



Scott Shanley
General Manager

Town of Manchester

General Manager's Report

March 2007

Finance Department

Assessment and Collection

The Revaluation Grand List of October 1, 2006 was signed on January 31, 2007. The Grand List showed a 15.58% increase in the overall net assessment, after the phase-in calculations were applied.

Notices to all real estate and personal property account owners were mailed on February 7, 2007. Owners who wished to appeal their assessment had until Tuesday, February 20, 2007 to file a written appeal with the Office of Assessment and Collection, after which they would be scheduled for a hearing with the Board of Assessment Appeals. Approximately 450 property assessment appeals were filed which was consistent with the number of appeals estimated by the staff. Board of Assessment Appeals hearings began on March 1, 2007 and are expected to be completed in March.

The Office of Assessment and Collection recently sent out real estate delinquent notices to taxpayers who did not make their installments due in January 2007.

Finally, the entire staff in the Office of Assessment and Collection wishes to express their heartfelt condolences to the family of Constable Joseph Rafala. Joe passed away on February 11, 2007. As one of the longest serving and hardest working constables, Joe's dedication to the Town of Manchester and his frequent visits to the office will be greatly missed.

General Services

On February 13, 2007, bids were received and opened for the 24 bid packages for the various parts of the Renovation to the Bennet 6th Grade Academy. This is one of the major pieces of the Middle School bond referendum that was approved on June 7, 2005. Phase I work was previously completed on Illing School. A combined total of 94 bids were received for the 24 bid packages. The construction manager, Gilbane Building Company, Inc., is currently reviewing the bids. After reviews are completed, the construction manager will make its award recommendations to the Town. Work is expected to begin this spring.

Manchester Fire-Rescue-EMS

Activity Report for January 2007

Medical/Rescue	473
Fire Related	14
Hazardous Conditions	26
Public Service	53
Good Intent	44
False	26
Mutual Aid	<u>1</u>
Total Calls	637

Training

The procedural modules of Rapid Intervention Team (RIT) are wrapping up with the expectation that practical training and introduction of new standard operating procedures will soon commence and be completed in six weeks. All classroom sessions for ice and cold water rescue are finished and practical training will start immediately. Northeast Utilities has been contracted to deliver "Electrical Safety" training beginning the last week of March. Foam operations drills are on hold until the weather is mild. "Live-Fire" training will reconvene this spring. Manchester, partnered with East Hartford, West Hartford and South District Middletown, practiced search and rescue, ventilation, suppression and rapid intervention techniques under live fire conditions on the fire training grounds of Hartford Fire Department.

Smoke Detectors Donation

Downtown Merchants and Cruisin' on Main are donating \$500 dollars to purchase 100 smoke detectors. The fire department installs detectors when customer contacts are made and it is determined a residential structure lacks any or sufficient smoke detectors.

History Lesson #2

Hose Company #2 was the fourth company of the South Manchester Fire Department to organize, having its first meeting in June 1898. One of the five new hose carts, which arrived in May 1898, was issued to Company #2. Through arrangement with *The Hartford, Manchester & Rockville Tramway Company*, space was provided for the cart in the car barns that stood to the rear of the Town Hall. This location was later changed to a barn in the rear of Aaron Johnson's grocery store on Chestnut Street, where a horse and wagon would be available to pull the hose reel to a fire. During the day, the delivery wagon was used by the store to deliver groceries. The driver, Elmer Beechler, had to chain the wheels together while making a delivery lest the horses should hear the fire alarm and start out for the store to pull the hose reel, as they were trained to do. In July 1905, it was voted to purchase a horse-drawn wagon for Company #2 to carry their hose and equipment. In 1909, a new hose wagon was built for Company #2 to the rear of the Center Congregational Church. The original building consisted of an equipment room with two bays on the first floor and a clubroom on the second

floor. A stable with two horse stalls was connected to the east of the equipment room. Fire apparatus out of Station-2 was forced to respond to the alarms through the schoolyard of Lincoln School (now Lincoln Center), an unsafe practice at best. The firehouse land belonged to Cheney brothers and was sold to the Church for \$1 in 1956. The fire department paid rent to the Church until a new fire station was built to the west of Town Hall on property that previously housed the office for Manchester's trolley cars. On May 16, 1964, Company #2, at 75 Center Street, was dedicated.

