
Town of Haddam, CT

Annual Report

2015 - 2016





TOWN OF HADDAM, CT

2015-2016 Annual Report

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TOWN OF HADDAM, CT

2015-2016 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 2015 the Board heard 16 motor vehicle appeals
- In March 2016 the Board held 25 hearings for the following types of appeals

Real Estate	19
Personal Property	6
Motor Vehicle Supplemental	0

- Appeals were heard in the afternoon to accommodate taxpayers who cannot drive at night.
- The Board hosted a workshop for Board members from other Towns for the purpose of continuing education and updates related to the relevant State Statutes.

Board members

Jo Ann R. Woickelman, Chairman
Judy Goldfarb
Lisa Lawrence

BOARD OF FINANCE

Mission and Responsibilities

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

- Review and approval of the annual budget, including the capital budget
- Management and monitoring of the current budget
- Long range capital planning in conjunction with the Long Range Capital Planning Committee

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 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 budget for fiscal year 2017 with no tax increase
- Approval of road projects and related bond authorizations
- Restructuring of the budget format to clearly present departments by function
- Improvements to the annual budget document to provide users additional information about the budget process and proposed budget

Board members

Board Members	Alternate Members
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

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

- Reviewed and approved resolution for bonding for road projects
- Review and approval of annual budget
- Approval of grants for various projects
- Established Charter Revision Commission

Board members

Lizz Milardo, First Selectman
Robert Duval
Sean Donlan

PLANNING & ZONING COMMISSION

Mission and Responsibilities

- 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

In addition, the Commission assists the Town in attracting responsible economic growth that is in harmony with the Town's historic character.

Accomplishments

Reviewed submitted applications for the following:

- Subdivision applications
- Special permits
- Site plan reviews

Board members

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

ZONING BOARD OF APPEALS

Mission and Responsibilities

The Zoning Board of Appeals hears and approves or denies applications for variances against the Haddam Zoning regulations. The review of the appeal may include site walks when necessary.

Board members

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

CAPITAL PLANNING COMMITTEE

Mission and Responsibilities

The Capital Planning Committee is responsible in the initial development of the Town's 10 year capital plan and for recommending an annual capital budget to the Selectmen for their review and approval as part of the Town's annual budget.

The Capital Planning Committee considers requests exceeding \$5,000.

This process includes receiving and reviewing the capital funding requests submitted by each department and then prioritizing the funding for the projects/requests.

The Committee provided their recommended capital budget to the Selectmen to be included in the annual budget.

Statistics

- 7 meetings were held during the year

Board members

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

COMMITTEE ON AGING

Mission and Responsibilities

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

Accomplishments

- Annual senior picnic

Board members

Gloria Maynard, Chairman
R Thurston Clark

CONSERVATION COMMISSION

Mission and Responsibilities

The Conservation Commission is an official body of the municipality, created by vote of the Board of Selectmen, with its members appointed by the First Selectman. 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 open spaces, leverages natural resource expertise to other Town boards and commissions, and educates and informs residents on conservation matters and issues.

Accomplishments

- Continue to identify and map all conservation easements granted to the Town of Haddam. (A conservation easement is a voluntary legal agreement between a landowner and a land trust or government agency that permanently limits uses of the land in order 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's the job of the grantee to make sure that the restrictions described in the easement are actually carried out.)



SALMON RIVER

- Continue to progress Haddam's Open Space Plan, based on geographic information systems.
- Participate on the Haddam Plan of Conservation and Development team.
- Represent Haddam on the Salmon River Watershed Partnership.

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:

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

Accomplishments

- First Annual Haddam-East Haddam Spring Weekend
- Haddam Fall River Days
- Haunted House & Haunted Graveyard
- Town resident education meetings for Scovil Mill #4 / Cell Tower & Tylerville water
- Street Line Display
- Merchant Association Meeting

Board members

Mike Fortuna – Chairman until June 1, 2016
Steven Bayley – Vice Chairman
Cindy MacNeil Sola
Ed Vynalek
Michael Farina
David Fleig
Lori Maggi
Kate Anderson
Dan Dachelet

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
- Completed the analysis and design of the basketball court at Great Hill, the installation of a well at the Brickyard
- Hosting the second annual Family Fun Night on the Higganum Green

Board members

Dave Fleig, Chairman

Jason Lonergan

Mary Alice Hughes

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).

