



Town of Manchester

Scott Shanley
General Manager

General Manager's Report

July 2006

General Manager's Office

Manchester Government Academy

The next session of Manchester Government Academy will be Thursday, September 7 – Thursday, November 16. This program is open to any Manchester resident and provides an opportunity for citizens to learn more about local government and the various departments and divisions. Please call Tricia Catania in Human Resources at 647-3102 for more information or visit the town's website at www.ci.manchester.ct.us.

Building Department

Activity for May 2006

Building Permits	
Total Applications received	337
Total Permits issued	679
Total Revenue	\$68,777
Construction Value	\$12,010,023.25
Inspections conducted	720

Code Enforcement	
Cases opened	66
Cases closed	163
Inspections conducted	63

Comparison of the first 11 months of the fiscal year July 1 – May 31.

Building Permits	<u>2006</u>	<u>2005</u>
Total Permits issued	3,123	2,966
Total Revenue	\$736,883.87	\$1,074,310.55
Total Construction Value	\$69,605,550.47	\$71,933,544.20
Inspections conducted	8,289	8,227

Code Enforcement		
Cases opened	651	404
Cases closed	794	170
Inspections conducted	1,120	704

Customer Service and Information Center (CSIC)

Taxes

Payments for Water bills, Motor Vehicle, Real Estate, and Personal Property taxes can be accepted at the CSIC if the bills are current and payment is by check, money order, Discover card* (2% fee) or debit card. Note: VISA/MC are not accepted. Last day to pay without penalty is Tuesday, August 1.

Recreation

The CSIC serves as an auxiliary site by processing registrations and facility passes for the pools. Individuals must be present to have a photo membership card produced. Complete membership information can be found online at: <http://recreation.townofmanchester.org/>

The CSIC is located on the first floor of Town Hall by the front entrance. Hours are 8:00 a.m. – 5:00 p.m., Monday – Friday, 647-5235.

Finance Department

Assessment and Collection

Tax bills for the Grand List of October 1, 2005 began being mailed out on June 19, 2006 for real estate, motor vehicle and personal property.

The Manchester Office of Assessment and Collection reminds residents that current tax payments are due by 6:00 p.m. on Tuesday, August 1, 2006. Current taxes include Motor vehicle tax bills and the first installment for Real Estate and Personal Property tax bills. Failure to make timely payments will subject taxpayers to an interest charge of 1.5% per month from the July 1, 2006 due date, with a minimum of \$2.00. Please note there is no mailing for the second Real Estate and Personal Property bill installment. Both payment coupons are included with the bill mailed in June. Receipts should be saved for income tax purposes. Questions may be directed to the Office of the Revenue Collector at 647-3018 or the Office of the Assessor at 647-3016. The Office of Assessment and Collection will be open 8:20 a.m. – 4:40 p.m., Monday – Friday. Special extended hours of operation will be offered Monday, July 31, 2006 and Tuesday, August 1, 2006.

Those taxpayers who reside in the Eighth Utilities Fire Tax District will receive separate bills from that office at 18 Main Street. The Eighth Utilities District tax bills are to be paid separately and paid directly to the Eighth Utilities District. They can be reached at 463-9648.

Residents who use an online bill paying service through a bank need to be sure to specify which account or property is being paid on the check. Town account numbers may change each year and need to be updated with number and type of bill.

Paying by mail avoids standing in line. Taxpayers may also bring their current tax bills to any Manchester branch of New Alliance Bank up to August 1, 2006. The bank does not have access to tax records so the bill must be brought. Payment is for full installments only and the bank will not accept partial payments. The January payment may also be brought to the bank from late December to February 1, 2007.

In addition, there is a night drop box located behind Town Hall at the handicap accessible entrance. This box is emptied every workday morning. CASH SHOULD NEVER be left and the payment must be sealed in an envelope. If the bill is not included with the payment, then the account number should be on the check.

