
Town of Haddam, CT

Annual Report

2018 – 2019





TOWN OF HADDAM, CT

2018-2019 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 2018 the Board heard 7 motor vehicle appeals
- In March 2019 the Board held 11 hearings for the following types of appeals

Real Estate	7
Personal Property	3
Motor Vehicle Supplemental	1

- 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 2020 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	Joanne Nesti
Harlan Fredericksen – Vice Chairman	David Challenger
Cheryl Haase - Secretary	Wayne Rutty (appointed 10/26/28)
Robert McGarry	
Sean Moriarty (Appointed 11/5/18)	
Mark Lundgren (Resigned June 17, 2019)	

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 2019 – 2020 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
Joe Laurenza
Ken Wendt
Bill Iselin
Jessica Labbe
Anthony Matterazzo

CAPITAL PLANNING COMMITTEE

Mission and Responsibilities

The Capital Planning Committee (CPC) is a working group comprised of five (5) members. Also represented at the meeting are the First Selectman and Chairman of the 'Board of Finance. Capital requests submitted by department heads and outside agencies are reviewed and prioritized. The priority is then reviewed by the First Selectman and Chairman of the Board of Finance determine the projects that will be submitted to the Board and Selectman for approval and submission to the Board of Finance for approval.

The Town defines capital or nonrecurring to be funded as items having a cost of \$5,000 or more and are not annual items such as revaluation or the POCD report that must be prepared every 10 years.

The information submitted by the departments is then used to develop the Town's Capital Plan which projects the Town's capital needs over the next 10 to 20 years.

Accomplishments

- Worked with Boards of Selectmen and Finance to finalize Plan
- Refined Plan Format

Board members

Samuel D. Crum, Jr., Chairman
Joanne Nesti
Irwin Knafel
Prem Aithal
Jeff Sturges

COMMITTEE ON AGING

Mission and Responsibilities

The Committee is a standing body created by the Board of Selectmen, enabled by the State Statute to study conditions and needs among the senior residents of Haddam, to encourage and assist where possible, the development of needed services and to bring to the Board of Selectmen matters calling for attention.

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

Accomplishments

- Senior Expo,
- Committee on Aging Brochures,
- Annual Senior Picnic,
- Senior Handbook

Board members

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

CONSERVATION COMMISSION

Mission and Responsibilities

The Conservation Commission is an official body of the municipality, created by vote of the local legislature, with its members appointed by the chief executive officer. The enabling legislation for the operation of Connecticut conservation commissions can be found in Chapter 97, Section 7-131a of the Connecticut General Statutes. Its duties and discretionary abilities stem from its purpose: "...the development, conservation, supervision and regulation of natural resources, including water resources within its territorial limits."

The Haddam Conservation Commission promotes conservation-minded management of Haddam's natural resources and open spaces, maintains inventories of Town natural resources and conserved areas, leverages natural resource expertise to other Town boards and commissions, and educates and informs residents on conservation matters and issues. The Haddam Conservation Commission is an advisory commission.

Accomplishments

- Continues to progress Haddam's Open Space Plan, based on geographic information systems,
- Completed the mapping part of project for Conservation Easements granted to the Town of Haddam,
- Began prioritizing Plan of Conservation and Development deliverables,
- Participate on the Haddam PIC Committee,
- Participate on the Haddam Sustainability Committee,
- Represent Haddam on the Salmon River Watershed Partnership Project.

Board members

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

ECONOMIC DEVELOPMENT COMMISSION

Mission and Responsibilities

Economic Development Commission, responsibility and goals are as follows:

- Promote, encourage, and advocate economic development that aligns with the character and charm of Haddam.
- serve as an advisory commission guided by the POCD
- Work with Town Administration, Committees and other Commissions
- Educate
- Community involvement to promote and increase economic growth.
- Taking over as “Market Master” for the Higganum Farmers Market

Accomplishments

- Secured new location for Steady Habit Brewery
- Market on the Green (former farmer’s market) revitalized summer 2018 held bi-weekly from June – October.
- Downtown Higganum decorated for the holidays, winter 2018, now with snowflakes in addition to garland, bows and lights,
- Haddam River Days sponsored by EDC continues to be a success in September 2018
- Maintained strong Facebook page engagement with daily posts.

