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# Town of Haddam, CT

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## Annual Report

2016 - 2017

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# TOWN OF HADDAM, CT

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## 2016-2017 Annual Report

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# TOWN OF HADDAM, CT

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## 2016-2017 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 2016 the Board heard 14 motor vehicle appeals
- In March 2017 the Board held 31 hearings for the following types of appeals

Real Estate	23
Personal Property	1
Motor Vehicle Supplemental	7

- Appeals were heard in the afternoon to accommodate taxpayers who cannot drive at night.

### Board members

Jo Ann R. Woickelman, Chairman
Judy Goldfarb
Lisa Lawrence

## BOARD OF FINANCE

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### Mission and Responsibilities

The Board of Finance has the following responsibilities as defined by the Town Charter in the Section 9-2 through 9-4:

- 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 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.

### Accomplishments

- Approval of a responsible budget for fiscal year 2018 with minimal tax increase
- Continued improvement to the annual budget document to provide the taxpayer additional information about the budget process and contents of the proposed budget
- Initiated and participated in meetings with Regional School District 17 to open a dialogue to create a collaborative approach to developing long-term plans for the Town and School District
- Vice Chairman participated on the Charter Revision Commission as appointed by the First Selectman

### Board members

<b>Board Members</b>	<b>Alternate Members</b>
Joseph Centofanti – Chairman	James Bucko
Harlan Fredericksen – Vice Chairman	Robert McGarry
Christopher Alexy	Joanne Nesti
Marjorie DeBold	
Cheryl Haase – Secretary	
David Kapitulik	

## 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

- Review and approval of annual budget
- Approval of grants for various projects including \$200,000 to assess the contamination at the DOT site on Candlewood Hill Road funded through the State of CT Department of Economic Development Brownfield Grants.

### Board members

Lizz Milardo, First Selectman
Robert Duval
Sean Donlan

## 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.

- 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

### Accomplishments

Reviewed submitted applications for the following:

- Subdivision applications
- Special permits
- Site plan reviews
- Zone changes

In Tylerville, the commission designated a large parcel as Housing Opportunity District. This will allow for mutli-family development which provided diversity for young residents and empty nesters who want seek smaller housing in town.

Reviewed a number of public improvements for conformance with the 2007 POCD.

Finished the Tylerville Market Study Report that was conducted with a grant from the CT Main Street Center. This report is available on the town website [www.haddam.org](http://www.haddam.org).

### Board members

Jamin Laurenza, Chairman
Steve Bull, Vice Chairman
Robert Braren
Raul de Brigard
Chip Frey
Art Kohs
Michael Lagace, Secretary
Wayne Lapard
Carmelo Rosa
Ed Wallor

## 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.

### Board members

Robin Munster, Chairman
Marge Debold, Vice Chairman
Tom Berchulski
Margo Chase-Wells
Mary Hickish
Anthnoy Matterazzo
Neal Perron
Ken Wendt



## CAPITAL PLANNING COMMITTEE

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### Mission and Responsibilities

The Capital Planning Committee (CPC) is responsible for the review and analysis of the Town departments and agency capital requests as part of the Town's 10 year capital plan. The Committee comprised of five (5) members. The process begins with a letter from the First Selectman that is sent in September to each agency requesting the submission the department or agency capital requests/plan. The Town defines a capital item as an item that costs \$5,000 or more.

The Committee review each department or agency request, if necessary requests additional supporting documentation and often will request the department or agency to attend a meeting to discuss the request with the Committee as well as to respond to any question related to the request or plan.

The Committee then provide a recommendation for the current year funding of capital requests to the Board of Selectman's review and approval. Once approved by the Board of Selectman, the capital budget is submitted to the Board of Finance for review and approval.

### Accomplishments

- Reviewed capital request with various Town departments and agencies
- Visited Public Works Department and Fire Stations
- Worked with Boards of Selectmen and Finance to finalize plan
- Refined plan format

### Board members

Samuel D. Crum, Jr., Chairman
Jack Murphy
Joanne Nesti
Irwin Knafel
Jack Calhoun (Resigned 11/1/16)

## COMMITTEE ON AGING

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### Mission and Responsibilities

The Committee is an advocate for the senior residents of the Town.