Finally, there is a bittersweet moment for the Office of Assessment and Collection as the most experienced and longest tenured staff member, Account Associate Louise Finni retired on June 30, 2006 after 21 years in her position. Everyone at Town Hall will miss Louise's fun spirit and her enthusiastic dedication and professionalism. She was truly a credit to the office and all of Manchester. We congratulate Louise on a fantastic career and wish her all the best in her well-earned retirement!

Account Associate Denise Scroll is congratulated for passing the Certified Connecticut Municipal Assessor (CCMA) Course 1B and Assistant Assessor Cindy Roman is congratulated for passing CCMA Course 1A. Both courses were recently offered at the annual UCONN School for Connecticut Assessors sponsored by the State of Connecticut Office of Policy and Management.

Library

The Library's Summer Reading Program is in full swing during July. In addition to a wide range of children's and teen programs, a visit on July 19 and 20 by author Oral Lee Brown from California will be a highlight of the month. She will be speaking at Manchester Community College's SBM Foundation Auditorium at 7:00 pm on July 19 and will also appear at other venues throughout town.

A special children's program during the month will be Saturday July 22 at 2:00 pm at the Mary Cheney building entitled "R.E.A.D. / Reading Education Assistance Dogs" where specially trained and certified dogs patiently await youngsters to practice reading aloud to the dogs.

Manchester Fire-Rescue-EMS

Activity Report for May 2006

Medical/Rescue	468
Fire Related	10
Hazardous Conditions	22
Public Service	29
Good Intent	39

False	28
Mutual Aid	<u>3</u>
Total Calls	599

Stand Down

Stand Down is a method used by the military to correct an issue that has been identified as a problem throughout its ranks. Building on the military's success with Stand Down, thousands of fire departments in the United States participated in *International Firefighter Safety Stand Down* between June 21 and June 26, 2006. During Stand Down, fire departments suspend non-emergency activity to focus on firefighter safety. In 2005, 106 firefighters died in the line of duty in the United States with 26 of these deaths occurring in emergency vehicle related accidents. Manchester, therefore, reviewed the case studies of many of these accidents and deaths; identified cause and effect and assured local operating procedures were structured to prevent similar occurrences in Manchester. Additionally, the department introduced new safety equipment to be placed on all fire apparatus. Traffic Control Kits, containing long lasting super bright LED technology will now be used by the fire department to give advance warning to approaching motorists, of fire department roadway and highway work zones. During each day of Stand Down, all on-duty personnel participated in healthy eating with a specially prepared menu. Keeping Manchester Firefighters safe and healthy helps the department to respond effective and keeps the community protected.

Promotions

During June 2006 the following promotions were made:
Battalion Chief Raymond Shedd was promoted to Assistant Fire Chief
Fire Lt. David Billings was promoted to Battalion Chief
Fire Lt. Michael DuBois was promoted to Battalion Chief
Fire Lt. Marc Lupacchino was promoted to Battalion Chief
Fire Inspector Lawrence Talbot was promoted to Deputy Fire Marshal

A formal swearing in and badge pinning ceremony was held on June 27 for the above-mentioned officers and Fire Marshal Robert Barker whose promotion became effective in April.

New Hires and Probationary Personnel

The department welcomes three Recruit Firefighter/Paramedics to the ranks. Richard Antonelli, Shawn Cervera and Robert Turkington will attend Firefighter Recruit Training at the Connecticut Fire Academy for ten weeks beginning July 10.

Probationary Firefighter/Paramedics Bryan Goulet and Louis Racicot recently graduated from the Academy and are assigned to Field Probationary Training and Paramedic Precepting. It is anticipated the probationary personnel will be assigned to shifts by the end of August.

Manchester Police Department

Police Activity through 5-30-06 included 5,547 total calls for service; 1,699 total Police cases, 709 calls to 911; in addition, emergency calls were comprised of 54 for the 8th District, 239 for Town Fire and 1,699 for the Police Department.