Board members

Kate Anderson – Chairman
Prem Aithal
Cindy MacNeil Sola
Michael Farina
Megan Mularski
David Law
Courtney Emshwiller-Swokla

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;
- Supported the Haunted House and Trunk or Treat at the Higganum Community Center in October;
- Our commission has its full complement of five members for the first time in 3 years. With four new members, we have a lot of new energy on the commission.
- Commission has begun assessing new opportunities with Higganum Cove, Haddam Elementary School. We have also met with a rails to trails group.

Board members

Jason Lonergan, Chairman
Jen O'Neil, Vice Chair
David Belanger
Peter Christopher
David Law

WETLANDS COMMISSION

Mission and Responsibilities

The Haddam Wetlands Commission is a state-mandated appointed local board which serves to carry out the regulations of the CT Inland Wetland and Watercourses Act (Sec.22a-36 through Sec.22a-45 of the CT General Statutes).

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

It met for 8 regular meetings and 1 special meeting.

Statistics

- 9 permit applications were submitted, approved 8 and denied 1
- 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:

- Advised Selectman Milardo it may be more cost effective to close the Haddam Shelter and board impounded dogs at a commercial kennel
- Provided the First Selectman with the total number of impounded dogs for the previous fiscal year to make a cost comparison
- Contacted Helen Larkin at Larkin's Run and obtained a verbal agreement to board Haddam's dogs at \$35 a day. I contacted the State and confirmed the town is allowed to pass the boarding fee onto the dog owner when they redeem their dog

Statistics:

- Animal Control investigated 247 roaming, nuisance, barking and animal cruelty complaints
- Animal Control investigated 14 dog bites
- Animal Control issued 3 Infraction Tickets
- Animal Control made 1 Misdemeanor Summons Arrests

Trainings

- 9/20/18 Connecticut Animal Control Officer Training – 5 hours
- 4/24/19 First Aid/Stop the Bleed and CPR Re-Cert Training – 7 hours
- 6/18/19 Managing Dog versus Dog Interactions – 7 hours

Department Staff Members

Daun Kowalski, Animal Control Officer

ASSESSOR'S OFFICE

Mission and Responsibilities

- Our primary objective is to ensure that all taxable property located in Haddam is assessed in accordance with applicable law – including real estate, motor vehicles and personal property. This is done so that the total tax burden is appropriately dispersed.
- In order to accomplish this objective, the Assessor's Office must discover, list and value all property. Additionally, we are responsible for the oversight of various forms of property tax relief and the processing of corrections. The result of these efforts is the annual Grand List.

Accomplishments

- The Grand List for October 1, 2018 resulted in a total net figure of \$949,807,954 after adjustments from the Board of Assessment Appeals {BAA}.
- 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.

Operational Statistics:

- The Assessor's Office administers the Veteran's Exemption, Additional Veteran's Exemptions, Disabled and Blind Programs which currently affect 486 homeowner accounts.
- The Assessor's Office administers the State and Local Elderly Homeowners' Program which currently affects 130 homeowner accounts. Filing time is February 1st – May 15th.
- From July 1, 2018 through June 30, 2019, 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
- Manage numerous State and Federal Grants,
- 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

- a year long process for a newly hired individual working together to improve and institute various process to streamline flow of financial actions and information for departments,
- working with the Treasurer to transition responsibility to Finance,
- to reconcile bank accounts in a timely manner to rectify any inconsistencies,
- to review and update various policy and procedures and create new guidelines.

Department Staff Members

Barbara Bertrand, Finance Director
Linda Pinette, Accounting Clerk

FIRST SELECTMAN

Mission and Responsibilities

The First Selectman is the Chief Executive Officer (CEO) of the Town. The First Selectman shall have the powers, duties, and responsibilities conferred upon that Office by the Connecticut General Statutes, as amended, and by this Charter, shall be the official head of the Town for all ceremonial or military purposes.