### Accomplishments

During the 2016-2017 year the Haddam Committee on Aging (COA) met ten times, including once at High Meadows, our senior housing complex, and once at the Haddam Neck Fairground's office. All meetings were open to the public. We considered the activities of various groups that deal with the health, safety and welfare of Haddam's elderly. Our meetings included discussions with the Municipal Agent for the Elderly, Haddam Public Health, the director of the Haddam Senior Center, and the First Selectman. Members also assisted the Haddam-Killingworth Youth and Family Service at their Senior Expo in the fall. Some committee members volunteered at the Senior Center during the spring. There were three specific achievements during the year:

- The COA produced the "Haddam Senior Handbook 2017-2018" which provided access information about agencies concerned with senior needs. The Haddam Bulletin generously published it so that the information was received by all Haddam, Higganum, and Haddam Neck residences.
- A small brochure was produced that described the mission of the COA, its charges and meeting information, its members and access phone numbers. Distribution was through local public-access sites.
- In June, the COA sponsored the Annual Haddam Seniors' Picnic, open to all Haddam seniors. The well attended event was held at the Haddam Neck Fairgrounds and largely funded by the Town. The Haddam Neck Fair Association generously made contributions toward the event as did Regional School District 17 with transportation.

### Board members

Marjorie DeBold, Chairman
Jackie Crysler
Robert Waller
Susan Rutty
Thurston Clark
Susan DeCarli
Beth Hartke
Mary Lou Hager
Mark Lundgren
Gabrielle Marica
Gloria Maynard
Gloria Reiss
Adele Vynalek

## CONSERVATION COMMISSION

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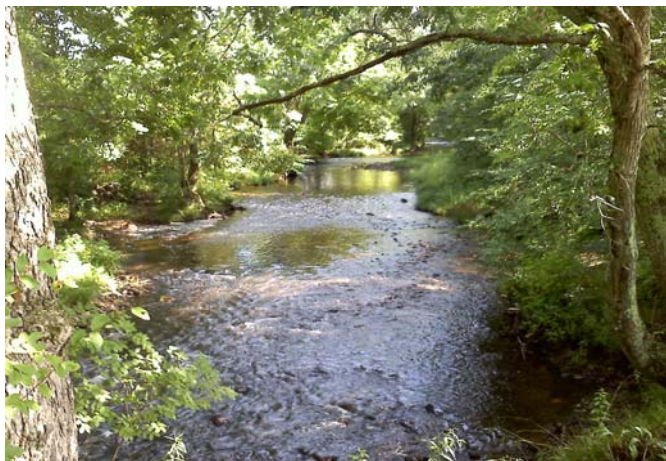
### Mission and Responsibilities

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

- Continue to progress Haddam's Open Space Plan, based on geographic information systems.
- Continue to identify and map all conservation easements granted to the Town of Haddam.
- Participate on the Haddam Plan of Conservation and Development team.
- Represent Haddam on the Salmon River Watershed Partnership.
- Supported the Haddam Land Trust's purchase of 136 acres in southern Haddam and contributed towards the purchase of a preserve sign.



### Board members

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

## ECONOMIC DEVELOPMENT COMMISSION

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### Mission and Responsibilities

Economic Development Commission, responsibility and goals are as follows:

- To promote business
- Establish a strong merchant base
- Assist our Town merchants & organizations
- Educate
- Community involvement to improve the quality of life

The Commission will update their mission and responsibilities once the new charter is approved in November 2017.

### Accomplishments

- Planned Haddam River Days (unfortunately was rained out).
- Assisted with the Haunted House at community center.
- Assisted with holiday party at space next to Higganum Pharmacy.
- Raised money for Mucket statues to be displayed at businesses throughout Haddam.
- Advocated funding to hire a part time Economic Development Coordinator to share with East Haddam.
- Commission members attended a building committee meeting where the consultant presented an update on the old jail project. The commission has been working to try and improve communication between various land use groups such as planning and zoning, building committee, etc.
- Hosted a meet and greet with the Economic Development Commission and local business owners.
- Explored the idea of creating a Haddam Merchants group.

