



# *Town of Manchester*

Scott Shanley  
General Manager

## General Manager's Report

March 2006

### **General Manager's Office**

#### **Manchester Government Academy**

The eighth session of Manchester Government Academy will begin on Thursday evening, March 16 and conclude with graduation on Thursday, May 25. Anyone interested in learning more about local government and the various programs and services offered in the Town of Manchester should call Tricia Catania in Human Resources at 647-3102.

#### **Finance Department**

##### **Assessment and Collection**

The Board of Assessment Appeals hearings for the Grand List of October 1, 2005 are underway. The deadline for taxpayers to file an appeal for a hearing with the Board of Assessment Appeals was February 21, 2006. Several hearings were conducted in February with the remainder scheduled for Thursday, March 2; Saturday, March 4; Tuesday, March 7; Thursday, March 9; Saturday, September 9 (motor vehicle appeals only) and Saturday, September 16 (motor vehicles only).

Real estate and personal property delinquent notices were mailed in early February. Motor vehicle tax delinquent notices will be mailed in early March.

#### **Town Clerk's Office**

##### **Data for January 2006**

|  |       |
|--|-------|
| Land Record Filings                      | 1,061 |
| Vital Copies Requested                   | 586   |
| Births*                                  | 74    |
| Marriage License Applications Issued     | 25    |
| Civil Union Licenses Applications Issued | 3     |
| Deaths                                   | 44    |
| Passport Applications Processed          | 21    |

\*Occurring in Manchester

**Public Works Department**

**Building Department**

Activity for the month of January

Building Permits

|                             |             |
|-----------------------------|-------------|
| Total Applications Received | 199         |
| Total Permits Received      | 157         |
| Total Revenue               | \$57,650    |
| Construction Value          | \$3,271,048 |
| Inspections conducted       | 546         |

Code Enforcement

|                       |    |
|-----------------------|----|
| Cases Opened          | 19 |
| Cases Closed          | 12 |
| Inspections Conducted | 77 |

Comparison of the first seven-month period of fiscal year

| Building              | 2006      | 2005      |
|-----------------------|-----------|-----------|
| Total Permits Issued  | 2,127     | 2,285     |
| Total Revenues        | \$491,551 | \$624,592 |
| Inspections Conducted | 5,739     | 5,396     |
| Code Enforcement      |           |           |
| Cases Opened          | 486       | 221       |
| Cases Closed          | 550       | 147       |
| Inspections Conducted | 834       | 471       |

**Potholes**

Potholes are formed when water seeps into cracks in the pavement and the continual freeze-thaw cycle in the early spring moves the surface of the pavement. This movement weakens the pavement. Traffic loosens the pavement even more and it eventually crumbles and pops out. The pounding of the vehicle tires wears a hole in the underlying gravel and a pothole is formed.

Unfortunately, during periods where the weather fluctuates from freezing to warm temperatures, the formation of potholes is unavoidable. Spring temperatures warm the cold pavement, melting and evaporating any frozen water. This creates air pockets that can eventually cause the pavement to break up. With the mixture of snow, rain, and several freeze-thaw cycles that have been experienced this season, it already has been a poor winter for potholes. Unfortunately, as spring arrives, the worse may be yet to come.

If anyone sees a pothole that needs repair, please call the Highway Department at 647-3233 or the Customer Service and Information Center at 647-5235.

To help expedite the situation when reporting a pothole, please be prepared to provide some specific information:

- The exact location
- Size (approximate length/width/depth)
- Is the hole on the sidewalk or roadway (driving lane or parking lane)?
- Is there a barricade or orange cone over the hole?

*The more information the Highway Department has, the better the Town can be served.*

Potholes on most heavily traveled roads are usually repaired within 48 hours of notification. Maintenance crews are constantly on the lookout for potholes but citizen calls are welcomed. The sooner the pothole is reported, the more quickly Public Works can remove that road hazard.

### **Construction Season to Begin**

As the weather begins to slowly improve over the next few weeks, residents and drivers will start to see more construction activity along the streets of Manchester. Motorists are urged to be aware of Work Zones and to use caution when driving through them. Nearly 1,110 men, women and children are killed yearly in the United States in work zones. Please obey speed limits. National Work Zone Awareness Week is April 3-9. For more information, the website address is <http://www.atssa.com>.

