
Town of Haddam, CT

Annual Report

2017 – 2018





TOWN OF HADDAM, CT

2017-2018 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 2017 the Board heard 9 motor vehicle appeals
- In March 2018 the Board held 26 hearings for the following types of appeals

Real Estate	18
Personal Property	6
Motor Vehicle Supplemental	2

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

Board members

Jo Ann R. Woickelman, Chairman
Tanja Moriarty
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.

Accomplishments

- Approval of a responsible budget for fiscal year 2019 with no 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

Board members

Board Members	Alternate Members
Joseph Centofanti – Chairman	David Challenger
Harlan Fredericksen – Vice Chairman	Robert McGarry
Christopher Alexy	Joanne Nesti
Marjorie DeBold (July – October)	
Cheryl Haase – Secretary	
David Kapitulik	
Mark Lundgren (November – June)	

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

- Passed the 2018 – 2019 budget

Board members

Lizz Milardo, First Selectman
Larry Maggi
Melissa Schlag

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

Accomplishments

Reviewed submitted applications for the following:

- Subdivision applications
- Special permits
- Site plan reviews
- Adopted 2018 POCD
- Zoning regulations were reviewed, updated and adopted and implemented in the 2018 POCD
- The Commission adopted new Tylerville Village Regulations for the Tylerville area that are commercial zoning regulations that will allow denser development in that Village and will add some design standards for new buildings.

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

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

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
Anthony Matterazzo
Neal Perron
Ken Wendt
Margo Chase-Wells
Bill Iselin
Jessica Labbe

CAPITAL PLANNING COMMITTEE

Mission and Responsibilities

The Capital Planning Committee (CPC) is a working group comprised of five (5) members reporting to the Boards of Selectmen and Finance. Detailed background information regarding capital requests for expenditures in the amount of \$5,000 or more for the 10-year period 2016 to 2026 is requested from each agency. A letter from the First Selectman is sent to each agency chairman asking for their capital requests in September.

This information is processed and reviewed by the CPC. Agencies that submitted capital requests are then invited to meet with the CPC to clarify and provide any additional backup information. The CPC formulates the Town of Haddam Capital Plan by priority and agency requests. The plan is then presented to the Boards of Selectmen and Finance for final review.

Accomplishments

- Visited Public Works garage and Fire Stations
- Refined Plan format

Board members

Samuel D. Crum, Jr., Chairman
Jack Murphy
Joanne Nesti
Irwin Knafel

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.

Accomplishments

- Senior Expo
- Committee on Aging brochures
- Emergency Preparedness flyers
- Emergency Kit checklist
- Annual Senior picnic

Board members

Mary Lou Hager, Chairperson
Thurston Clark, Vice Chairperson
Susan Ritty, Treasurer
Robert Waller, Secretary
Jackie Crysler
Marge DeBold
Susan DeCarli
Beth Hartke
Mary Pierce
Gloria Maynard
Adele Vynalek

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

- Continue to progress Haddam's Open Space Plan, based on geographic information systems.
- Collaborated with Town Planner to select vendor to map all conservation easements granted to the Town of Haddam. Provide information to vendor on an ongoing basis. (A conservation easement is a voluntary legal agreement between a landowner and land trust or government agency that permanently limits uses of the land to protect its conservation values. Landowners retain many of their rights, including the right to own and use the land, sell it and pass it on to their heirs. It is the job of the grantee to make sure that the restrictions described in the easement are satisfied)
- Participates as major stakeholder on the Haddam Plan of Conservation and Development team.
- Represent Haddam on the Salmon River Watershed Partnership project.



Board members

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

Accomplishments

- Part-time EDC coordinator was hired in April 2018 per recommendation by EDC to Board of Selectman
- Adopted new mission statement (March 2018)
- Market on the Green (former farmer's market) revitalized summer 2018 along with various Sunday markets throughout the year
- Piloted "yoga on the green" summer 2018
- Downtown Higganum decorated for the holidays, winter 2018
- Haddam River Days sponsored by EDC a success in September 2017
- Expanded presence on town website page including 'available properties' page
- Started Facebook page to advertise local businesses and events

Board members

Kate Anderson – Chairman
Prem Aithal
Rudy Sturk
Cindy MacNeil Sola
Michael Farina
David Fleig
Lori Maggi
Steven Bayley
Megan Mularski
Lori Tharin

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
- 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, supported the State Little League Regionals at Great Hill
- Hosted the fourth annual Family Fun Night on the Higganum Green
- Commission has begun assessing new opportunities which will be presented as part of the FY 19-20 budget presentation.