Statistics

- 8 permit applications were submitted and approved
- 1 cease and desist order was issued
- The Wetlands Enforcement Officer received 13 applications and approved 7 permits

Board members

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

ANIMAL CONTROL

Mission and Responsibilities

To provide pet owners and Haddam residents with assistance in addressing animal related matters. Responsibilities include:

- Pick up unleashed and lost dogs
- Pick up injured/sick animals and seek medical treatment
- Provide advice/guidance to residents to nuisance animals
- Provide advice/guidance to residents on wildlife nuisance animals (with assistance from DEEP)
- Find homes for impounded and unclaimed animals
- Conduct annual rabies clinic in June
- Ensure that dogs and cats are properly vaccinated
- Issue citations as necessary

Accomplishments

- Organized the annual rabies clinic in June, including securing volunteer assistance and arranging the delivery of the vaccines
- Attended and completed the Connecticut Animal Control Officers Training Academy (a six week course held August-September at the New Britain Police Department)
- Provided dog and cat food assistance to senior citizens with food donated by St. Peter's Church and Adorable Pets

Statistics

- 20 to 30 calls per month (average) which include
 1. Complaints regarding roaming animals
 2. Nuisance barking complaints
 3. Nuisance wildlife (seasonal)

Department Staff Members

Daun Kowalski, Animal Control Officer

ASSESSOR'S OFFICE

Mission and Responsibilities

- Our primary responsibility is to ensure that all taxable property located in Haddam is assessed in accordance with applicable law. This includes real estate, motor vehicles and personal property. In order to complete this responsibility, the Assessor's Office must discover, list and value all property. Additionally, we are responsible for the processing of corrections. The result of these efforts is the annual Grand List.
- The Assessor's Office is also responsible for completing revaluations in accordance with state statutes. State Statutes require that the Town complete a statistical revaluation every 4 years and a full revaluation every 10 years.
- 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.
- The Assessor's Office administers the Veteran's Exemption, Additional Veteran's Exemption and Disabled and Blind Programs. The Assessor's Office also administers the State and Local Elderly Homeowners' Program.

Accomplishments

- For the October 1, 2015 Grand List, we completed a statistical revaluation with full inspections being made of properties that sold within the prior 12 months, as well as all properties with outstanding building permits.
- Data mailers were sent to all real estate property owners to insure that the data listed on their respective property record cards were accurate.

Statistics:

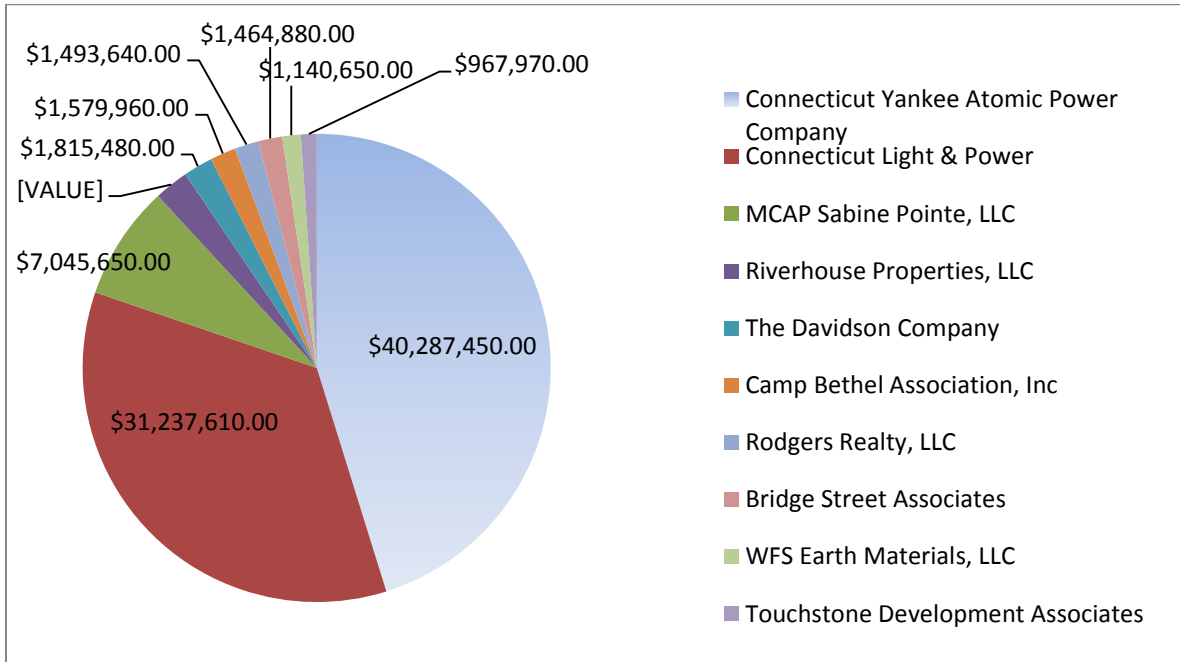
- The October 1, 2015 Grand List, net of Board of Assessment Appeals {BAA} adjustments totaled \$906,066,345.
- 114 building permits were added to the Assessor's Database which required an on-site inspection and updates made to the property record cards.
- 7 new constructions, 18 additions, 7 demolitions and 4 remodel/repair permits were visited and changes made to the property record cards.
- 446 homeowners qualify for the Veteran's Exemption, Additional Veteran's Exemption, Disabled and Blind Programs.
- 446 homeowners qualify for the State and Local Elderly Homeowners' Program.
- 703 Motor Vehicle updates and/or corrections were processed.