Human Services Department

Health Department

Pandemic Influenza Planning and Continuity of Operation Plans (COOP) for Town Departments and the Board of Education have been a focus of the Health Department with the assistance of the recently hired Emergency Preparedness Coordinator under a DCD Bioterrorism Preparedness Grant. In an effort to prepare the Town of Manchester should a Pandemic event occur, a two-part training initiative was held for Town Department Heads and Supervisory Staff to learn about the significant issues that can be anticipated during a Pandemic event. The second part of the training was organized as a Table Top Exercise designed to help Town and Board of Education staff apply pandemic issues to their departments and to write departmental level COOP plans should a projected 40% absenteeism occur. Departmental COOP plans will identify essential personnel and services that will be needed to continue serving the people of Manchester, should a Pandemic occur. All Departmental COOP plans will be integrated into the Town's Emergency Operations Plan.

The Manchester Health Department participated in a Capitol Region Vaccination Team Deployment Drill at Buckland Hills Mall on Saturday, January 13, using a free flu clinic as the drill model. Since many local Health Departments in the Capitol Region received shipments of flu vaccine later than scheduled flu clinics, there is an excess amount of unused flu vaccine in the region. Manchester Health Department and the Hartford Health Department organized Regional clinics in less than one week to utilize some of the excess vaccine in free flu clinics. Valuable lessons were learned during this exercise. It was learned that medical vaccination teams could be deployed to run vaccination clinics in a very short period of time. Medical and non-medical volunteers assisted from many towns in the region. It was also learned that the legal and insurance issues were the more time consuming components of organizing such an event, however, in an emergency setting, the legal and insurance issues are managed under a Public Health Emergency Response Act, that effectively streamlines the more complicated matters that are required to be addressed during a non-emergency. This effort also established a new relationship with Buckland Hills Mall corporate offices with the Town of Manchester now considered a vendor. The Health Department looks forward to opportunities to work with the Mall professional management staff for future public health promotion initiatives.

Senior Center

Eileen Faust is the new Director of the Manchester Senior Center. Prior to Manchester, Eileen was a Program Supervisor at the Senior Centers in East Hartford. Eileen has a Master of Arts Degree in Human Development and Gerontology and a Bachelor of Science Degree with a concentration in sociology and psychology. The Town of Manchester welcomes Eileen Faust!

Manchester Public Library

Programming

Programs for adults will include Tara's Thistle, a celtic music duo on Saturday, March 3 at 2:00 p.m. and Saturday afternoon computer class on March 24 at 2:00 p.m. The adult book discussion group will be held on Monday, March 19 at 7:00 p.m. and will review the book, "Why We Buy" by Paco Underhill.

Special Children's programs will include "Pajama Storytime" every Tuesday at 6:30 p.m. at the Whiton Branch and a Dr. Suess Birthday Celebration Story time on Saturday, March 3 at 10:30 a.m. plus a "Read To The Dogs" session for children on Saturday, March 10 at 2:00 p.m. with both of those programs at the Howroyd Room at the Mary Cheney Library.

The popular Teen Nights continue on each Wednesday evening at 6:00 p.m. at the Mary Cheney Library.

Police Department

Awards Ceremony

The Manchester Police Department held its Annual Awards Ceremony on January 25, 2007, at Manchester Community College. Officer Michelle Wagner was the Master of Ceremonies for the evening that included the Manchester Police Honor Guard for the Posting of the Colors, Manchester Police Chaplain Reverend Kent Elliott who gave the Invocation and Town Clerk Joseph Camposeo who conducted the Swearing-In Ceremony to acknowledge new officers and promotions. Speakers for the evening were Senator Mary Ann Handley, State Representative Ryan Barry, Mayor Josh Howroyd, General Manager Scott Shanley and Police Chief James O. Berry.

Awards and promotions were as follows:

New Officers from 2003 – 2006: Helvidio Augusto, Bradley Bage, Jason Carbone, John Decker, Gary Dufresne, Michael Faux, Stacey Forish, Adam Golden, Claire Hearn,

Christopher Hodges, Jeffrey Kulhay, Wilmary Labonte, Michael Magrey, David Miele, Kristopher Slate, Robert Standford, Jamie Taylor, David Williams and Andrew Young.

Promotions – Sgt. David Ellsworth, Sgt. Marc Hughes, Sgt. Henry Minor, Sgt. Thomas O'Connor, Sgt. Daniel Parlapano, Sgt. William Young, Detective Jeffrey Lampson, Detective James Moore and Detective Richard Rivard.

“Possible Club” Marksmanship Award (based on firing a perfect score on the practical pistol course during an authorized MPD training session, since September 1987) – Sgts. Marc Hughes and John Maston, Officers Stephen Bresciano, David Brzezinski, Peter Celio, Jo-Ann Collamati, Adam Golden, Jerrad Johnson, Thomas McGowan, Christopher Miller, Anthony Palombizio and Jason Wagner.