### Board members

Cindy MacNeil Sola – Chairman
Steven Bayley – Vice Chairman
Kate Anderson – Treasurer
Ed Vynalek
Michael Farina
David Fleig
Lori Maggi
Joe Bergin
Brenda Hunter

## 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 other landscaping necessities
- To have such other powers and duties as the Town Meeting shall delegate to it
- Groups having permitted use of the facilities include:
  - Haddam Little League
  - Haddam-Killingworth Soccer Club
  - Haddam-Killingworth Recreation Department
  - Haddam-Killingworth Youth Lacrosse Association
  - CT Outlaws baseball program
  - Haddam's Middlesex over 40 Softball Association team

### Accomplishments

- Capital improvements at each facility designed for safety of the player participants and those who attend the games
- Administered the yearly contracts for maintenance of the facilities including lawn cutting, fertilization and other landscaping necessities.
- Completed updates to the playground at Great Hill and fence repairs to the playing fields at Great Hill
- Hosted the third annual Family Fun Night on the Higganum Green

### Board members

Dave Fleig, Chairman
Jason Lonergan
Mary Alice Hughes

## WETLANDS COMMISSION

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### 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).

### Accomplishments

The Commission held 5 regular meetings and 1 site walk meeting.

### Statistics

- 9 permit applications were submitted and approved
- The Wetlands Enforcement Officer received 10 applications and approved 10 permits

### Board members

Mark Stephens, Chairman	Gail Reynolds
Dan Iwanicki, Vice Chairman	Joe Stephens
Paul Best	Tom Worthley
Curt Chadwick	Joe Stephens
Dave Costa	
Jeremy DeCarli	

## 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
- Pick up injured/sick animals and transport to the veterinary hospital

### Accomplishments

- Animal Control investigated 262 roaming, nuisance, barking and animal cruelty complaints
- Animal Control investigated 12 dog bites
- Animal Control issued 5 Infraction Tickets
- Distributed donated pet food to the elderly/disabled

### Trainings:

- NWCO Refresher Class
- Connecticut Animal Control Officers Training Seminar
- Importation of Animals
- ACO Training (Changes in Law/Policy)
- Animal Hoarding Training

### Department Staff Members

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

### Mission and Responsibilities

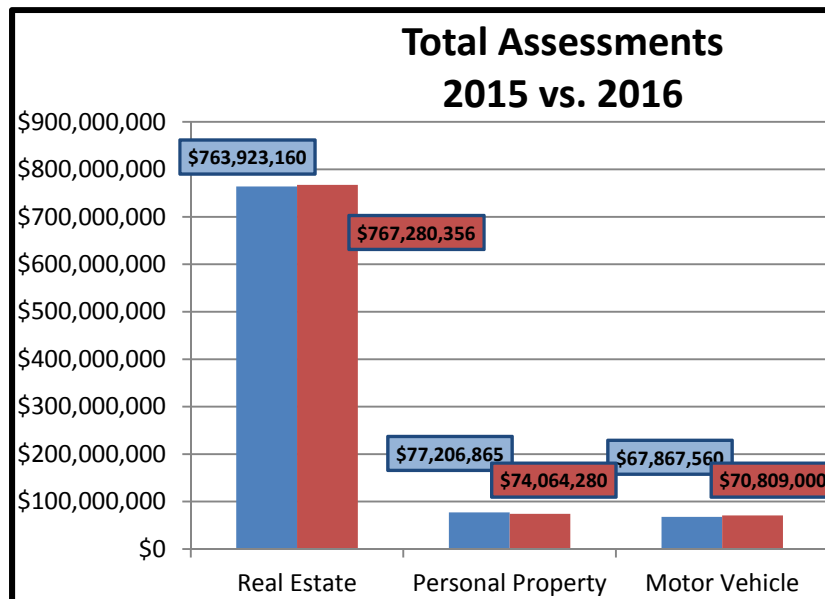
- The Assessor's Office is responsible for distributing the tax burden among all taxpayers within the Town of Haddam pursuant to Section 12 of the Connecticut General Statutes. We are tasked with ensuring that all property is assessed fairly and equitably.
- The office is responsible for the annual preparation of the Grand List. The Grand List is a compilation of all taxable property within the town limits – including motor vehicles, personal property and real estate.
- Process property exemptions whether by right or by application.
- Process property transfers

### Accomplishments

- Tammy Anderson celebrates her 8th year as a CCMA I;
- Jennifer Gauthier recently received her CCMA II by passing the 8 hour state required examination in October and is now a Certified Connecticut Municipal Assessor.

### Operational Statistics:

The following illustrations show the number of property accounts and their corresponding assessments; comparing the 2016 Grand List to the 2015 Grand List to give you a snapshot of the accounts that we are responsible for accurately assessing.