ASSESSOR'S OFFICE

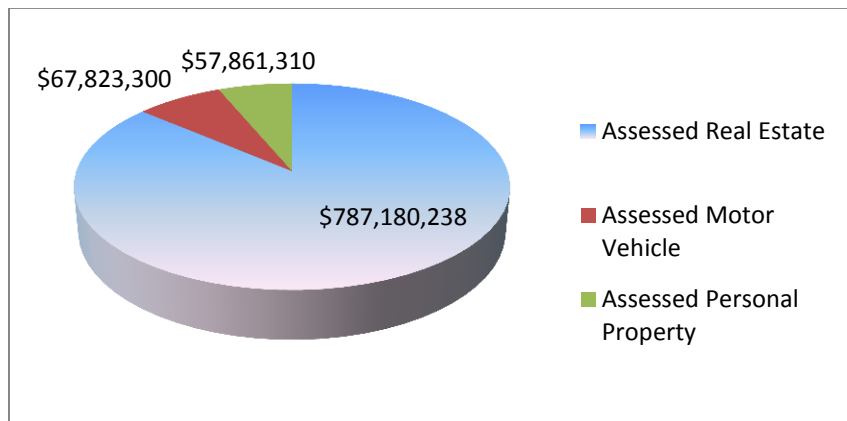
Department Staff Members

Marilyn Bauman, Assessor
Tammy Anderson, Assistant Assessor

TOP 10 TAXPAYERS



TAXABLE PROPERTY



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

- Changed banks to create both efficiencies and savings for banking services
- Began the process to update and formalize the Town's policy for accounting and recording of capital assets
- Worked closely with the BOS and BOF to provide the financial analysis related to the approval of bonding for road infrastructure improvements
- 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

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

- Secured a new Health District to provide the Town services
- Hired employees for the positions of Senior Center Director, Building Inspector and First Selectman's Assistant
- Established Charter Revision Commission

FIRST SELECTMAN

Infrastructure

- Completed a condition assessment and prioritization for the improvement of Town roads. Prepared and presented bonding package for approval by Board of Selectmen, Board of Finance and Town Meeting.
- Completed review of senior center and developed plan to complete necessary improvements.
- Completed several facility improvement projects with existing monies

Energy Efficiency

- Installed LED lighting at the Fire House
- Installed LED lighting at Town Hall
- Installed solar panels at the Public Works building

Department Staff Members

Lizz Milardo, First Selectman
Alice Zanelli, First Selectman's Assistant until June 2016
JoAnn E. Ricciardelli, First Selectman's Assistant

LAND USE AND BUILDING DEPARTMENT

Mission and Responsibilities

- The role of the Land Use Department 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. This includes infrastructure development with roads and utilities, property development laws, interpretation of state and town regulations, economic development and coordination with other agencies such as DOT, 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.

Accomplishments

- Town Planner and First Selectman have worked with DPH and DEEP regarding a solution to the contaminated ground water in Tylerville. This has meant securing funding for a solution and reviewing and updating previous studies
- Began the process to update the Plan of Conservation of Development (POCD) by hiring a consultant to assist the Town in updating this guiding document. Revisions will continue through 2017 and there will be many opportunities for community participation
- Buildings Committee hired a consultant to conduct the research and Phase I report as part of the DECD Brownfield Grant for the Jail. The Phase I report and a marketing study was completed
- We welcome our new Building Official Gary Vivian AIA, who replaced Fern Trembley in February