Board members

Dave Fleig, Chairman
Jason Lonergan
Mary Alice Hughes
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).

Accomplishments

- Met for 6 regular meetings and 1 site walk meeting.

Statistics

- 3 permit applications were submitted, approved 1 and denied 0
- The Wetlands Enforcement Officer received 7 applications and approved 7 permits

Board members

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

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

Accomplishments

- Animal Control investigated 299 roaming, nuisance, barking and animal cruelty complaints
- Animal Control investigated 24 dog bites
- Animal Control issued 16 Infraction Tickets
- Animal Control made 2 Misdemeanor Summons Arrests
- Distributed donated pet food to residents in need.

Trainings:

- 9/21/17 Connecticut Animal Control Officer Training Seminar
- 3/27/18 Assessing the Behavior of Shelter Dogs
- 5/5/18 Large Animal Response Emergency Training
- 5/30/18 Investigating and prosecuting Animal Cruelty Cases

Department Staff Members

Daun Kowalski, Animal Control Officer

ASSESSOR

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

- Preparing for the October 1, 2020 revaluation which will be a full list and measure and will start the collection of data next year.
- Revaluations are conducted in order to return all properties to current market values and establish uniformity in property valuations. Changing economic conditions are the driving force to the real estate market and it is important to re-establish equity and fairness of assessments and this is the job of the revaluation.
- Tammy Anderson was appointed Assessor in May 2018.
- Deborah Copp was hired as Assistant Assessor in June 2018

Operational Statistics:

- The Grand List for October 1, 2017 resulted in a total net figure of \$948,517,747 after adjustments from the Board of Assessment Appeals (BAA).
- The Assessor's Office administers the Veteran's Exemption, Additional Veteran's Exemptions, Disabled and Blind Programs which currently affect 469 homeowner accounts.
- The Assessor's Office administers the State and Local Elderly Homeowners' Program which currently affects 132 homeowner accounts. Filing time is February 1st – May 15th.
- From July 1, 2017 through June 30, 2018, our office processed hundreds of Motor Vehicle updates and/or corrections for Haddam taxpayers.

Department Staff Members

Tammy Anderson, Assessor
Debbie Copp, Assistant Assessor

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

- Purchase of new capital asset accounting software to be implemented in fiscal year 2019
- Continued preliminary evaluation of new financial software

Department Staff Members

Barbara Bertrand, Finance Director
Georgia Emanuel, Financial Coordinator

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

Accomplishments:

- Negotiated with DEEP, OPM and DPH receiving additional funding of 5.5 million for a total of 7.3 million to begin the Tylerville Water Project
- Updated the town pension plan and created new 457 Plan
- Updated town charter from December 5, 2002 to December 7, 2017

FIRST SELECTMAN

Accomplishments:

- Resolved the bankruptcy of Nason group and took ownership of open space property and remaining building lots
- Implemented a formal road infrastructure plan to identify all road conditions for planning and financing in the future.
- Continuance of road improvements from bonding
- Hired Economic Development Coordinator to work with local businesses and attract new business
- Implemented an Infrastructure Committee to finalize the sewer options in Higganum Center
- Worked with Tax Collector to acquire Higganum Cove for the Town of Haddam
- Created Haddam's own Social Services Department and increased services
- Declared State of Emergency for Ice Dams on CT River and opened Emergency Operations Center and Shelter for spring snow storm due to significant power outages.
- ADA improvements to Haddam Senior Center
- Improvements to Veteran's Museum, Community Center, Annex and Town Hall
- Promoted Assistant Tax Assessor to Tax Assessor
- Hired New Fire Marshall and Assistant along with new Assistant for Emergency Operations
- Hired Accounting clerk upon retirement of Finance Coordinator
- Provide Verizon boosters for security along 154 corridor for town buildings and local businesses