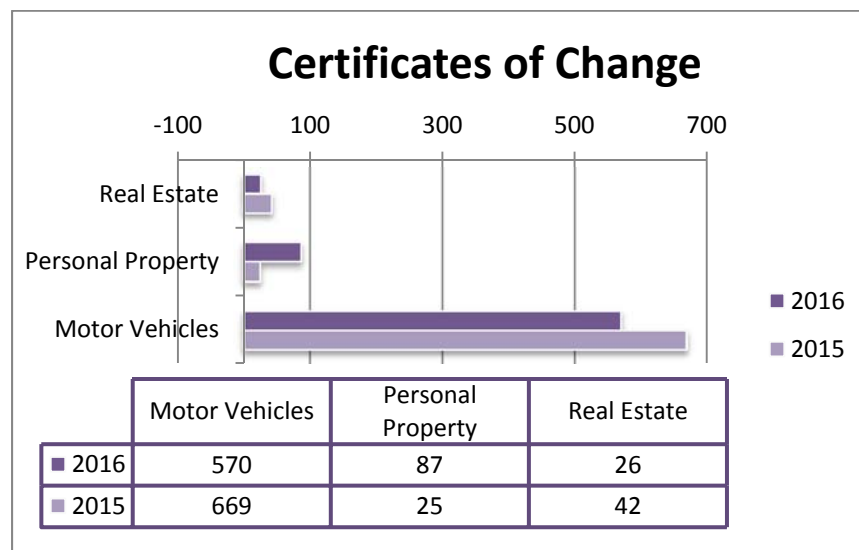




## ASSESSOR'S OFFICE

### Exemption Programs

- Veterans: 453 exemptions totaling \$1,322,070 in assessed value and \$41,896 in tax credits.
- Elderly and Totally Disabled: 83 taxpayers on the State Circuit Breaker Program who received \$46,400 in tax credits
- Elderly and Totally Disabled: 123 taxpayers enrolled in the Local Program who received \$69,250 in tax credits.
- Property exemptions, whether by right or by application: 376 individual property exemptions (all property classes) that totaled \$65,581,205 and equated to \$2,109,958 in tax credits.
- 151 building permits for 131 unique properties for the Building Department.
- Processed 357 property transfers that reported \$46,471,589 in aggregate sale prices.
- Processed 683 changes covering all three property classes.



### Department Staff Members

Jennifer Gauthier, Assessor CCMA II

Tammy Anderson, Assistant Assessor

## 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

- Completed a draft policy for accounting and recording of capital assets
- Continued to worked with the Selectman's Office to utilize the State of CT and Council of Governments bids to ensure the Town received the lowest cost for certain purchases

### Department Staff Members

Barbara Bertrand, Finance Director
Georgia Emanuel, Financial Coordinator

# 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

### Accomplishments:

#### Operations

- Received an upgrade from S&P to a AAA bond rating despite state financial conditions.
- Reduced overtime and stream lined employee job descriptions to decrease town payroll costs.
- Hired employees for the positions of Tax Assessor, Assistant Public Works Director and Public Works road crew
- Increased efficiency of Town operations by implementing Microsoft 365
- Transitioned the Town to a new Health District (CRAHD) as of July 2016

## FIRST SELECTMAN

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### Infrastructure

- Advanced the Tylerville potable water project to completion.
- Repaired and upgraded neglected town buildings via insurance claims or capital funding including Old Town Hall, Firehouse, Senior Center, Annex, Community Center and Veterans Museum.
- Initiated a formal road infrastructure plan
- Issued bonds totaling \$6,800,000 for road improvements
- Created and implemented a formal road infrastructure plan for all of our roads.
- Contracted with company to erect cell phone towers on two Town properties.

### Department Staff Members

Lizz Milardo, First Selectman
JoAnn E. Ricciardelli, First Selectman's Assistant

## 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 and State Codes. Our scope of work goes much deeper when you consider infrastructure development with roads and utilities, property development laws, interpretation of State Codes and Town Regulations, economic development and coordination with other agencies such as the State Building Official and Fire Marshal, DOT, OPM, DPH and DEEP.
- The Land Use Department serves as staff to the following Town Commissions:
  - Wetlands Commission, Buildings Committee
  - POCD Advisory 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

- Worked with Town departments and agencies to advance several projects. This includes working with DPH and DEEP to fund a public water main in Tylerville. In June, 2017 the DEEP held a public hearing to present the findings in the Tylerville Water Alternatives Analysis. This was a critical milestone in moving forward with the appropriation of funding for this project.
- Worked with the POCD Advisory Committee to update the Town's guiding document the Plan of Conservation and Development (POCD) The POCD Advisory Committee and other volunteers updated the Plan of Conservation and Development based upon the input received from three public workshops.
- The Buildings Committee continued its work on the Jail and the former DOT Garage in Higganum. Consultants Fuss and O'Neill presented a plan to remediate the contamination in the Jail and prepare the site for redevelopment. The Town of Haddam was awarded a grant of \$200,000 to assess the contamination at the DOT site on Candlewood Hill Road. Both of these projects have been funded through the State of CT Department of Economic Development Brownfield Grants.