Dorothy Ford Award (presented to a citizen who has placed him/herself in harms way, or made a superior contribution in the interest of community service and law enforcement) – Dawn Mateo and Fernando Sola.

Community Excellence Award (awarded to members of the community who provide outstanding assistance or other action that assists the delivery of superior police service beyond what is expected of a good citizen) – William Brown, Scott Garman, and Noel Taft.

Chief's Citation Medal (given for any act, deed, or achievement that the Police Chief deems deserving of recognition) – Sgt. John Depietro (retired), Sgt. Michael Ludlow (retired), Detective Paul Lombardo (retired), Detective Lany Duke (retired), Detective Peter Moskal (retired), Officers Stephen Bresciano and David Brzezinski, and Police Service Aide Michael Cappucci (retired).

Exceptional Service Medal (awarded to any department member who, through their own efforts, displays an unusually effective manner of employing the community policing philosophy by implementing police concepts of ownership and trust with the public, or demonstrate a problem-solving approach or utilization of community resources through referrals or self-help initiatives) – Lt. Joseph Morrissey and Officer Gerald Hollis.

Meritorious Service Unit Citation Medal (awarded to any person who successfully performs an extremely complex and difficult investigation, or who demonstrates exceptional skill and ingenuity in the apprehension of a wanted person, or who provides outstanding service to the public, or who continuously achieves excellence in the performance of duties over an extended period of time) – Sgt. Henry Minor, Detectives Renee Ferron, Paul Lombardo (retired), James Moore, Michael Morrissey, Officers James Bairos, Guy Beck, Peter Celios, Anthony DeJulius, Richard Grimaldi, Robert Johnson, Martin Jordan, Steven Koss, Jonathan Laughlin, Christopher Miller, Anthony Palombizio, Neil Rodman, Jason Wagener, Mark Yagowski, Dispatchers Stephanie Weiland and Sandra Whitfield-Logan.

Lifesaving Medal (awarded to anyone who saves someone's life) – Lt. Joseph San Antonio (2), Sgt. Michael Ludlow (Ret.), Sgt. Bruce Tyler, Sgt. Joel White (Glastonbury PD), Officers Gerald Hollis, Robert Mazzone, Dispatcher Shayla Hill, and PSA Michael Cappucci (retired).

Distinguished Service Unit Citation Medal (awarded to any person who renders service beyond the ordinary course of duty with alertness, perseverance, or timely judgment in the performance of a difficult task which results in the protection of life, the recovery of stolen property, the prevention or solving of a major crime, or the apprehension of an armed or dangerous person) – Sgts. David Ellsworth, Marc Hughes, Thomas O'Connor, Detective Paul Lombardo (retired), Officers James Bairos, Guy Beck, Peter Celios, Keith Dunnigan, Richard Grimaldi, Michael Ilewicz, Robert Johnson, Christopher Miller (2), Jamie Taylor and Jason Wagner.

Distinguished Service Medal (awarded to any person who renders service beyond the ordinary course of duty with alertness, perseverance, or timely judgment in the performance of a difficult task which results in the protection of life, the recovery of stolen property, the prevention or solving of a major crime, or the apprehension of an armed or dangerous person) – Sgts. Christopher Davis, Marc Hughes, Luis Melendez, Daniel Parlapiano, William Young, Detectives Scott McGill, James Moore, Richard Rivard, Detective William Turley (East Hartford PD), Agent Michael Prescher (South Windsor PD), Detective John Divenere (Vernon PD), Officers Daniel Bontempo, Jonathan Gerken, Sean Grant, Erik Hansen (East Hartford PD), Christopher Hodges, Michael Ilewicz, Jerrard Johnson, Gary Jonas (Vernon PD), Thomas McGowan (2), Douglas Morton, Anthony Palombizio, Neil Rodman, Jason Wagner, and Corey Wesoloskie.

Letters of Commendation (awarded when the actions of a member of the department are significant enough in nature to deserve recognition, yet do not meet the qualifications of a medal) – Sgt. Howard Beeler, Michael Ludlow (retired), Luis Melendez, Edwin Villaneuva, John Wilson (2), William Young, Detectives Jeffrey Lampson, Richard Rivard, Officers Alan Anderson (2), James Bairos, Daniel Bontempo, Richard Boyle, Stephen Bresciano, David Brzezinski, Jason Carbone, John Decker, Gary Dufresne, Anthony DeJulius, Keith Dunnigan (3), David Evans, Sean Grant, Bernard Hallums, Christopher Hodges, Steven Koss, Robert Mazzone, Thomas McGowan, David Miele, Matthew Pace, Anthony Palombizio (2), Scott Plourde (2), Neil Rodman, Keri Rosa, Timothy Vennart, Corey Wesoloskie (3), David Williams (2), Animal Control Officer Elease Polek, Dispatchers Marisol Arnau, Patrick Dooley, Shayla Hill, and Renee Ilewiz.