Department Staff Members

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

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

- Finalized an agreement with the State DEEP to extend the water main in Tylerville
- Completion of the 2018 POCD
- Drafted a Federal DOT BUILD grant for a sidewalk across the historic swing bridge
- Implemented a new permitting software
- Supported the Brownfields assessment of the Jail and the former DOT facility
- Maintained the Geographic Information System
- Processed and inspected multiple permits and projects
- Haddam was awarded a 2017 Transportation Alternative Federal Grant in the amount of \$1.6 million dollars to design and construct sidewalks along the south side of Bridge Road. Design has begun and we expect construction to begin in 2020.

LAND USE AND BUILDING DEPARTMENT

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	213
Demolition Permits	3
Electrical Permits	156
Mechanical Permits	142
Inland Wetlands Permits	11
Plumbing Permits	57
Site Plan Modification	8
Zoning Permits	3
TOTAL:	593

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

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

- CGI Outdoor warehouse located on Killingworth Road
- Large project requiring the building to have a sprinkler system due to its size. This project has been underway for well over a year.
- Multiple simultaneous projects at the Haddam Killingworth High School including the solar array installation, auditorium renovation and furnace replacement.

Statistics

- Approximately 15 to 20 burning permits to residents requiring a site visit to inspect the brush to be burned
- Responded to several burning complaints to residences without permits
- Performed 20-25 inspections of businesses in the town for code compliance.

Department Staff Members

Chris Gamache, Fire Marshal (April 1, 2018)
William Robbins, Deputy Fire Marshal (April 1, 2018)
Kevin Griffith, Deputy Fire Marshal
Scott Brookes, 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 including routine maintenance and street sweeping
- Storm water
- Snow and ice operations
- Transfer Station operations
- Assisting with special town projects and town buildings and grounds.

Accomplishments

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

- Completion of the Park Road and Park Road Ext. Reconstruction Project
- Bartman Road Reconstruction and Phase 2 (in-house drainage) milling/paving
- Pokorny Road Drainage initiated (in-house)
- Clarkhurst Road Pedestrian Bridge Reconstruction
- Drainage Improvement: -
 - Thayer Road/Thayer Road Ext.
 - Haddam Neck – Quarry Hill Road, Cove Road, and Rock Landing Road
 - Old County #1, Pokorny Road, Turkey Hill Road
- Crack sealing throughout town
- Chip sealing – Ranger Road, Filley Road, and Weiss Road
- Bolstered our fleet with the purchase of an excavator, mini-loader, and 6-wheel dump truck
- Obtained a comprehensive road condition assessment for maintenance and capital planning
- Building improvements made at:
 - Old Town Hall/Masons Building (Window Restoration) –
 - Senior Center – Handicapped Bathroom Renovations –
 - Public Works – Epoxy Floors

Operational Statistics:

- Responded to 23 snow/ice events extending into April (4/2/18)

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

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 Registrars of Voters administered the:

- Judge of Probate Republican Primary on September 12, 2017
- Haddam Municipal Election on November 7, 2017
- Haddam Regional School District #17 Referendum on May 8, 2018

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 at Haddam Killingworth High School on April 11, 2018.
- 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, 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"
- 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.

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

Statistics

- The current voter list includes 5,998 voters

Department Staff Members

Raymond Skarsten
Saralyn Twomey

SENIOR CENTER

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

- The Nutrition Program, in collaboration with Community Renewal Team (CRT), was restored to a five day a week schedule (September-May) and remained available three days a week during the summer months (June-August).
- Roughly 2,000 meals were served by CRT during the 2017-2018 fiscal year- note this does not include any special occasion meals.
- The main hall of the Center was painted by volunteers from Eversource Energy. In addition, Eversource presented the Center with a grant in the amount of \$1,500 towards the Senior Nutrition Fund.
- New signage went up roadside, clearly identifying the Senior Center.
- Both of the bathrooms were remodeled, making one of them ADA compliant.
- New programs (i.e. educational presentations, health services, and clubs) were introduced to Haddam seniors, in addition to continuing old favorites (i.e. Tai Chi, Bingo, Setback).