## LAND USE AND BUILDING DEPARTMENT

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- Followed up on a number of planning studies in Tylerville, the Haddam was awarded a 2017 Transportation Alternative Federal Grant in the amount of \$1,600,000 to design and construct sidewalks along the south side of Bridge Road. We expect the design for this project to begin in early 2018.

### 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	Type of Permit	Number of Permits Issued
Blasting Permits	5	Inland Wetlands Permits	19
Building Permits	190	Plumbing Permits	50
Chimney Permits	38	Site Plan Modification	1
Demolition Permits	7	Special Permit	5
DW Permit	9	Subdivision	1
Electrical Permits	141	Variance	6
Health / CRAHD Permits	118	Zoning Permits	75
Heating/Mechanical Permits	122	Zoning Map Change	5
Resubdivisions	1		
		<b>TOTAL</b>	<b>792</b>

### Department Staff Members

Liz Glidden, Town Planner
Jim Puska, Part Time Wetlands and Zoning Officer
Gary Vivian, Building Official
Diane Murphy, Administrative Coordinators
Maureen Tary, Administrative Coordinators
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.

### Accomplishments

- The new software program, Emergency Reporting, has been in operation for a full year and has been a very productive and successful addition. It is a web based program that tracks data from each call for assistance and responding personnel and apparatus. This is used to develop Incident Reports for the NFIRS system mentioned above. The software also documents inspections and permits issued by the FM. NFIRS reporting has been greatly simplified. In the coming year, we will be implementing a new Emergency Reporting module which enables the Fire Marshal to use a tablet in the field to document inspections.
- There has been a great deal of focus on safety and use of Personal Protective Equipment in the Fire Services. This year, updated equipment was purchased to stay current and safe.
- In addition to the day to day work, all Fire Marshals must maintain their certification by attending 90 hours of continuing education training over a three year cycle. I completed my requirement in this past year and both Scott Brookes and Chris Gamache, my deputies have added to their credits. We were the host for 4 of the classes provided by the State Fire Marshal at Haddam Station 1.

## FIRE MARSHAL

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### Statistics

- 49 inspections for code compliance and various permits
- 11 fire or Hazardous Materials investigations. (All of those incidents were designated as accidental or undetermined)
- There were no suspected incendiary fires this year
- 1 structure fire with significant damage
- Over 24 hours of my time was dedicated to training and the learning curve on Emergency Reporting.
- 16 hours of continuing education and my certification was renewed in March for another 3 years.
- Deputy Fire Marshal Chris Gamache assisted with numerous inspections and fire investigations.

### Department Staff Members

William Robbins, Fire Marshal
Chris Gamache, Deputy Fire Marshal
Scott Brookes, Deputy Fire Marshal
Neal Perron – Assists with Burning Official Responsibilities



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

### Accomplishments

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

- Orchard Road
- Walkley Hill Road
- Hazen Road
- Hayden Hill Road
- Island Dock Road
- Church Hill Road
- Hidden Lake Road
- Old Ponsett Road
- Foot Hills Road
- Little City Road
- Candlewood Hill Road

These roads were equivalent to 116,940 square yards of milling and 16,329.51 tons of new asphalt.

Other projects that were completed include: Dish Mill Road Bridge Project and McTigh Road Reconstruction Project, Phase I.

### Department Staff Members

Christopher Corsa, Assistant Director of Public Works
Pete Santoro, Foreman
9 Full Time employees
2 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.

The Registrars of Voters in Connecticut are now certified, with additional 10 hours of training and education required through-out the year.

### Accomplishments

- The Registrar's of Voters administered the Presidential Election on November 8, 2016.
- Haddam Regional School District #17 Referendum on December 13, 2016.
- Haddam Regional School District #17 Referendum on May 2, 2017.

