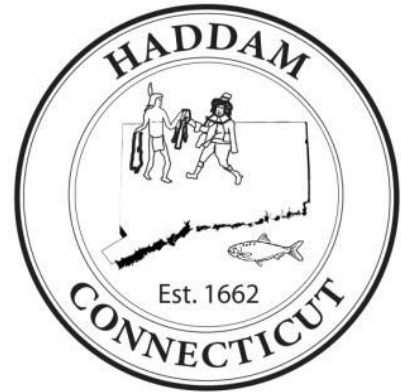
Town of Haddam
Office of the First Selectman

30 Field Park Drive
Haddam CT 06438

(860) 345-8531

Firstselectman@haddam.org

www.haddam.org



The Town of Haddam will begin to re-open to the public in phases starting on June 1st.

This experience has taught us that we are able to process many requests online. We would like to continue that trend, reducing the amount of traffic we normally have this time of year, in the Town Office Building. We understand some residents will want to visit in person. We will be here for you. If you haven't signed up to receive alerts please do so at:

<https://www.haddam.org/subscribe> Select **"Town Alerts"** under the **"Urgent Alert"** heading AND **"Town News & Announcement"** under the **"News & Announcement"** heading.

You will notice some physical changes around the TOB.

- Signs will be posted on which entrances to use to enter the building. A handicap entrance is around the side of the building.
- We have installed protective barriers at the counters.
- Markings on the floor will show social distancing CDC guidelines. A limited number of residents will be allowed in the building at one time.
- A drop box will be installed in the front of the building.

You will notice some procedural changes around the TOB.

- You must wear a mask or you will not be allowed into the building.
- All offices will continue to take appointments.

June 1, 2020

- Town Clerk's Office will be open for walk-in visits from 8:30 am – 2:00 pm.
- We encourage renewal of dog licenses and the purchase of Transfer Station Passes by mail.

How to purchase a Transfer Station Pass by mail.

- Take a picture or make a copy of your registration.
- Mail copy of registration along with a check to the Town Office Building, **"Attention Town Clerk"**. (\$75.00 or \$50.00 for ages 65 and older)
- Your Transfer Station Pass will be mailed to your residence.

Expedite your time in the Town Office Building by Emailing the Town Clerk's Office in advance.

- Email a copy of your registration to [Scott Brookes](#) and/or [Ann Riebold](#). Bring a check or cash to the Town Office Building and pick up your Transfer Station Pass.

**If paying the \$50.00 Senior fee, a copy or picture of your driver's license must accompany the Registration of your vehicle*

How to renew your dog's license by mail:

- Make a copy of your current rabies vaccination and a spaying/neutered certificate (if not on file) and mail to the Town Office Building, "Attention Town Clerk" along with a check payable and a self-addressed stamped envelope.

Expedite your time in the Town Office Building by Emailing the Town Clerk's Office in advance.

Email Scott or Ann License Renewal Requests with proof of current rabies vaccination and a spaying/neutered certificate. Bring a check or cash to the Town Office Building.

Fees:

A neutered or spayed dog \$8.00

An unneutered or unspayed dog \$19.00

Kennel License is \$51.00

****ALL CHECKS FOR ALL FEES ARE PAYABLE TO THE "TOWN OF HADDAM"****

Beginning August 1st (due to COVID-19) a penalty fee will be charged for every month a resident is late in registering a dog.

In previous years the Clerk's Office has called the veterinary's office for those residents who arrived at town hall without proper paperwork for their dog. **Due to current circumstances we are unable to provide that service this year.** You can check with [Scott Brookes](#) or [Ann Riebold](#) by phone or email prior to your visit. They can check their records to see if your pets' information is up to date.

If you no longer have your dog, please let us know so that we may update our records. If you have any questions or concerns regarding licensing your dog(s) please call Scott or Ann.

Town Clerk's Contact Information:

Scott Brookes, Town Clerk: Townclerk@haddam.org (860) 345-8531 Ext: 212

Ann Riebold (townclerkasst@haddam.org) (860) 345-8531 Ext: 211

June 8, 2020

- **8:30 am – 10:00 am, Mondays and Wednesdays will be designated to Seniors.**
Otherwise, the hours remain 8:30 am – 2:00 pm.

June 15, 2020

- Land use office will be open for walk-in visits from 8:30 am – 2:00 pm.

July 1, 2020

- Tax Collector and Tax Assessor's office will be open for walk-in visits from 8:30 am – 2:00 pm.

****Senior hours will follow for all departments as they open throughout the month****

Tax Office Collection

- If your cancelled check will act as your receipt use the envelope provided OTHERWISE send your payment to 30 Field Park Drive, Haddam CT 06438
- Lock box will be checked every day for payments. Make sure envelopes are sealed.
- If you require a receipt include a self-addressed stamped envelope with your payment. All checks will be cashed within a week. **Contact us immediately if it isn't: taxcollect@haddam.org or 860-345-8531 X 207.**
- Pay online at [Haddam.org](https://www.haddam.org). Pay with a checking account for \$ 1.50. A service fee of 2.95 % will be added to a credit/debit card transaction. Interest rates will be reduced from 1.5% to .25 for the months of July-September. October 1, 2020 the interest rate will go back to 1.5%. Partial payments can be made at any time to keep interest down.

Please feel free to contact any office with any questions you may have. Here is a link to our directory. <https://www.haddam.org/home/pages/directory-town-offices>

We will continue to update our re-opening procedures/phases as needed. Be sure to check our website for updates and details. <https://www.haddam.org/node/1/news>