The First Selectman acts as the Public Works Director and Police Chief for the Town.

Under the general policy direction of the Board of Selectmen, the First Selectman is responsible for:

General Town Operations:

- Management of the day to day operations of the Town
- Coordinating the administration of the agencies of the Town
- Making a continuous review of the current and future needs of the Town, including financial needs and budget requirements
- Applying for and management of Federal and State funds as the Town may qualify
- Implementation of proper financial procedures – such as bidding procedures, recordkeeping and accounting methods which the Board of Finance may lawfully and reasonably prescribe
- Development of a set of priorities which shall provide a guide for those things the Town shall attempt to accomplish during the coming year, and which shall serve as a policy guide in the development of the Annual Town Budget
- Keeping full and complete records of the doings of the First Selectman's office
- Performs the duties under Section 8-8 of this Charter assigned to the Director of Public Works
- Performs the duties which the General Statutes assign to police chief or welfare officer
- Acts as purchasing agent of the Town, subject to such rules and regulations as may be prescribed by the Board of Selectmen

Duties Relating to the Budget:

- With the guidance of the Board of Selectmen, the First Selectman shall prepare the preliminary budgets of the Town Agencies
- Present the preliminary budget to the Board of Finance no less than ninety days prior to the Annual Budget Meeting

Accomplishments:

Town Buildings:

- Signage has been added to a number of town buildings. New siding and painting is completed at the Veteran's Museum and Community Center. The Senior Center handicap assessable rest room is completed and the parking lot was repaved.

FIRST SELECTMAN

Tylerville Water Project:

- Coastline Construction was the company hired to install the water main and hookups for the properties covered under the consent order. The project is scheduled to be completed in early 2020.

Haddam Elementary:

- March 11, 2019 I requested that Swan Hill be donated back to the Town of Haddam and kept in open space in perpetuity. The Board of Education approved this unanimously.
- On June 4, 2019 a referendum was held resulting in the Town approving the purchase of Haddam Elementary School.

Higganum Cove:

- The deed for ownership for the Town of Haddam has been recorded with the Town Clerk. There was a community celebration on August 27th.

Miscellaneous:

- Continuance of road improvements from bonding
- Hired new Town Planner
- Re-Structured Social Services Department to include a Senior Center Activities Coordinator

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,
- Drafting a Federal DOT BUILD grant for a sidewalk across the historic swing bridge,
- Supported the brownfields assessment of the Jail and the former DOT facility,
- Creation of a Conservation Zone and several other zoning amendments to protect the character of the town and its historic buildings.
- 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.
- Awarded a State Community Connectivity Grant for sidewalk repair and replacement along Route 154 in Haddam and an additional \$225,000 to continue the environmental investigations into the Scovil Hoe building.

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	222
Demolition Permits	1
Driveway Permit	16
Electrical Permits	171
Inland Wetlands	21
Mechanical Permits	183
Plumbing Permits	54
Site Plan Modification	1
Special Permits	6
ZBA Variance	4
ZAB Sign	4
Zoning Permits	76
TOTAL:	759

Department Staff Members

Liz Glidden, Town Planner (until December 2018)
Bill Warner, Town Planner (as of January 2019)
Jim Puska, Part Time Wetlands and Zoning Officer
Gary Vivian, Building Official
Diane Murphy, Administrative Coordinator
Rachel McDonnell, Administrative Coordinator
Representatives from the Health District

FIRE MARSHAL

Mission and Responsibilities

The Fire Marshal's responsibility is to enforce the Connecticut State Fire Prevention Code as well as investigate all fires and hazardous materials incidents that may occur in town. The Fire Code requires inspection of all civic and commercial buildings in town including schools, daycare centers, assisted living facilities, assembly, mercantile and residential buildings of more than two families.