In conjunction with these voting sessions, the Registrars administered:

- Voting sessions at "The Saybrook" Assisted Living/Retirement Community
- Conducted our annual Haddam/Killingworth High School Registration session on March 29, 2017. Present were the Registrar of Voters from Haddam and Killingworth and the First Selectmen from Haddam and Killingworth.
- Attended conferences and training sessions to update Registrars and our Deputy Registrars on new technology and legislative requirements of the Connecticut General Assembly and Secretary of the State's Office
- Hosted the Middlesex County Registrar of Voters meetings throughout the year
- Updated our Moderators Training and had them attend training sessions which are set-up by the Secretary of State. For each election and referendum, we need three moderators for our polls. The Moderator's certificate is valid for 2 years.

### Statistics

- The current voter list includes 5,925 voters

### Department Staff Members

Raymond Skarsten
Saralyn Twomey

## SENIOR CENTER

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### Mission and Responsibilities

The Haddam Senior Center is a family-friendly, non-denominational gathering space, designed to promote the social, intellectual, and physical well-being of adults 60 and older within the community by providing an array of programs as well as information and access to local services. In addition, the Haddam Senior Center serves as a congregate meal site, offering seniors the option of a prepared, well-balanced, affordable lunch in a comfortable community setting.

### Accomplishments

- An increase in program offerings, with the addition of activities such as art therapy & mindful meditation, and enrichment through exchanges with Haddam's youth (i.e. pen pal program and HKHS 18-21 program).
- A strong response to the budgeting issues with the new meal provider, CRT (Community Renewal Team), that resulted in inconsistencies and cuts in the Center's Congregate Café service, to which the former director, First Selectman, and the community took action through fundraising efforts, application of grants, and use of volunteers to create minimum disruption to the meal program.

### Department Staff Members

Shannon Buganski, Senior Center Manager
Eleanor Farrell, Municipal Agent
Diane Gondek, Senior Van Driver

## TAX COLLECTOR

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### Mission and Responsibilities

The Tax Office is responsible for the following:

- Billing, collecting, and crediting of taxes and related tasks
- Maintaining computerized tax records
- Receives and processing post mail or walk-in payments
- Processes certificates of corrections, (COC), pro-rates, and added bills submitted by the Assessor.
- Maintains audit trail files. Balance collections and accounts daily
- Computes, prepares, and processes tax refund forms with subsequent manual and computer follow-up procedures
- Computes and processes partial payment receipts
- Provides up to date payment information for escrow companies, title searches and residents
- Provides information to DMV for delinquent put-on and take-off of MV records

### Accomplishments

- The Tax Office continues to have a collection rate of 99.0% or better for the last 3 years.
- Due to the staffing increase we were able to send delinquent notices multiple times during the year which increased delinquent collections.
- Implemented procedures to allow the office to accept credit card payments.
- We now have Dunbar pick up deposits on a weekly basis.
- Implement a lock box collection system for the collection month of July and January. This increased the timing of the processing of payments, deposit of collection and strengthened internal controls.
- Conducted the Town's first tax sale selling two properties. In addition, as a result of the sale, we increased our delinquent collections when owners of some of the properties paid their taxes to avoid the sale.

### Statistics

- For the 2015 Grand List collected \$28,043,804 including tax, interest, lien and fees collected.
- Delinquent taxes collected was \$279,142 including tax, interest, lien and fees
- Mailed 4,411 real estate bills, 528 personal property bills, 10,131 motor vehicle bills and 1,608 motor vehicle supplemental

### Department Staff Members

Kristin Battistoni, Tax Collector
Tracy Thompson, Assistant 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	<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

#### Certification of Town Votes

- 5 Town meetings
- 2 Referendums
- 3 Elections/primaries
- 1 Annual meeting
- 1 Ordinance approved (\$6,648,000)



**WINNERS OF THE DOG RAFFLE  
ERIN MCNAMARA & ARGOS  
WITH TOWN CLERK, SCOTT BROOKES AND  
FIRST SELECTWOMAN, LIZZ MILARDO**