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	Type of Permit	Number of Permits Issued
Blasting Permits	6	Inland Wetlands Permits	29
Building Permits	399	Plumbing Permits	83
Chimney Permits	74	Site Plan Approval	1
Demolition Permits	10	Special Permit	8
DW Permit	26	Subdivision	1
Electrical Permits	256	Variance	11
Health Permits	249	Zoning Permits	104
Heating/Mechanical Permits	203	Zoning Map Change	2
Building Permits - New Homes	10		
		TOTAL	1,472

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 material 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 issues Blasting Permits and works together with the Building Official and is required to sign off on all commercial building permits and Certificates of Occupancy.
- The Fire Marshal 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.
- Fire Marshals must maintain their certification by attending 90 hours of continuing education training over a three year cycle.
- The Fire Marshal also serves as the Burning Official (certified by DEEP) and issues permits for Open Burning.



Accomplishments

- Working together with the Haddam Volunteer Fire Company (HVFC) adopted and implemented a new software package known as Emergency Reporting. This 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. It also documents inspections and permits issued by the Fire Marshal. The HVFC uses the program to track their point system, training and maintenance records
- Completed the required training to maintain the State required certification. Haddam hosted 5 of the classes provided by the State Fire Marshal at Haddam Station 1
- Both deputies also attended training toward maintaining their certification

FIRE MARSHAL

Statistics

- 55 inspections for code compliance and various permits were conducted
- 16 fire or hazardous materials investigations were conducted. All of those incidents were designated as accidental or undetermined.
- There were no suspected incendiary fires this year
- Over 40 hours was dedicated to setting up and training on Emergency Reporting
- 20 hours was dedicated to continuing education

Department Staff Members

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

PUBLIC WORKS

Mission and Responsibilities

The Public Works Department maintains all Town owned roads. Maintenance includes but is not limited to:

- Reconstruction and resurfacing of roadways
- Plowing Town roads
- Maintaining, repairing and improving bridges
- Cleaning and maintaining drains, grounds and building maintenance
- Operation of the Transfer Station.

Department Staff Members

Phil Goff, Assistant Director of Public Works
Richard Zanelli, Foreman
8 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.

The Registrar of Voters in Connecticut must be certified, which entails eight 2 - 4 hour sessions of instructions with 8 tests and a final test all conducted by the University of Connecticut.

Accomplishments

- Administered 4 Referendums, one Town Election and one Presidential primary

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 with the help of their Guidance Counselors
- 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"
- Maintained and updated voter registration and history files, including conducting the annual town-wide canvass
- Informed and educated voters through published notices and articles
- 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

Mission and Responsibilities

The Senior Center serves as a gateway to the nation's aging network by connecting older adults to vital community services that can help them stay healthy and independent.

The Senior Center offers a wide variety of programs and services, including:

Meal and nutrition programs	Employment assistance
Information and assistance	Volunteer and civic engagement opportunities
Health, fitness, and wellness programs	Social and recreational activities
Transportation services	Educational and arts programs
Public benefits counseling	Intergenerational programs

Accomplishments

- Meeting and origination place for several groups for various local groups including the UkuLadies, Haddam Bicycle Cruisers, Recorder Group (quartet)
- Wednesday afternoon sing-a-longs
- There have been approximately ten events in the "Lunch With Haddam Seniors Concert Series"
- First Annual Senior Expo put on by HKYFS
- Regular activities include bingo (twice a month), 'mind over puzzle', card playing, reading newspapers and books to lend. Also available is TV, Wii bowling, ping pong and web surfing.

Department Staff Members

Mark P. Lundgren, Senior Center Manager
Eleanor Farrell, Municipal Agent
Diane Gondek, Senior Van Driver

TAX COLLECTOR

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 with computer entries and corrected bill mailings
- 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% for the second consecutive year
- Hired an Assistant Tax Collector in May of 2016, which has increased our ability to service the public

Statistics

- For the 2014 Grand List collected \$28,531,645 including tax, interest, lien and fees
- Back Taxes collected was \$258,031 including tax, interest, lien and fees
- Mailed 4,378 real estate bills, 436 personal property bills, 10,101 motor vehicle bills and 1,548 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	<u>Other Services and Responsibilities</u>
Minutes of Board and Commission meeting	
Record and book maintenance	Certify petitions
Terms of elected officials	Prepare elections and referendum
Town Charter and Ordinances	Distributing of absentee ballots
Resignation and appointment of elected officials	