### **2006 Street Sweeping Program**

Weather permitting, the Town of Manchester Field Services Division is planning to begin sweeping streets on Monday, March 27, starting with Main Street and the downtown area.

Residents can assist with the sweeping program in the following ways:

- \*Sweep and/or rake the sand on sidewalks and lawns in the street one week before the sweepers are scheduled to sweep in the neighborhood.
- \*The road should be free of leaf branches, rocks and other debris that may cause damage to the sweepers.
- \*Limit parking on the street until the area has been swept.

Under the new anti-icing program started this year, Public Works crews used significantly less sand to treat Town roads during snowstorms than in the past. It is anticipated that this will shorten the time it takes to sweep the Town by several weeks.

Information on the list of streets to be swept and the approximate date sweeping in that route will begin will be listed on the Town website at [www.ci.manchester.ct.us](http://www.ci.manchester.ct.us).

For additional information, please call the Customer Service and Information Center at 647-5235 or the Highway Division at 647-3233.

**Manchester Police Department**

**Staffing Update**

Sgt. Michael Ludlow retired on March 1 after 27 years of dedicated service to the Town. Officers Stacey Forish, Adam Golden, and David Williams graduated from the POST Academy in Meriden on March 1 and began their field training officer program on March 2. Officer Forish was chosen by her peers at the Police Academy to be Class Speaker at the graduation ceremonies. In addition, Officer Golden was a Class Sergeant and Officer Williams was a Squad Leader.

**Police Activity**

Police activity through January 31 included 5,356 total calls for service; 1,502 total Police cases; 761 calls to 911; emergency calls were comprised of 89 for the Eighth District; 336 for Town Fire and 1,717 for the Police Department.

**Recent Events**

The first Movie Night of 2006 was held on Friday, February 17<sup>th</sup> at Illing Middle School from 6:00 – 9:00 p.m. Approximately 100 students comprised from Bennet and Illing came to see a movie and enjoy pizza and popcorn.

Connecticut Vest-A-Dog, Inc. donated two protective canine vests to the Police Department. Officer Mike Ilewicz received a custom bullet and stab resistant vest for his partner, K9 Vegas and Officer Rich Boyle received one for his partner, K9 Marco. Connecticut Vest-A-Dog, Inc. is a not-for-profit organization based in Wallingford, CT.

**Manchester Fire-Rescue-EMS**

**Fire-Rescue-EMS Activity Report for January 2006**

|                      |     |
|----------------------|-----|
| Medical/Rescue       | 448 |
| Fire Related         | 15  |
| Hazardous Conditions | 36  |
| Public Service       | 45  |
| Good Intent          | 71  |
| False                | 43  |
| Mutual Aid           | 7   |
| Total Calls          | 665 |

**Training**

Interior Search and Rescue Training is currently underway in town owned structures on Summit Street. Company officers are drilling personnel on search team organization and management, search techniques, and rescue methods.

The lack of consistent cold temperatures and ice cover on town ponds and reservoirs has back-burnered practical ice rescue training. Since the weather did not cooperate this year, the ice rescue training has been reserved for the classroom.

## Human Services

### 2006-2007 Town of Manchester Human Services Directory

Senior, Adult, and Family Services have published the 2006-2007 Town of Manchester Human Services Directory. The expanded book lists a wide variety of programs including three new sections for Children's Services; Disability Services; and Senior Services. Senior, Adult, and Family Services redesigned the directory into a more user-friendly format. In addition, the services are cross-referenced into several categories, where appropriate. There are 3,000 copies for distribution. Free copies are available at the Senior Center, Senior, Adult, and Family Services on the ground floor of the Weiss Center, the Customer Service and Information Center at Town Hall, and the Mary Cheney Library. Residents who are unable to pick up a copy can call 647-3096 to have a copy mailed. Thanks to Kimberly Sullivan, Administrative Secretary, and Helena Deary, Social Worker, for updating this excellent resource.

### **Income Tax Services Offered for 2006**

#### Weiss Center

Free tax preparation and filing is being offered at the Weiss Center on Wednesdays through April 12. The service is provided by the Community Renewal Team (CRT) and is a Volunteer Income Tax Assistance (VITA) site. **The focus is on low to middle income families and individuals in need of assistance.** The services are specializing in the Child Care and Child Tax Credit and Earned Income Credit.