## TOWN CLERK

### Statistics

Document Type	Number Issued		Number Issued
ADMINISTRATOR'S DEED	1	POWER OF ATTORNEY	13
ATTACHMENT	1	EASEMENTS	15
DECLARATION	1	MORTGAGE MODIFICATIONS	8
FIDUCIARY'S DEED	3	AFFIDAVIT	19
FOREST FARM & OPEN SPACE	5	JUDGMENT LIEN	23
MECHANIC'S LIEN	1	LEASE/NOTICE OF LEASE	12
LIENS	1	UCC	26
CEMETERY DEEDS	3	PROBATE CERTIFICATE	21
CERTIFICATE	2	TAX LIENS	129
COMMITTEE DEED	1	NOTARY	27
SUBORDINATION AGREEMENT	6	TAX CERTIFICATE	47
DEED	2	MAPS	30
NOTICE OF LEVY	12	TRADE NAME	31
NOTICE	15	RELEASE OF TAX LIENS	88
VARIANCES	3	LIS PENDENS	37
KENNEL LICENSES	8	ASSIGNMENT OF MORTGAGE	38
ORDER	1	DEATH	21
AGREEMENTS	2	BIRTHS	63
FORECLOSURE	29	QUIT CLAIM DEEDS	93
TRUSTEE DEED	13	MARRIAGE	109
CERTIFICATE OF DEVISE	5	WARRANTY DEED	143
CERTIFICATE OF FORCLOSURE	12	RELEASE OF LIENS	38
VETERANS DISCHARGES	10	RELEASE OF MORTGAGE	382
LIQUOR PERMITS	6	MORTGAGE DEEDS	332
CHANGE OF NAME	8	SPORTMANS LICENSES	476
EXECUTOR'S DEED	1	DOG LICENSES	1,000
TRANSFER STATION PASSES	2,351		

### Department Staff Members

Scott Brookes, Town Clerk
Ann Riebold, Assistant Town Clerk

## TREASURER

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### Mission and Responsibilities

The Treasurer has the following responsibilities:

- Oversee the cash flow and cash management programs of the Town
- Coordinates investment planning with the First Selectman and Board of Selectmen
- Performs duties according to the State of Connecticut General Statutes.
- Trustee for the Town and Fire Department pension plans.
- Reviews and signs documents related to the issuance of bonds.
- Verifies accounting entries, reconciliation of bank accounts

### Department Staff Members

Robin Munster, Treasurer
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## BOARD AND COMMITTEE MEMBER MEETING ATTENDANCE

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### Elected Boards

#### Board of Finance

Name	Meetings Attended	Meetings as a Member
Joseph Centofanti	15	15
Harlan Frederickson	13	15
David Kapitulik	8	15
Cheryl Haase	9	15
James Bucko (resigned in May 2017)	0	14
David Challenger (Replaced Jim Bucko)	1	1
Robert McGarry	14	15
Joanne Nesti	14	15
Marjorie DeBold	13	15
Christopher Alexy	8	15

#### Board of Selectman

Name	Meetings Attended	Meetings as a Member
Lizz Milardo	28	28
Robert Duval	26	28
Sean Donlan	26	28

#### Planning & Zoning Commission

Name	Meetings Attended	Meetings as a Member
Steve Bull	16	17
Art Kohs	14	17
Michael Lagace	13	17
Jamin Laurenza	14	17
Wayne LePard	15	17
Carmelo Rosa	13	17
Ed Wallor	15	17
Bob Braren	11	17
Raul De Brigard	10	17
Chip Frey	10	17



## BOARD AND COMMITTEE MEMBER MEETING ATTENDANCE

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### Zoning Board of Appeals

Name	Meetings Attended	Meetings as a Member
Berchulski	7	7
Chase-Wells	3	7
DeBold	6	7
Hickish	6	7
Matterazzo	6	7
Munster	5	7
Perron	4	7
Wendt	4	7

### Appointed Boards

#### Capital Planning Committee

Name	Meetings Attended	Meetings as a Member
Crum	5	5
Murphy	5	5
Nesti	5	5
Knafel	3	5
Calhoun (Resigned 11/1/16)	2	5

#### Conservation Commission

Name	Meetings Attended	Meetings as a Member
Walter Bragoni	5	7
Ian Gibson	1	7
Mardi Hanson	7	7
Gail Reynolds	7	7
Tom Worthley	4	7

### Economic Development Commission

Name	Meetings Attended	Meetings as a Member
Kate Anderson	9	10
Steve Bayley	9	10
Joe Bergin	4	10
Mike Farina	7	10
David Fleig	7	10
Brenda Hunter (resigned 5/15/17)	5	9
Lori Maggi	8	10
Cindy McNeil Sola	9	10
Ed Vynalek	0	10