The Fire Marshal works together with the Building Official to review all plans for commercial buildings and is required to sign off on all commercial building permits and Certificates of Occupancy. The Fire Marshal also approves Blasting Permits and serves as the Burning Official (certified by DEEP) and issues permits for Open Burning.

The Fire Marshal reviews all Fire Company Incident Reports and submits monthly NFIRS (National Fire Incident Reporting System) Reports to the State Fire Marshal. This information goes into a state and national database for research and analysis of fire and EMS incidents.

Accomplishments

- The project at CGI on Killingworth Road was completed. On 13 occasions, with the assistance of my deputy fire marshal, the following was performed; code review for sprinkler systems, plan review for sprinkler systems, meetings with the owner, inspections thorough out the project and a final acceptance inspection for the building and sprinkler system.
- 9 Plan reviews were reviewed for new spaces or improvements to existing buildings. These include: The Saybrook at Haddam, Dollar General, The Nook Restaurant and multiple plans for the HK auditorium renovations.

Statistics

- 24 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 89 inspections of local businesses, multi-family residences, schools, etc. These inspections also included outdoor event tents, gas station tank installations, the Haddam Neck fair, fireworks at the Haddam Meadows, the PV system at the high school as well as the auditorium. Several of these inspections required re-inspections.
- Assisted the fire department on 7 occasions. These ranged from a few actual fires and assists with alarm or water problems.

Department Staff Members

Chris Gamache, Fire Marshal
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
- Storm water
- Snow and ice operations
- Transfer Station operation
- Assisting with special town projects and town buildings and grounds.

Accomplishments/Special Projects

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

- Various paving and drainage projects including:
 - Nason Road
 - Pokorny Road
 - Old County Road
 - Cove Road
 - McTigh Road Phase
- Chip seal completed
 - Wiese Albert Road
 - Country Walk
 - Stonegate Circle
 - Hawthorne Court
 - Brookline Avenue
 - Little Fawn Trail
- Drainage work:
 - Silver Springs/Maple Avenue West intersection,
 - Candlewood Hill Road at Jacoby Road,
 - Walkley Hill Road crossing,
 - Turkey Hill Road
 - Quarry Hill Road, Haddam Neck.
- Dublin Hill Bridge initiated
- Senior Center parking lot paved and lined.
- Haddam Neck Fire House parking lot paved and lined.
- Scovil Dam Project initiated.

PUBLIC WORKS

- Building Improvements:
 - Senior Center handicap ramp/gutters installed,
 - Veterans Museum siding completed,
 - Fire Station 1 sidewalks replaced,
 - Town Office Building gutters repaired and screens installed/parking lot bollards installed,
 - Masonic Building/Town Hall gutters repaired maintaining historic features
 - Annex Building gutters installed.
 - Jail gutters repaired
- Intersection Improvement:
 - Removed pole and paved intersection of Jail Hill Road and Route 154 (Saybrook Road).

Operational Statistics:

- Responded to 18 snow/ice events extending into March (3/23/19).
- Overtime for snow and ice removal at approximately 80 percent of budgeted funds.

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:

- Haddam Gubernatorial Primary Election – August 14, 2018
- Haddam Municipal Election on November 6, 2018
- Haddam Regional School District #17 Referendum on May 7, 2019
- Haddam RSD #17 (second referendum) and Haddam School purchase – June 4, 2019

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 24, 2019. Present were the Registrar of Voters from Haddam and Killingworth and the First Selectman from 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, so we can achieve our required CEU's and continue training our poll workers with the most up-to-date information
- Legislative required “voter registration sessions”
- Maintained and updated voter registration and history files, including conducting the annual town-wide canvass. The current voter list includes 6,109 voters
- 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.

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.

Department Staff Members

Raymond Skarsten
Saralyn Twomey

SENIOR & SOCIAL SERVICES | MUNICIPAL AGENT FOR THE ELDERLY

Mission and Responsibilities:

The mission of Haddam Senior Services is to promote the overall well-being of adults 60 and older within the community. We do this not only by providing an array of programs for everyday enjoyment and enrichment, but also by providing assistance and access to local and government social services, including the Haddam Food Bank, Meals on Wheels, and Energy Assistance.