**WINNERS OF THE DOG RAFFLE
CINDY OTIS & GRETEL
WITH TOWN CLERK, SCOTT BROOKES**

Accomplishments

Certification of Town Votes

- 7 Town meetings
- 4 Referendums
- 3 Elections/primaries
- 1 Annual meeting
- 1 Ordinance approved (Historic Building)

TOWN CLERK

Statistics

Document Type	Number Issued		Number Issued
ADMINISTRATOR'S DEED	1	POWER OF ATTORNEY	12
ATTACHMENT	1	EASEMENTS	14
DECLARATION	1	MORTGAGE MODIFICATIONS	14
FIDUCIARY'S DEED	1	AFFIDAVIT	16
FOREST FARM & OPEN SPACE	1	JUDGMENT LIEN	16
MECHANIC'S LIEN	1	LEASE/NOTICE OF LEASE	16
LIENS	2	UCC	16
CEMETERY DEEDS	3	PROBATE CERTIFICATE	21
CERTIFICATE	3	TAX LIENS	21
CONSERVATOR'S DEED	3	NOTARY	24
SUBORDINATION AGREEMENT	3	TAX CERTIFICATE	24
COLLATERAL/CONDITIONALAST	4	MAPS	25
CLOSURE DOCUMENTS	5	TRADE NAME	28
NOTICE	5	RELEASE OF TAX LIENS	30
PARTIAL Release	5	LIS PENDENS	37
VARIANCES	5	ASSIGNMENT OF MORTGAGE	48
KENNEL LICENSES	5	DEATH	49
ORDER	6	BIRTHS	67
AGREEMENTS	7	QUIT CLAIM DEEDS	89
FORECLOSURE	8	MARRIAGE	115
TRUSTEE DEED	8	WARRANTY DEED	143
CERTIFICATE OF DEVISE	9	RELEASE OF LIENS	150
DOCUMENT REMOVAL	9	RELEASE OF MORTGAGE	350
VETERANS DISCHARGES	9	MORTGAGE DEEDS	366
LIQUOR PERMITS	9	SPORTMANS LICENSES	565
CHANGE OF NAME	10	DOG LICENSES	1,062
EXECUTOR'S DEED	12	TRANSFER STATION PASSES	2,640

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 of Town monies with the First Selectman and Board of Selectman
- 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

- Coordinated and changed the banking from Citizens to Webster Bank due to banking fees being assessed to the Town
- Initiated lock box for tax payments in Tax Office and Dunbar weekly deposit pick up along with POS credit card usage payment for both online and in person

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	12	15
Cheryl Haase	12	15
James Bucko	7	15
Robert McGarry	13	15
Joanne Nesti	14	15
Marjorie DeBold	14	15
John Bosco	0	3
Christopher Alexy	7	9

Board of Selectman

Name	Meetings Attended	Meetings Held
Lizz Milardo	23	23
Robert Duval	34	34
Sean Donlan	31	34
Melissa Schlag	11	11

Planning & Zoning Commission

Name	Meetings Attended	Meetings Held
Steve Bull	17	19
Stasia DeMichele	1	9
Art Kohs	13	19
Michael Lagace	11	19
Jamin Laurenza	15	19
Wayne LePard	17	19
Carmelo Rosa	18	19
Ed Wallor	17	19
Bob Braren	13	19
Raul De Brigard	11	19
Chip Frey	3	6

BOARD AND COMMITTEE MEMBER MEETING ATTENDANCE

Zoning Board of Appeals

Name	Meetings Attended	Meetings Held
Berchulski	4	4
Chase-Wells	4	4
DeBold	3	4
Hickish	3	4
Matterazzo	3	3
Munster	3	4
O'Neal	0	1
Perron	2	2
Reeve	0	1
Wendt	2	4

Appointed Boards

Capital Planning Committee

Name	Meetings Attended	Meetings Held
Crum	6	7
Calhoun	6	7
Murphy	6	7
Nesti	6	7
Knafel	6	7

Conservation Commission

Name	Meetings Attended	Meetings Held
Walter Bragoni	4	7
Ian Gibson	2	7
Mardi Hanson	7	7
Gail Reynolds	7	7
Tom Worthley	3	7

Economic Development Commission

Name	Meetings Attended	Meetings Held
Kate Anderson	6	6
Steve Bayley	9	12
Joe Bergin	6	12
Dan Dachelet	4	12
Mike Farina	10	12
David Fleig	2	4
Mike Fortuna	9	12
Lori Maggi	3	5
Cindy McNeil Sola	10	11
Ed Vynalek	6	12