Staffing numbers are at 115 sworn officers that include 1 Chief, 3 Captains, 6 Lieutenants, 18 Sergeants, 12 Detectives, 75 Patrol officers, with 1 in Academy, 3 FTO; and 6 vacancies (6 officers).

On June 15, 2006 Police Recruits Micahl Faux and Kristopher Slate graduated from the New Britain Police Academy; Chief Berry attended the swearing in ceremony and, at their requests, proudly pinned their badges for them. Capt. Marc Montminy and Sgt. Susan Wilson also attended on behalf of the department.

On June 23, 2006 Officer Richard (Rick) Rivard was promoted to Detective. Rick has been an Officer for Manchester Police Department since February 25, 1990. In addition, Rick has served as a School Resource Officer since January 2000. Rick's dedication and hard work will serve him well in his new position.

Recreation Department

Ninth Annual Earl Yost Tennis Classic

The ninth Annual Earl Yost Tennis Classic is scheduled for July 21 – July 23. There will be singles and doubles competition in most age groups. Play will be at the East Center Street and Charter Oak Tennis Courts. Registration information/forms are available at Center Springs, the Community Y, and the Customer Service and Information Center at Town Hall.

Town Clerk's Office

Statistics January – May 2006

Land Recordings	5,241
Births	401
Marriages	102
Civil Unions	10
Deaths	235

Manchester Youth Services Bureau

Attached to this General Manager's Report is a brochure outlining supervised, free or low cost activities for Manchester youth through the Library, Youth Services Bureau, Police Athletic League and Parks and Recreation.

Employee News

Recently Hired

Lai Ping Wong – Senior Administrative Secretary, Health Department

Recently Retired

Louise Finni – Assessment and Collection Office

Michael Rose – Building Department

Graham MacDonald – Fire-Rescue-EMS

Margaret Parker – Health Department

Linda Whitcomb – Manchester Public Library

Marie Flynn – Manchester Public Library

Carol Willis – Manchester Police Department

Leona Baldassario – Manchester Police Department

Laurance Warren – Manchester Police Department

Daniel Moran – Public Works Department

Robert Young – Water and Sewer Department

July 2006

Building Committee of the Town of Manchester

July 5, 2006, 7:00PM
Manchester Room, Town Hall

Planning & Zoning Commission Meeting

July 5, 2006, 7:00PM
Hearing Room, Lincoln Center

Cheney Brothers National Historic District Commission

July 6, 2006, 4:30PM
Hearing Room, Lincoln Center

Board of Education Meeting

July 10, 2006, 7:30PM
Lincoln Center

Manchester Board of Directors

July 11, 2006, 7:00PM
Hearing Room, Lincoln Center

Cheney Hall Foundation Inc. Meeting

July 12, 2006, 5:15PM
Cheney Hall

Economic Development Commission Meeting

July 13, 2006, 8:00AM
Manchester Room, Town Hall

Safety Committee Meeting

July 13, 2006, 9:00AM
Breakout Room, Town Hall

Planning & Zoning Commission Meeting

July 17, 2006, 7:00PM
Hearing Room, Lincoln Center

Eighth Utilities District Board of Directors

July 17, 2006, 7:00PM
Donald Willis Hall

Building Committee Special Meeting

July 17, 2006, 7:00PM
Manchester Room, Town Hall

Conservation Commission

July 18, 2006, 7:30PM
Directors Room, Lincoln Center

Human Relations Commission

July 18, 2006, 7:30PM
Law Library, Town Hall

Commission for People with Disabilities

July 19, 2006, 7:00PM
Senior Center

Advisory Board of Health Meeting

July 20, 2006, 6:30PM
Weiss Center Conference Room

Commemoration Commission

July 25, 2006, 4:00PM
Manchester Room, Town Hall

Zoning Board of Appeals

July 26, 2006, 7:00PM
Hearing Room, Lincoln Center

Pension Board Meeting

July 27, 2006, 4:00PM
Law Library, Town Hall