



Town of Manchester

General Manager's Report

Scott Shanley
General Manager

April 2008

General Manager's Office

FY 2008/09 Budget Review and Adoption Schedule

Wednesday, April 2 – 7:00 p.m. Public Hearing on Budget
Waddell School Auditorium

Saturday, April 5 – 8:00 a.m. Budget Workshop
Manchester Room, Town Hall Fire/Rescue/EMS Police

Wednesday, April 9 – 5:30 p.m. Budget Workshop
Manchester Room, Town Hall Water/Sewer Miscellaneous

Saturday, April 12 – 8:00 a.m. Budget Workshop
Manchester Room, Town Hall Board of Education Public Works

Monday, April 14 – 5:30 p.m. Budget Workshop
Manchester Room, Town Hall Human Services General Government

Wednesday, April 16 – 5:30 p.m. Budget Workshop Joint Deliberation

Tuesday, May 6 – 7:00 p.m. Budget Adoption
Hearing Room – Lincoln Center

Finance Department

Assessment and Collection

After the 2007 Grand List was signed at the end of January, each real estate owner in Manchester was sent a reminder letter indicating his or her net assessment as part of year two of the three year phase-in of Manchester's 2006 revaluation. February 20, 2008 was the deadline to file an assessment appeal to the Board of Assessment Appeals. Typically, the second year after a revaluation is a busy year for the Board of Assessment Appeals, though not nearly as busy as the revaluation year.

This year, there were a total of 123 appeals filed to the Board of Assessment Appeals for the 2007 Grand List. Of these 46 were residential real estate, 11 were commercial real estate, 29 were motor vehicles, and 37 were personal property assessments. The 57 real estate appeals in total is almost identical to the number of real estate appeals on the 2001 Grand List, the second year after the prior revaluation, when there were 53 real estate appeals.

Kleinschmidt and Kenneth Cusson in the forefront. Dr. Robert Butterfield from Manchester Memorial Hospital was also involved, having assisted East Hartford in establishing a similar program. The Manchester Board of Directors created the Emergency Medical Services Council in 1980 as an advisory panel and to explore the feasibility of paramedics. Local 1579, IAFF, the town's firefighter union, voted to support a Fire Department based program and offered their assistance. In February 1981, the EMS Council drafted a proposal to have the South Manchester Fire Department operate the service utilizing monies from the General Fund. The paramedic service would protect the entire town, providing 24-hour service and operating under the medical supervision of Manchester Memorial Hospital. (To be continued)

Safer and Healthier Neighborhoods

The Fire Department would like to have 100% of residences in the town protected by installed and functional smoke detectors and is providing free smoke detectors to Manchester residents that cannot afford to purchase them. Residents can call the Fire Chief's Office at 647-3266 to request free detector(s). Name, address and telephone numbers will be logged into the request log and fire department personnel will contact the resident by telephone to schedule an appointment convenient to install the smoke detectors (s). *This program is not designated to replace the responsibility that landlords have to their renters to provide smoke detectors as required by local building code.*

Manchester Public Library

The Friends of the Manchester Public Library annual Spring Book Sale will be Saturday, April 12 from 9:00 a.m. – 1:00 p.m. in the Howroyd Room at the Mary Cheney Library.

Children's programs for School Vacation Week, April 14 – April 19th, will range from Bingo through "Toys through Time", and are listed on the online calendar of the library website at <http://library.townofmanchester.or/childhome.html>

The Nutmeg at Night Club for fourth – sixth graders will meet on Tuesday evening, April 15th at the Mary Cheney Library at 7:00 p.m.

The Spring Children's Story Time Session will begin on Monday, April 21st and will include a selection of 13 programs for birth – fifth grade requiring registration, and six drop-in programs.

Family Place Parent/Child Workshops will resume on Tuesday, April 29th; at 6:00 p.m. Registration is required.

Teen DDR Afternoons will continue on Thursdays at the Mary Cheney Library at 3:30 p.m. as will Middle School Nights, on Wednesdays at 6:00 p.m., open to sixth – eighth graders. A library card will be required for admission.

The book chosen for Manchester's One Book One Village 2008, *The Circus Fire*, will be the subject of the library's Book Discussion group on Monday, April 21st at the Mary Cheney Library at 7:00 p.m. The book's author, Stewart O'Nan, will be featured at a program at Manchester Community College on Wednesday, April 30th, at 7:00 p.m. at the SBM Charitable Foundation Auditorium.

Planning Department

Several members of the Planning and Zoning Commission and the Zoning Board of Appeals received length of service recognition awards from the Connecticut Federation of Planning and Zoning Agencies on March 27, 2008. From the Zoning Board of Appeals, Mr. Robert Schneider was recognized for serving 18 years; Mr. James Stevenson, the current Chairman, for 16 years; and Ms. Kathleen Maffe, Vice Chair, for 14 years. On the Planning and Zoning Commission, Vice Chairman Eugene Sierakowski was recognized for his 18 years of service, and Chairman David Wichman for 12 years of service. The Town of Manchester is fortunate to have dedicated individuals willing to serve for extended terms on their respective boards or commissions. They have developed their expertise as volunteer members of these important bodies, and provided continuity and consistency to the decision and policymaking process.