Department Staff Members

Shannon Buganski, Senior Center Manager
Diane Gondek, Senior Van Driver

SOCIAL SERVICES | MUNICIPAL AGENT FOR THE ELDERLY

Mission and Responsibilities:

Our office's mission 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.

Accomplishments:

- Created the Emergency Clothing Bank that services all ages of the community
- Created a Giving Garden that resides at the social service building
- Implemented the Neighborhood Garden Sharing program
- Created emergency kits and checklist to help prepare the community during emergency times.
- The Emergency Food Bank has added a freezer this past year to increase our variety of healthy food choices for those in need.

Operational Statistics:

- The Emergency Food Bank assisted 373 adults and 176 children
- The Emergency Fuel Bank has serviced a total of 46 families
- The Emergency Clothing Bank has serviced a total of 148 individuals

Notes:

Training:

- Certification in Gerontology DCF
- Mandated Reporter Training Certification
- Certification in Blood Borne Pathogens

Department Staff Members:

Jessica Condil, Social Services Coordinator Municipal Agent for the Elderly

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 a very high collection rate.
- Delinquent notices were sent multiple times a year increasing collections.
- Credit card payments are now accepted
- We now have Dunbar pick up deposits on a weekly basis.
- A lock box systems was implemented during the collection periods. This helps process payments in a timely manner.
- On January 30, 2018 held a tax sale which resulted in the town obtaining ownership of The Higganum Cove Property.
- Due to the continued use of the tax sale option, many residents are aware of our policy and pay in a timelier manner.

Statistics

- On the 2016 Grand List \$28,881,856.77 was collected. This figure includes tax, interest, liens and fees.
- From the 2015-2005 grand lists \$219,888.98 was collected. This figure includes tax, interest, liens and fees.
- A total of \$158,373.71 was refunded.
- We mailed 4,192 real estate bills, 555 personal property bills, 10,343 motor vehicle bills and 1,666 motor vehicle supplemental bills.

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	<u>Other Services and Responsibilities</u>
Minutes of Board and Commission meeting	
Record and book maintenance	
Terms of elected officials	
Town Charter and Ordinances	
Resignation and appointment of elected officials	

Accomplishments

- 10 Town meetings
- 1 Referendums
- 1 Elections
- 1 primary
- 1 Annual meeting
- 4 Ordinances approved – Amend Chapter 52 Building Construction Fees, Repeal Chapter 52-13 regarding waiver of Building Permit Fees, Approve Groundwater Management Zone in Tylerville, Authorizing Appropriation of \$7,300.00 for Groundwater Management Zone in Tylerville.

TOWN CLERK

Statistics

AFFIDAVIT	20	MARRIAGE	113
AGREEMENTS	2	MECHANIC'S LIEN	3
ASSIGNMENT OF DECLARATION	1	MODIFICATION AGREEMENT	3
ASSIGNMENT OF LEASES & RENTALS	2	MORTGAGE DEEDS	274
ASSIGNMENT OF MORTGAGE	38	MORTGAGE MODIFICATIONS	12
ATTACHMENT	2	NOTARY	34
BIRTHS	76	NOTICE	5
CEMETERY DEEDS	4	NOTICE OF LEVY	13
CERTIFICATE OF CONSERVATORSHIP	1	ORDER	2
CERTIFICATE OF DEVISE	5	PERMIT	6
CERTIFICATE OF FORCLOSURE	12	POWER OF ATTORNEY	14
CHANGE OF NAME	5	PROBATE CERTIFICATE	16
COLLATERAL	1	QUIT CLAIM DEEDS	64
COMMITTEE DEED	2	RELEASE	24
CONSERVATOR'S DEED	1	RELEASE OF ASSIGNMENT	2
DEATH	63	RELEASE OF JUDGEMENT	14
DECLARATION	2	RELEASE OF LIENS	38
DEED DISTRIBUTION	2	RELEASE OF MORTGAGE	315
DOG LICENSES	952	RELEASE OF TAX LIENS	25
EASEMENTS	8	SPORTSMANS LICENSES	535
EXECUTOR'S DEED	4	SUBORDINATION AGREEMENT	4
FIDUCIARY'S DEED	6	TAX CERTIFICATE	33
FORECLOSURE FORM #1	23	TAX COLLECTOR'S DEED	2
FORECLOSURE FORM #2 and UPDATE	12	TAX LIENS	128
FOREST FARM & OPEN SPACE	17	TRADE NAME	25
JUDGMENT LIEN	8	TRANSFER STATION PASSES	2,083
KENNEL LICENSES	10	TRUSTEE DEED	7
LIENS	9	UCC	32
LIQUOR PERMITS	12	VARIANCES	3
LIS PENDENS	22	VETERANS DISCHARGES	21
MAPS	27	WARRANTY DEED	139