### Wetlands Commission

Name	Meetings Attended	Meetings as a Member
Paul Best	4	5
Curt Chadwick	4	5
Dave Costa	4	5
Jeremy DeCarli	1	5
Dan Iwanicki	2	5
Gail Reynolds	3	5
Joe Stephens	3	5
Mark Stephens	4	5
Tom Worthley	1	5

## 2016-2017 EXPENDITURE BUDGET AND ACTUAL

	<b>Budgeted Amounts</b>			<b>Variance With</b>
	<b>Original</b>	<b>Final</b>	<b>Actual</b>	<b>Final Budget</b>
General Government:				
Selectman's office	\$ 188,613	\$ 193,869	\$ 193,822	\$ 47
Finance department	124,314	129,811	129,811	-
Probate court	2,661	2,661	2,660	1
Elections	53,980	53,980	51,681	2,299
Board of finance	43,995	43,995	41,326	2,669
Assessor	120,536	126,230	126,229	1
Board of assessment appeals	310	310	-	310
Tax collector's office	78,927	78,927	75,892	3,035
Treasurer's office	16,379	16,379	16,332	47
Town counsel	60,000	84,811	84,811	-
Town clerk	107,389	107,389	107,367	22
Public buildings	307,474	266,372	266,020	352
Planning and zoning	10,054	10,054	9,625	429
Zoning board of appeals	110	110	110	-
Engineering department	50,000	32,764	32,764	-
Wetlands	100	100	-	100
Central services	119,751	119,751	119,433	318
Insurance and other benefits	1,093,765	1,074,246	1,049,872	24,374
Economic development	2,000	6,000	2,582	3,418
Land use offices	276,306	267,323	267,323	-
Conservation	1,500	1,500	1,500	-
Contingency	100,000	-	-	-
<b>Total general government</b>	<b>2,758,164</b>	<b>2,616,582</b>	<b>2,579,160</b>	<b>37,422</b>
Public Safety:				
Fire protection	220,158	172,418	172,418	-
Police	395,286	362,255	362,255	-
Animal control	24,680	24,680	18,591	6,089
Emergency management	5,819	5,819	50	5,769
Fire marshal	19,951	19,951	17,868	2,083
Dispatch services	116,637	116,637	113,952	2,685
<b>Total public safety</b>	<b>782,531</b>	<b>701,760</b>	<b>685,134</b>	<b>16,626</b>
Public Works:				
General labor	611,375	541,344	541,344	-
General maintenance	453,000	315,320	315,318	2
Town garage	45,500	42,879	42,879	-
Snow and ice removal	363,000	234,416	234,416	-
Fire hydrants	3,000	3,000	401	2,599
Solid waste disposal	329,500	296,976	282,193	14,783
Tree maintenance	90,000	39,100	36,600	2,500
<b>Total public works</b>	<b>1,895,375</b>	<b>1,473,035</b>	<b>1,453,151</b>	<b>19,884</b>

## 2016-2017 EXPENDITURE BUDGET AND ACTUAL

	<b>Budgeted Amounts</b>			<b>Variance With</b>
	<b>Original</b>	<b>Final</b>	<b>Actual</b>	<b>Final Budget</b>
Health and Welfare:				
Senior center	\$ 40,679	\$ 40,679	\$ 40,612	\$ 67
Health district	80,165	80,165	79,971	194
Public health	73,665	73,665	73,665	-
Social services	80,000	80,000	80,000	-
Transportation for the elderly	44,570	44,570	43,473	1,097
Water pollution & control	8,000	8,000	7,931	69
Ambulance services	133,333	133,346	133,346	-
Total health and welfare	460,412	460,425	458,998	1,427
Culture and Recreation:				
Haddam park and recreation commission	65,100	65,100	47,405	17,695
Regional recreational authority	109,886	109,886	109,886	-
Culture and recreation	354,981	354,981	354,735	246
Community organizations	6,000	6,000	5,500	500
Total culture and recreation	535,967	535,967	517,526	18,441
Education	23,682,299	23,682,299	23,682,299	-
Debt Service	217,787	217,787	217,787	-
Total Expenditures	30,332,535	29,687,855	29,594,055	93,800
Other Financing Uses:				
Transfers out	1,125,478	1,770,158	1,770,158	-
Total Expenditures and Other Financing Uses	\$31,458,013	\$ 31,458,013	\$ 31,364,213	\$ 93,800