Other Updates

The Manchester Police Department Dispatch Center was featured in the January/February issue of '911 Magazine'.

The Manchester Police Department Traffic Division will be implementing a new concept in the area of traffic education and traffic enforcement entitled TEAM (Traffic Enforcement Awareness Measures) on March 1. Each month will focus on a specific area (i.e. School Zone Safety Enforcement) and it will be advertised in the local newspapers. The Traffic Unit will be aggressively working on the specific focus for each month. Any tickets and/or written warnings issued by Officers will be reviewed and cleared by Sgt. Beeler and statistics kept.

At the beginning of the new TEAM of the month, the media will be provided with the statistics from the previous month and the next traffic enforcement focus will be identified.

Police Activity through January 31, 2007 was 5,338 Total Calls for Service; 1,515 Total Police Cases; 690 Total 911 Calls; Emergency Calls were 50 for the Eighth District; 246 Town Fire and 1,489 Police Department.

Public Works

Building Department

Activity for January 1 – January 31, 2007

Building Permits	January 2007	December 2006
Total applications received	245	264
Total permits issued	266	251
Total revenue	\$114,513.16	\$112,690.43
Construction Value*	\$8,181,960	\$8,786,860.89
Inspections conducted	657	643
 Code Enforcement		
Cases opened	48	43
Cases closed	52	38
Inspections conducted	149	81
 Comparison of the fiscal year July 1 – January 31, 2007		
Building Permits	FY 2007	FY 2006
Total applications received	2056	2227
Total permits issued	2016	2020
Total revenue	\$600,696.22	\$489,353.05
Total Construction Value*	\$66,150,283.23**	\$34,513,152.22
Inspections conducted	4950	5772
 Code Enforcement		
Cases opened	394	453
Cases closed	374	528
Inspections conducted	793	872

Notes:

* Includes the value of Town projects where fees were waived

**This value has yet to be adjusted for value added due to cost affidavits at Certificate of Occupancy issuance

Recreation Department

Camp 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 at Town Hall beginning Tuesday, March 6. Registration will be mail-in only through March 31.

Rebuilding Together (formerly Christmas in April)

The activities of the Rebuilding Together Committee intensify in March. The Committee is actively recruiting volunteers, soliciting contractors and finalizing materials and supplies lists. Anyone interested in volunteering should contact Scott Garman or Liz Tracy at the Recreation Office, 647-3084. Rebuilding Together is scheduled for Saturday, April 28.

Sports Update

Adult basketball and volleyball league playoffs take place during March. The youth basketball program ends in March and the final session of swim lessons ends early April.

In March, Recreation staff will be meeting with representatives of the baseball, softball and soccer groups that use Town fields to finalize schedules and use agreements prior to April 1 (weather permitting) start of the spring season.

Water and Sewer Department

Water Department

The Water Department completed installation of a new 2.3 million BTU boiler at the Globe Hollow Water Treatment Facility. This boiler replaces a 20+-year-old unit with a more energy-efficient model, which is used to provide heat for the facility. In addition, five new state-of-the-art chlorine analyzers were installed at various points of the water treatment process. These instruments provide greater accuracy and fulfill the stringent state-mandated monitoring requirements.

Another improvement completed in the Globe Hollow Water Treatment Facility was a retrofit to the siphon system that removes solids (impurities) from the sedimentation basins. The old method was an electro-mechanical technology that was unreliable and inefficient. A Programmable Logic Controller (PLC) now controls the process, which has improved operations and efficiency as well as savings in water production and electric usage.

Rehabilitation of Well #3 (adjacent to Charter Oak Park) was also completed. Wells such as this lose productivity over time and this procedure restored the wells yield to what it was originally in 1953 when initially installed.

The Water Department produced approximately 2 billion gallons of potable water in 2006.

Employee News

Newly Hired

Sarah Coyne – Manchester Public Library

Daniel Heald – Manchester Fire-Rescue-EMS

James Williams - Public Works Department

Eileen Faust – Human Services Department

Newly Promoted

Kenneth Deal – Engineering Division