Department Staff Members

Scott Brookes, Town Clerk
Ann Riebold, Assistant Town Clerk

TREASURER

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

Accomplishments:

- Implemented an investment strategy in coordination with Finance Director

Department Staff Members

Robin Munster, Treasurer

BOARD AND COMMITTEE MEMBER MEETING ATTENDANCE

Elected Boards

Board of Finance

Name	Meetings Attended	Meetings Held
Joseph Centofanti	15	15
Harlan Frederickson	13	15
David Kapitulik	11	15
Cheryl Haase	11	15
Robert McGarry	11	15
Joanne Nesti	11	15
Marjorie DeBold	4	4
Christopher Alexy	8	15
David Challenger	1	1
Mark Lundgren	10	10

Board of Selectman

Name	Meetings Attended	Meetings Held
Lizz Milardo	28	28
Larry Maggi	20	20
Melissa Schlag	19	20
Sean Donlan	7	8
Robert Duval	8	8

Planning & Zoning Commission

Name	Meetings Attended	Meetings Held
Block	16	17
Bull	21	22
Farina	14	17
Kohs	5	20
Lagace	2	5
Laurenza	20	22
LePard	19	22
Rosa	3	5
Wallor	22	22
Baren	15	22
De Brigard	5	5
Frey	20	22
Stock	11	17

BOARD AND COMMITTEE MEMBER MEETING ATTENDANCE

Zoning Board of Appeals

Name	Meetings Attended	Meetings Held
Berchulski	2	2
Chase-Wells	2	2
DeBold	1	1
Hickish	1	2
Matterazzo	2	2
Munster	1	2
Perron	1	1
Wendt	2	2
Iselin	1	1
Labbe	1	1

Appointed Boards

Conservation Commission

Name	Meetings Attended	Meetings Held
Walter Bragoni	4	5
Ian Gibson	3	5
Mardi Hanson	5	5
Gail Reynolds	5	5
Tom Worthley	4	5

Economic Development Commission

Name	Meetings Attended	Meetings Held
Kate Anderson	10	10
Prem Aithal	3	3
Steve Bayley	7	9
Mike Farina	8	10
David Fleig	4	10
Cindy McNeil Sola	9	10
Lori Maggi	9	10
Rudy Sturk	4	6
Lori Tharin	5	8
Megan Mularski	1	1

BOARD AND COMMITTEE MEMBER MEETING ATTENDANCE

Wetlands Commission

Name	Meetings Attended	Meetings Held
Paul Best	6	7
Curt Chadwick	7	7
Dave Costa	3	7
Jeremy DeCarli	6	7
Dan Iwanicki	1	7
Gail Reynolds	2	7 (Recused from 4)
Joe Stephens	7	7
Mark Stephens	7	7
Tom Worthley	5	7