The mission of Social Services is to enhance and improve the quality of life among our town's people and the self-sufficiency of those in need of social services. We provide advocacy, leadership, and planning while fostering independence among our vulnerable population. Through statewide and local services, the social service department will guide you through your needs.

The Haddam Emergency Fuel, Food, and Clothing Bank provide emergency relief for limited basic needs and is available during office hours. Please call in advance to schedule your appointment.

Accomplishments:

The Department of Senior & Social Services continues to service the senior and vulnerable population of our community. With the support of the community and the Town of Haddam Senior & Social Services continue to make progress through private donations and fundraising events. The Haddam Giving Garden was able to increase from two garden beds the first year to six garden beds this year. Making our harvest of fresh produce a great success for those who are in need.

The Senior van has increased productivity of medical transportation and is consistently being occupied.

The Haddam Senior Center has secured the CRT lunch program and has increased its number of activities, programs and participants.

Operational Statistics:

- The Haddam Emergency Fuel Bank has serviced a total of 49 families,
- The Haddam Emergency Food Bank has serviced a total of 678 individuals
- The Haddam Emergency Clothing bank has serviced a total of 189 individuals
- The Haddam Senior Van has serviced a total of 97 seniors for medical appointment, *These totals only include the months of- 1/2019-June 2019,
- Haddam Social Services has serviced 40 individuals with state or federal applications for assistance and renewal forms,
- Renters Rebate had a total of 28 seniors / disabled individuals for the program,
- Senior Farmer's Market Nutrition Program had a total of 18 senior participants program,
- Warm the Children had a total of 26 children participate in the program,
- 3 Veterans were serviced through the Social Service office,

SENIOR & SOCIAL SERVICES | MUNICIPAL AGENT FOR THE ELDERLY

Operational Statistics:

- Holiday Food Gift Baskets / 42 Thanksgiving Baskets were given out and delivered for Thanksgiving. 68 Christmas Baskets were given out and delivered,
- Social Services gave out 8 Emergency Kits through the year,
- 10 Meals on Wheels applications were processed this year and 12 Wellness check were made for seniors.

Department Staff Members:

Jessica Condil, Social Services Director Municipal Agent for the Elderly
Shannon Buganski, Senior Center Director
Diane Gondek, Senior Van Driver (until February 2019)
Wayne Rutty, Senior Van Driver (Temporary from February 2019 – June 2019)

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.
- Due to the continued staffing we are sending out delinquent bills multiple times a year increasing collections.
- We continue to be able to take credit card payments in the office and online.
- We continue to use a lock box through Webster bank during the collection periods. This helps process payments in a timely manner. Webster also increased the capability of their online Lockbox website. Because of this, we can manage the incoming mail better.
- The \$5 DMV administration fee continues to be an effective tool in collecting taxes on time and an increase revenue.
- Due to the continued use of the tax sale process, delinquent tax collection have increased to avoid loss of their property to pay the taxes due
- The Assistant Tax Collector passed the four classes and the state test to become a certified collector. She must wait an additional three months before she is eligible to receive her certification.

Statistics

- On the 2017 Grand List \$30,013,061.55 was collected. This figure includes tax, interest, liens and fees.
- From the 2015-2003 grand lists \$266,307.48 was collected. This figure includes tax, interest, liens and fees.
- We mailed 3,965 real estate bills, 555 personal property bills, 10,350 motor vehicle bills and 1,614 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	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

- 7 Town meetings
- 2 Referendums
- 1 State Election
- 2 Primary Elections
- 1 Annual meeting
- 3 Resolutions:
 - Resolution for Sale of Lot 12, 141 Silverspring Drive for \$42,500
 - Resolution for the grant of a highway easement of Town property to the State of Connecticut of a portion of Dublin Hill Road Bridge.
 - Resolution to purchase easements for a water line at 69 Little Meadow Road, and if necessary, commence legal proceedings for the acquisition of said easements in accordance with Connecticut law.