A former member of the Planning and Zoning Commission, Mr. Horace Brown, AICP, was nominated by the Connecticut Chapter of the American Planning Association for election to the College of Fellows of the American Institute of Certified Planners. This is one of the highest honors that the American Institute of Certified Planners can bestow upon a member. Fellows are recognized for their contribution to professional practice, for public and community service, and for leadership in the planning field. Mr. Brown's long and influential career with the State of Connecticut began when he took a position as planner with the Connecticut Development Commission in 1956. By the time he retired 34 years later, he had held 12 positions reflecting the evolution of planning at the highest levels of Connecticut State government. Mr. Brown directly aided municipalities in establishing planning and/or zoning commissions. He was in the lead in defining planning regions in Connecticut, making Connecticut the first State to do so. Regional agencies were embraced by all but two of the State's 169 municipalities, and remain active to this day. To place regional planning in perspective, interregional planning became a joint venture of four State agencies. Mr. Brown administered this new activity, which was subsequently shifted to the then new Office of State Planning that he organized and directed. Along with a fellow planner, he conceived, named and oversaw the preparation of the State Plan of Conservation and Development. This significant state policy plan, first issued in 1973 and adopted by the state legislature, has been updated every five years since. Mr. Brown also led the team that drafted Connecticut's Historic District enabling legislation, used by many Connecticut municipalities to preserve the State's colonial and industrial age heritage. (One of the co-authors was the late Wil Maxwell, also a Manchester resident and a former Chair of the Planning and Zoning Commission.) Congratulations to Mr. Brown for his achievements and service to Manchester.

Public Works

Household Hazardous Waste Collection and Mercury Medical Thermometer Exchange

On Saturday, April 12 from 8:00 a.m. – 1:00 p.m., there will be a Household Hazardous Waste Collection and Mercury Medical Thermometer Exchange. Manchester is the home of a regional center for household hazardous waste collection, located adjacent to the Town Landfill on Olcott Street. (Exit 1 from 384; follow Spencer Street for 0.9 miles. Turn left on Olcott Street and follow signs to Facility)

Collection dates for 2008: April 12 & 26; May 10 & 31; September 6 & 20; and October 4 & 25. For complete details, please visit the website or call 647-3248.

publicworks.townofmanchester.org/Sanitation/HouseholdHazardousWaste.cfm

Potholes

Potholes are formed when water seeps into cracks in the pavement surface 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 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 bad winter for potholes. Unfortunately, as spring arrives, the worse may be yet to come.

If a citizen 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 a response, 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 that is provided, the better citizens 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 as well. 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 begin to see more construction activity along the Manchester streets. Motorists are urged to be aware of Work Zones and to use caution when driving through them. Nearly 1,000 men, women, and children are killed in the United States in Work Zones each year. (Source: FARS database) Please obey posted speed limits. National Work Zone Awareness Week is April 7 – 11, 2008. For more information, the website is: [http://: www.atssa.com](http://www.atssa.com).

Building Department

Building Inspection Activity for February 1 – February 29, 2008

<i>Building Permits</i>	<i>February</i>	<i>January</i>
Total applications received	172	231
Total permits issued	165	222
Total revenue	\$78,243.50	\$104,546.68
Construction Value*	\$5,421,519.00	\$2,281,136.00
Inspections conducted	414	489
 <i>Code Enforcement</i>		
Cases opened	67	39
Cases closed	34	47
Inspections conducted	81	111

Comparison of fiscal years July 1 – February 2008

<i>Building Permits</i>	<i>FY2008</i>	<i>FY2007</i>
Total Applications received	1882	2252
Total Permits issued	1865	2195
Total Revenue	\$486,185.02	\$778,627.72
Total Construction Value*	\$31,440,111.39	\$76,612,804.62
Inspections conducted	4715	5350
 <i>Code Enforcement</i>		
Cases opened	398	427
Cases closed	525	441
Inspections conducted	1033	911

Recreation Department

Monday, April 7, the Skate Park will open for the season. Hours are Monday – Friday, 3:00 – 6:00 p.m. and Saturday and Sunday, 1:00 – 5:00 p.m.

Saturday, April 12 the third and final Fifth Grade Social is scheduled at the Mahoney Recreation Center from 7:00 – 9:00 p.m. As always, a sellout crowd of 200 is expected.

Saturday, April 26 is Rebuilding Together Day. This year it is expected that approximately 1500 volunteers will participate with work being done on between 75 and 80 homes. After work is completed, all sponsors and volunteers are invited to attend a picnic at Northwest Park. For further information, please call Scott Garman or Liz Tracy at 647-3084.

The adult softball leagues will begin play on April 21, weather permitting. It is expected that 80 teams will participate.

The outdoor sports season begins in April with the Board of Education, East Catholic, Cheney Tech, Little League, Manchester Senior Baseball and the Manchester Soccer Club using Town fields.

Mail in summer camp registration will be processed during April.