2017-2018 EXPENDITURES - BUDGET AND ACTUAL

	Budgeted Amounts			Actual	Variance With Final Budget
	Original Budget	Additional Appropriations and Transfers	Final		
General Government:					
Selectman's office	\$ 199,337	\$ -	\$ 199,337	\$ 176,062	\$ 23,275
Finance department	129,014	3,294	132,308	132,308	-
Probate court	2,661	-	2,661	2,661	-
Elections	53,600	-	53,600	46,255	7,345
Board of finance	43,995	-	43,995	40,358	3,637
Assessor	127,340	-	127,340	125,196	2,144
Board of assessment appeals	310	-	310	50	260
Tax collector's office	78,426	3,059	81,485	81,485	-
Treasurer's office	14,579	364	14,943	14,943	-
Town counsel	60,000	19,155	79,155	79,155	-
Town clerk	106,539	2,092	108,631	108,631	-
Planning and zoning	200	-	200	-	200
Zoning board of appeals	110	-	110	110	-
Wetlands	100	-	100	-	100
Central services	128,834	-	128,834	128,267	567
Insurance and other benefits	1,149,353	4,648	1,154,001	1,154,001	-
Economic development	21,500	-	21,500	10,687	10,813
Land use offices	271,656	-	271,656	266,502	5,154
Conservation	2,000	-	2,000	1,000	1,000
Contingency	100,000	(48,807)	51,193	-	51,193
Total general government	2,489,554	(16,195)	2,473,359	2,367,671	105,688
Public Safety:					
Fire protection	221,570	-	221,570	212,505	9,065
Police	428,654	-	428,654	388,662	39,992
Animal control	23,550	-	23,550	18,561	4,989
Emergency management	7,029	-	7,029	-	7,029
Fire marshal	20,201	-	20,201	18,279	1,922
Dispatch services	115,042	-	115,042	115,042	-
Total public safety	816,046	-	816,046	753,049	62,997
Public Works:					
Public works	1,125,655	-	1,125,655	1,014,180	111,475
Snow and ice removal	320,000	-	320,000	307,294	12,706
Public buildings	276,624	-	276,624	274,128	2,496
Engineering	50,000	13,003	63,003	63,003	-
Fire hydrants	3,000	-	3,000	69	2,931
Waste disposal	314,000	-	314,000	289,991	24,009
Total public works	2,089,279	13,003	2,102,282	1,948,665	153,617

2017-2018 EXPENDITURES - BUDGET AND ACTUAL

	<u>Original Budget</u>	<u>Additional Appropriations and Transfers</u>	<u>Final</u>	<u>Actual</u>	<u>Variance With Final Budget</u>
Health and Welfare:					
Social services	\$ 30,000	\$ -	\$ 30,000	\$ 22,509	\$ 7,491
Senior services	57,655	-	57,655	49,216	8,439
Senior transportation	38,405	3,131	41,536	41,536	-
Health district	85,822	-	85,822	85,822	-
Youth and family	80,000	-	80,000	80,000	-
Water pollution and control	8,000	61	8,061	8,061	-
Ambulance and paramedic services	141,692	-	141,692	133,346	8,346
Total health and welfare	<u>441,574</u>	<u>3,192</u>	<u>444,766</u>	<u>420,490</u>	<u>24,276</u>
Culture and Recreation:					
Haddam park and recreation commission	65,000	-	65,000	40,884	24,116
Regional recreational authority	113,606	-	113,606	113,606	-
Culture and recreation	360,306	-	360,306	359,215	1,091
Community organizations	5,906	-	5,906	5,406	500
Total culture and recreation	<u>544,818</u>	<u>-</u>	<u>544,818</u>	<u>519,111</u>	<u>25,707</u>
Education	<u>24,569,244</u>	<u>(355,320)</u>	<u>24,213,924</u>	<u>24,076,806</u>	<u>137,118</u>
Debt Service	<u>200,165</u>	<u>-</u>	<u>200,165</u>	<u>195,965</u>	<u>4,200</u>
Total Expenditures	<u>31,150,680</u>	<u>(355,320)</u>	<u>30,795,360</u>	<u>30,281,757</u>	<u>513,603</u>
Other Financing Uses:					
Transfer out	<u>946,480</u>	<u>355,320</u>	<u>1,301,800</u>	<u>1,301,800</u>	<u>-</u>
Total Expenditures and Other Financing Uses	<u>\$ 32,097,160</u>	<u>\$ -</u>	<u>\$ 32,097,160</u>	<u>\$ 31,583,557</u>	<u>\$ 513,603</u>