TOWN CLERK

Statistics

AFFIDAVITS	29	MORTGAGE DEEDS	268
AGREEMENTS	6	MORTGAGE MODIFICATIONS	7
ASSIGNMENT OF LEASES & RENTALS	3	NOTARY	19
ASSIGNMENT OF MORTGAGE	49	NOTICE	4
ATTACHMENT	2	NOTICE OF LEVY	6
BIRTHS	56	ORDER	2
CERTIFICATE	2	PERMIT	6
CERTIFICATE OF CONSERVATORSHIP	1	POWER OF ATTORNEY	17
CERTIFICATE OF DEVISE	8	PROBATE CERTIFICATE	21
CERTIFICATE OF FORCLOSURE	2	QUIT CLAIM DEEDS	90
CHANGE OF NAME	9	RELEASE	21
COMMITTEE DEED	3	RELEASE OF ASSIGNMENT	2
DEATH	71	RELEASE OF JUDGEMENT	6
DOG LICENSES	881	RELEASE OF HIDDEN LAKE TAX LIENS	22
EASEMENTS	34	RELEASE OF MORTGAGE	314
EXECUTOR'S DEED	5	RELEASE OF HADDAM TAX LIENS	91
FIDUCIARY'S DEED	1	RELEASE OF FEDERAL TAX LIENS	12
FORECLOSURE FORM #1	23	SPORTMANS LICENSES	505
FORECLOSURE FORM #2 and UPDATE	7	SUBORDINATION AGREEMENT	3
FOREST FARM & OPEN SPACE	18	TAX CERTIFICATE	33
JUDGMENT LIEN	7	TAX COLLECTOR'S DEED	2
KENNEL LICENSES	10	TAX LIENS HADDAM	84
LEASE/NOTICE OF LEASE	8	TRADE NAME	27
LIENS	2	TRANSFER STATION PASSES	2,170
LIQUOR PERMITS	8	TRUSTEE DEED	9
LIS PENDENS	23	UCC	24
MAPS	34	USA-IRS TAX LIENS	12
MARRIAGE	81	VETERANS DISCHARGES	13
MECHANIC'S LIEN	1	WARRANTY DEED	133

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:

- Invested in CD's coordinated with Director of Finance

Department Staff Members

Robin Munster, Treasurer

BOARD AND COMMITTEE MEMBER MEETING ATTENDANCE

Elected Boards

Board of Finance

Name	Meetings Attended	Meetings Held
Joseph Centofanti	12	13
Harlan Frederickson	10	13
Cheryl Haase	6	13
Robert McGarry	11	13
Joanne Nesti	10	13
Christopher Alexy	0	1
David Challenger	11	13
Mark Lundgren	13	13
Wayne Rutty	11	12
Sean Moriarty	9	12

Board of Selectman

Name	Meetings Attended	Meetings Held
Lizz Milardo	18	18
Larry Maggi	18	18
Melissa Schlag	14	18

Planning & Zoning Commission

Name	Meetings Attended	Meetings Held
Gina Block	16	17
Steve Bull	14	17
Mike Farina	15	17
Frank (Chip) Frey	11	17
Arthur Kohs	Resigned	
Jamin Laurenza	14	17
Wayne LePard	15	17
Ed Wallor	16	17
Elizabeth (Liz) Bazazi	7	7
Robert (Bob) Braren	10	17
Diane Waddle Stock	3	10 - Resigned
Sam Todzia	9	16

BOARD AND COMMITTEE MEMBER MEETING ATTENDANCE

Zoning Board of Appeals

Name	Meetings Attended	Meetings Held
Tom Berchulski	4	5
Margo Chase-Wells	4	5
Mary Hickish	1	5
Robin Munster	4	5
Ken Wendt	3	5
Bill Iselin	3	5
Jessica Labbe	4	5
Anthony Matterazzo	4	5