The summer program brochure is scheduled to be mailed out the week of April 14.

Water and Sewer Department

Water and Sewer Utility Bill Paying Now on-Line

The Manchester Water & Sewer Department announces that as of March 31, 2008, customers will have the option of paying their water and sewer bills on-line, using a credit card or electronic check. This is a new service in addition to the numerous other ways customers are currently able to pay their water and sewer bills. Transactions will have a specific dollar limitation and a convenience fee will be assessed for on-line payments. To find out more about this service, or to see other available payment methods, please visit the Town of Manchester's website at www.townofmanchester.org and click on the "Pay Utility Bill" link.

Annual Water Main Flushing Program

The annual water main flushing program will be commencing soon...a sure sign of spring! Beginning on March 31, 2008, hydrants throughout the town will be opened in order to flush out and clean the water mains of accumulated debris. This program will run for approximately nine weeks. The work will be performed Monday – Friday from 7:15 a.m. – 3:00 p.m. When this occurs in a neighborhood, residents may experience decreased pressure and/or discoloration of water. These are temporary conditions and the water should return to normal shortly after the flushing ends. To find out which streets may be affected by this program, please check the advertisement in the March 25, 2008 edition of the Journal Inquirer or visit the Water Department's website at www.townofmanchester.org/water and click the Customer Information tab for the complete flushing schedule. The Info Line at 647-3137 may also be called or the dispatch office Monday – Friday, between the hours of 7:00 a.m. and 3:30 p.m. at 647-3201 for schedule updates and/or assistance.

2008 Construction Season

The 2007 Water Main Replacement Project was a great success and the 2008 construction season is about to begin. The replacement program is based on a system-wide study that determined those areas that needed rehabilitation the most. A priority rating was developed which took into account various criteria such as, but not limited to, the size, age, and condition of the existing pipe. This year, water mains in the following areas are scheduled for replacement: McKee – Center to Hartford Road; Ann – Center to Summer; High – McKee to Campfield; Westwood – McKee to Campfield; Cornell – McKee to Campfield; Cooper Hill – McKee to Campfield; Palm – Cooper Hill to Hartford Road; Campfield – West to Hartford Road. Also, final paving and surface restoration will be performed in the Strickland, Strong, Woodland and Ford Street areas. Prior notification will be provided to those who will be affected by this work. Any inconveniences during the time this work is being performed are regretted, however, these should be minor and outweighed by the long-term benefits derived from this program. As with the flushing program mentioned above, the proposed project schedules and updates as they become available can be obtained on the 24-Hour Line or by calling the dispatch office during normal business hours.

Sanitary Sewer Infiltration & Inflow Study

The Town of Manchester has retained the services of the consulting firm Tighe & Bond, Inc. to complete the first two phases of a three phase town-wide Infiltration and Inflow (I/I) Study.

The purpose of Phase I of the project is to quantify, locate and target the removal of extraneous flows within the Town's sanitary sewer collection system on a preliminary basis. These extraneous flows consist of "Infiltration" from groundwater intrusion or "Inflow" from rainfall events introducing surface water into the sewer system. Collectively referred to as I/I, these unwanted flows could cause backups and flooding within the sewer collection system, hydraulically overload the town's wastewater treatment facility and result in additional and unnecessary costs.

The primary focus of Phase 2 of the project is to further locate and quantify infiltration and rainfall induced infiltration sources throughout the collection system. Phase 2 will also supplement and confirm the preliminary inflow findings of the Phase I flow metering program. A select number of manhole inspections in areas exhibiting elevated I/I will be performed in Phase 2. In addition, a sewer system hydraulic model will be developed as part of the Phase 2 work to analyze the impacts of I/I within the collection system.

Phase 3, known as the Sanitary Sewer Evaluation Survey (SSES), will include fieldwork to locate specific I/I sources and evaluate appropriate I/I removal methods. During Phase 3, the sewer system hydraulic model will be used to identify and evaluate collection system improvement alternatives. Phase 3 of the study is expected to be completed during 2009 and 2010.

During the fieldwork associated with Phase 1 and 2 of the project, which is expected to continue until July 1, 2008, representatives from Tighe & Bond, Inc. or their subcontractors (Savin and NEPCCO) may be seen inspecting and entering manholes throughout the Town and the Eighth Utilities District. They will also be installing flow meters in selected manholes to measure and record flow rates in the sewer collection system. These procedures will take place in the accompaniment of a Town Water & Sewer Department or Eight Utilities District employee and may occur on any day, at any time of the day or night. In areas of heavy traffic, a police officer or flag crew from the department will be present. There should be no disruption in sanitary sewer service to residents or businesses as a result of this project.

If there are questions or if additional information is required, please contact the Project Manager, Raymond Myette, P.E. at 869-647-3220.

Employee News

Newly Hired

Heather Martel – Police Services Aide
Ashley Gates – Police Data Operator
William Beeler – Police Officer
Ryan Kiely – Police Officer

Recently Retired

Amy Marrotte – Police Officer
Bruce Tyler – Police Sergeant
Thomas Chesery – Mechanic, Public Works