Wetlands Commission

Name	Meetings Attended	Meetings Held
Paul Best	8	9
Curt Chadwick	5	7
Dave Costa	4	4
Jeremy DeCarli	3	9
Mal Gorin	0	4
Dan Iwanicki	7	9
Robin Maul	0	4
Gail Reynolds	3	4
Joe Stephens	7	9
Mark Stephens	8	9
Tom Worthley	4	9

2015-2016 EXPENDITURE BUDGET AND ACTUAL

Town of Haddam, Connecticut

General fund Schedule of Expenditures and Other Financing Uses For the year ended June 30, 2016

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
General Government:				
Selectman's office	\$ 190,455	\$ 194,155	\$ 194,111	\$ 44
Finance department	133,404	117,404	117,276	128
Probate court	2,661	2,661	2,661	-
Elections	51,030	67,730	67,682	48
Board of finance	43,827	43,947	43,945	2
Assessor	116,396	117,116	117,107	9
Board of assessment appeals	310	310	150	160
Tax collector's office	91,186	58,186	52,546	5,640
Treasurer's office	14,135	17,260	17,259	1
Town counsel	41,000	70,700	67,237	3,463
Town clerk	104,813	104,988	104,986	2
Public buildings	253,336	232,455	206,094	26,361
Planning and zoning	7,602	7,602	7,352	250
Zoning board of appeals	90	90	90	-
Engineering department	50,000	52,721	52,721	-
Wetlands	100	100	55	45
Central services	169,500	169,500	151,064	18,436
Insurance and other benefits	959,686	972,606	972,604	2
Economic development	300	300		300
Land use offices	159,592	159,592	158,634	958
Conservation	1,500	1,500	555	945
Contingency	100,000	54,800		54,800
Total general government	2,490,923	2,445,723	2,334,129	111,594
Public Safety:				
Fire protection	259,650	259,650	226,262	33,388
Police	328,124	384,097	383,817	280
Animal control	25,080	25,080	17,752	7,328
Emergency management	1,500	1,500		1,500
Fire marshal	19,052	19,052	18,090	962
Dispatch services	142,637	131,864	131,864	-
Building department	107,564	107,564	103,002	4,562
Total public safety	883,607	928,807	880,787	48,020
Public Works:				
General labor	657,500	632,000	618,164	13,836
General maintenance	564,000	494,000	486,716	7,284
Town garage	38,300	38,386	38,385	1
Snow and ice removal	325,000	248,914	237,821	11,093
Fire hydrants	2,000	2,000	2,000	-
Solid waste disposal	305,500	293,165	292,422	743
Tree maintenance	60,000	148,335	148,335	-
Total public works	1,952,300	1,856,800	1,823,843	32,957

2015-2016 EXPENDITURE BUDGET AND ACTUAL

Town of Haddam, Connecticut

General fund Schedule of Expenditures and Other Financing Uses For the year ended June 30, 2016

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
Health and Welfare:				
Senior center	39,939	39,939	36,463	3,476
Health district	78,591	78,591	78,591	-
Public health	65,664	65,664	65,664	-
Social services	80,000	80,000	80,000	-
Transportation for the elderly	44,287	44,287	38,106	6,181
Water pollution & control	5,000	5,000	3,030	1,970
Haddam volunteer ambulance	97,500	97,500	97,500	-
Total health and welfare	410,981	410,981	399,354	11,627
Culture and Recreation:				
Veterans Museum	\$ 500	\$ 500	\$ 381	\$ 119
Parades	1,325	1,325	819	506
Haddam park and recreation commission	62,600	62,600	54,821	7,779
Regional recreational authority	108,321	108,321	108,321	-
Village parks society	3,000	3,000	3,000	-
Brainerd memorial library	350,593	350,593	350,593	-
Haddam river days	5,000	5,000	5,000	-
Haddam historical society	2,500	2,500	2,500	-
Higginum cemetery association	3,000	3,000	3,000	-
Rushford center	500	500		500
Regional mental health board	500	500	406	94
Community health center, inc.	500	500	500	-
Middlesex land trust	500	500	500	-
Total culture and recreation	538,839	538,839	529,841	8,998
Education	23,465,940	23,465,940	23,465,940	-
Debt Service	254,286	254,286	254,285	1
Total Expenditures	29,996,876	29,901,376	29,688,179	213,197
Other Financing Uses:				
Transfer out	951,700	1,047,200	1,047,200	-
Total Expenditures and Other Financing Uses	\$ 30,948,576	\$ 30,948,576	\$ 30,735,379	\$ 213,197