Appointed Boards

Conservation Commission

Name	Meetings Attended	Meetings Held
Walter Bragoni	4	6
Mardi Hanson	5	6
Gail Reynolds	6	6
Tom Worthley	3	6

Economic Development Commission

Name	Meetings Attended	Meetings Held
Prem Aithal	9	11
Kate Anderson	11	11
Mike Farina	9	11
David Fleig	4	7 - Resigned
Cindy MacNeil Sola	7	11
Lori Maggi	6	9 - Resigned
Megan Mularski	1	11
Lori Tharin	5	10 - Resigned
Doreen Staskelunas	5	7
Courtney Emschwiller Swokla	5	7

Wetlands Commission

Name	Meetings Attended	Meetings Held
Paul Best	6	9
Curt Chadwick	6	9
Jeremy DeCarli	3	9
Dan Iwanicki	4	9
Joe Stephens	6	9
Mark Stephens	8	9
Tom Worthley	5	9
Dave Costa	5	9
Gail Reynolds	3	9 - Recused from 4

2018-2019 EXPENDITURE BUDGET AND ACTUAL

General Fund					
Schedule of Revenues and Other Financing Sources					
Budget and Actual					
For the Year Ended June 30, 2019					
	Budgeted Amounts				
		Additional			Variance
	Original	Appropriations	Final	Actual	With Final
		and Transfers			Budget
Taxes, Interest and Lien Fees:					
General property taxes	\$ 29,211,812	\$ 325,000	\$ 29,536,812	\$ 29,513,031	\$ (23,781)
Motor vehicle supplemental tax	250,000	100,000	350,000	351,480	1,480
General property tax - prior year	250,000	-	250,000	214,984	(35,016)
Elderly tax abatement	(161,000)	-	(161,000)	-	161,000
Interest and lien fees	120,000	-	120,000	136,154	16,154
Telecommunications property tax grant	20,484	-	20,484	14,890	(5,594)
South Central Water Authority	3,000	-	3,000	3,568	568
Total taxes, interest and lien fees	29,694,296	425,000	30,119,296	30,234,107	114,811
Intergovernmental:					
Education cost-sharing	1,774,027	205,673	1,979,700	1,979,790	90
DUI Grants	10,000	-	10,000	17,076	7,076
Miscellaneous grants	-	-	-	28,791	28,791
Total intergovernmental	1,784,027	205,673	1,989,700	2,025,657	35,957
Charges for Services:					
Town clerk recording fees	38,000	-	38,000	29,270	(8,730)
Town clerk fees	5,000	-	5,000	2,971	(2,029)
Real estate conveyance tax	90,000	-	90,000	87,437	(2,563)
Transfer station permits	110,000	30,000	140,000	142,872	2,872
Dog license	5,000	-	5,000	4,069	(931)
Building and land use	125,000	100,000	225,000	231,865	6,865
Photocopy fees	10,000	-	10,000	7,910	(2,090)
Rental of public buildings	2,500	-	2,500	3,600	1,100
Recycling fees	17,000	-	17,000	1,306	(15,694)
Troopers OT reimbursement	30,000	-	30,000	51,353	21,353
Cell tower rent	2,000	-	2,000	2,000	-
Other fees	10,000	-	10,000	34,232	24,232
Total charges for services	444,500	130,000	574,500	598,885	24,385
Income from investments	36,000	85,000	121,000	123,237	2,237
Miscellaneous	10,000	-	10,000	41,132	31,132
Total Revenues	31,968,823	845,673	32,814,496	33,023,018	208,522
Other Financing Sources:					
Sale of town property	-	-	-	19,321	19,321
Total Revenues	\$ 31,968,823	\$ 845,673	\$ 32,814,496	\$ 33,042,339	\$ 227,843