To do the return, the following items are needed:

- \*All W2s for the household
- \*1099 Forms (Pension, Social Security)
- \*Social Security cards or individual taxpayer ID numbers for all household members
- \*Last year's tax return
- \*Child care provider name, address, and tax ID or social security number
- \*Education expenses and student loan information
- \*Documentation of property tax payments (home, auto)
- \*For direct deposit, a check or savings account number with routing number
- \*Any other tax-related documents

If married and filing jointly, both individuals need to be present to sign the income tax form. For an appointment, call 647-3095.

### Manchester Senior Center

The Manchester Senior Center is an AARP Tax-Aide site. AARP volunteers certified by the IRS are offering tax counseling and tax preparation services. Tax-Aide serves low and middle-income taxpayers with a special focus on those ages 60 and older and all services are free of charge. The program begins on Wednesday, February 1 and continues until Monday, April 14. Volunteers will be in the Manchester Senior Center café on Mondays, Tuesdays, Wednesdays, and Fridays from 1:30 – 3:30 p.m. Individuals should bring all tax information and the computer disc or forms from last year. No appointment is necessary but everyone will be helped on a first come, first served basis.

### Manchester Community College

VITA (Volunteer Income Tax Assistance) will again provide volunteers at MCC to provide help completing SIMPLE tax returns for persons who cannot otherwise afford to pay for tax assistance. The focus is on low to middle income families and individuals in need of assistance.

\*No appointments are taken – walk-ins only – first come, first served

\*The program operates on Fridays through April 7<sup>th</sup>

\*Location: Lowe Building at MCC, Room L-233

\*Hours: 9:00 a.m. – 3:00 p.m.

### Manchester Public Library

#### **March Programs**

Saturday, March 4 at 2:00 p.m. – Irish Music by “Tara’s Thistle”

Sunday, March 19 at 2:00 p.m. – Opera selections by CT Light Opera

Monday, March 20 at 7:00 p.m. – Book Discussion of “The Spirit Catches You and You Fall Down” by Anne Fadiman

All events will take place in the Howroyd Room at the Mary Cheney Library.

Wednesday, March 15 at 6:30 p.m. – “Anime Advocates” workshop for teens.

Saturday, March 18 at 10:30 a.m. - Storyteller Davis Bates – Songs and Stories for the family in cooperation with the Manchester Early Learning Opportunity (MELO) Project

Tuesday, March 21 at 6:00 p.m. – Family Game Night in cooperation with Washington School’s Literacy Program

All events will take place in the Howroyd Room at the Mary Cheney Library.

### **Friends of the Library**

The Friends of the Library Book Sale at the Whiton Branch Library will continue through the spring. Currently there is a contest for naming the book area at Whiton so stop by to submit your ideas.

### **Recreation Department**

#### **Summer Registration**

Registration packets for summer camp will be available at the Center Springs Office, Community Y, Mahoney Recreation Center and the Customer Service and Information Center beginning March 6. Registration will be mail-in only through March 31.

#### **Christmas in April**

The activities of the Christmas in April Committee intensify in March. The Committee is actively recruiting volunteers, soliciting contractors and finalizing materials and supplies lists. Anyone interested in volunteering can contact Scott Garman or Liz Tracy at the Recreation Office at 647-3084. Christmas in April is scheduled for Saturday, April 29.

#### **Sports Update**

Adult basketball and volleyball league playoffs will take place during March. The Youth Basketball Program ends in March and the third session of swim lessons will finish in early April.

#### **The Center for Service Learning**

The Center for Service Learning, a Community Development Block Grant funded after school program held at Bennet Middle School will have a fundraising event at the Mahoney Recreation Center on Saturday, March 11 from 6:00 – 9:00 p.m. Proceeds will benefit the Manchester Dog Pound's adoption program. For further information, please call the Mahoney Recreation Center at 647-3166.

### **Employee News**

#### **Recently Hired**

Bryan Goulet - Firefighter/Paramedic, Manchester Fire-Rescue-EMS  
Louis Racicot - Firefighter/Paramedic, Manchester Fire-Rescue-EMS  
Jina Minaya - Police Officer, Manchester Police Department  
Robert Stanford - Police Officer, Manchester Police Department  
Charles Robinson - Environmental Health Inspector - Health Department

#### **Recently Retired**

Michael Ludlow - Sergeant, Manchester Police Department