2018-2019 EXPENDITURE BUDGET AND ACTUAL

General Fund						
Schedule of Expenditures and Other Financing Uses						
Budget and Actual						
For the Year Ended June 30, 2019						
	Budgeted Amounts					
	Original	Additional				Variance
	Budget	Appropriations	Final	Actual		With Final
		and Transfers				Budget
General Government:						
Selectman's office	\$ 183,045	\$ (10,000)	\$ 173,045	\$ 168,000	\$	5,045
Finance department	130,459	-	130,459	124,176		6,283
Probate court	2,661	-	2,661	2,661		-
Elections	49,520	10,554	60,074	60,074		-
Board of finance	42,922	-	42,922	39,960		2,962
Assessor	137,664	-	137,664	122,700		14,964
Board of assessment appeals	335	-	335	-		335
Tax collector's office	80,631	-	80,631	79,131		1,500
Treasurer's office	15,181	-	15,181	15,033		148
Town counsel	60,000	(25,000)	35,000	34,430		570
Town clerk	111,811	-	111,811	111,406		405
Planning and zoning	200	-	200	91		109
Zoning board of appeals	110	-	110	110		-
Wetlands	100	-	100	75		25
Central services	130,675	(21,000)	109,675	108,853		822
Insurance and other benefits	1,204,677	(55,000)	1,149,677	1,148,404		1,273
Economic development	11,500	275	11,775	11,775		-
Land use offices	277,568	(21,000)	256,568	255,811		757
Conservation	2,000	-	2,000	2,000		-
Contingency	106,000	(89,656)	16,344	-		16,344
Total general government	2,547,059	(210,827)	2,336,232	2,284,690		51,542
Public Safety:						
Fire protection	233,135	(34,500)	198,635	189,620		9,015
Police	399,411	-	399,411	397,103		2,308
Animal control	23,211	-	23,211	17,799		5,412
Emergency management	7,029	-	7,029	1,800		5,229
Fire marshal	20,151	-	20,151	19,012		1,139
Dispatch services	116,906	-	116,906	116,906		-
Total public safety	799,843	(34,500)	765,343	742,240		23,103
Public Works:						
Public works	1,121,466	12,507	1,133,973	1,127,687		6,286
Snow and ice removal	320,000	(62,129)	257,871	256,947		924
Public buildings	260,039	34,193	294,232	291,596		2,636
Engineering	40,000	(9,500)	30,500	30,326		174
Fire hydrants	3,000	-	3,000	-		3,000
Waste disposal	306,750	15,429	322,179	321,817		362
Total public works	2,051,255	(9,500)	2,041,755	2,028,373		13,382
						(Conitnued)

2018-2019 EXPENDITURE BUDGET AND ACTUAL

General Fund					
Schedule of Expenditures and Other Financing Uses					
Budget and Actual					
For the Year Ended June 30, 2019					
Health and Welfare:					
Social services	20,983	-	20,983	18,817	2,166
Senior services	54,811	(11,500)	43,311	42,550	761
Senior transportation	38,405	-	38,405	33,757	4,648
Health district	90,000	-	90,000	89,621	379
Youth and family	87,500	-	87,500	87,500	-
Water pollution and control	8,000	-	8,000	5,172	2,828
Ambulance and paramedic services	93,346	-	93,346	93,346	-
Total health and welfare	393,045	(11,500)	381,545	370,763	10,782
Culture and Recreation:					
Haddam park and recreation					
Commission	49,500	(10,000)	39,500	39,412	88
Regional recreational authority	100,000	-	100,000	100,000	-
Culture and recreation	358,231	-	358,231	355,062	3,169
Community organizations	5,000	-	5,000	5,000	-
Total culture and recreation	512,731	(10,000)	502,731	499,474	3,257
Education	24,531,502	-	24,531,502	24,531,502	-
Debt Service	705,315	-	705,315	705,315	-
Total Expenditures	31,540,750	(276,327)	31,264,423	31,162,357	102,066
Other Financing Uses:					
Transfer out	428,073	1,122,000	1,550,073	1,550,073	-
Total Expenditures and Other Financing Uses	\$ 31,968,823	\$ 845,673	\$ 32,814,496	\$ 32,712,430	\$ 102,066
					(Concluded)