



# *Town of Manchester*

## **General Manager's Report**

**Scott Shanley**  
General Manager

October 2008

### **October Holiday Closings**

Town of Manchester Offices will be closed in observance of Columbus Day on Monday, October 13, 2008. Mary Cheney Library and Whiton Memorial Library will also be closed. Trash collection for the week will be on the regular schedule.

### **Annual Report**

The Town's Annual Report for Fiscal Year 2007 is now available at the Town Hall Customer Service and Information Center, Town Libraries, Recreation Centers and the Senior Center. Please stop by to pick up a copy during business hours.

### **Manchester Mentors! Program**

The second year of the Manchester Mentors! Program is underway. New and returning mentors will work with children at Verplanck, Nathan Hale, Buckley, Robertson, Illing Middle School and Bennet Academy.

Jim Wren from the Accounting Department has continued as Coordinator of the Manchester Mentors! Program and new and returning mentors include Susan Alaimo, Heather Boudreaux, Pam Cowan, Linda Crockett, Karen Dinnie, Lynn Dufour, Laurie Dunlop, Julian Freund, Richard Gallacher, Lynn Jacobs, Sharon Kozey, Dede Moore, Kathy Nohmy, Barbara Pettijohn, James Raboin, Karen Rich, Douglas Sanborn, Judith Schuberth, Marilyn Smith, Sandra Stough, Kimberly Sullivan, Joan Ward, Brian Wolverton, Marcia Woodworth and Jim Wren.

These employees will serve as mentors weekly during the school year at the various schools. Through Jim Wren's coordination, the program has been very successful and the mentors look forward to the second year.

### **Customer Service and Information Center**

### **Manchester Road Race**

The 72<sup>nd</sup> running of the Manchester Road Race takes place Thanksgiving Day, November 27 at 10:00 a.m. Information and online registration is available now at [www.manchesterroadrace.com](http://www.manchesterroadrace.com). Registration forms are also available at the Customer Service and Information Center in Town Hall, Monday – Friday, 8:00 a.m. – 5:00 p.m.

## **Finance Department**

### **Assessment and Collection**

Work continues on the October 1, 2008 Grand List. New construction and building permit fieldwork and data input, which has been ongoing throughout the year, continue. The Assessment staff routinely visits properties after a building permit is issued so that any required changes based on permit activity can be made. The permit inspection process is one of the key methodologies for ensuring an accurate assessment database. This work, which begins in the early spring, will continue its usual pace through October and November.

In addition, Personal Property Declarations were mailed in September to approximately 3,200 personal property accounts. These declarations must be filed by November 1, 2008. Anyone who obtained a declaration and has questions about how to complete it is welcome to call the Assessor's Office at 647-3015. In addition, any taxpayer can bring their declaration into the Office of Assessment and Collection for assistance in completing it during business hours which are Monday – Friday, 8:20 a.m. – 4:40 p.m.

Charles B. Feldman and Associates had once again been engaged to conduct audits of 20 of the 3,200 personal property accounts for this year. These Personal Property audits serve a two-fold purpose. First, they become a teaching tool for those businesses, which, through incomplete reporting, demonstrate limited knowledge of the self-declaration process. Second, they provide a reminder to businesses that the Town reviews individual declarations for accuracy.

Collection work continues on the 2007 Grand List, and earlier Grand Lists. The Office of Assessment and Collection accepts payments for Water/Sewer bills and parking tickets.

## **Manchester Public Library**

### **October Programming**

Author, Leadership Consultant and Motivational Speaker David O'Brien will be discussing his latest book "The Navigator's Handbook: 101 Leadership Lessons for Work and Life" on Monday, October 6 at 7:00 p.m. in the Mary Cheney Library's Howroyd Room. Copies of the book will be available for purchase and signing by the author, who is Connecticut resident.

In addition to regularly scheduled Storytimes, children's programming at the library during the month will include Dan Bowen's Magic Show on Saturday, October 25 at 10:30 a.m. at the Mary Cheney building and Preschool Playgroups at both library buildings from 10:00 a.m. – noon each Friday for children from birth – six years. Toys and games are provided and parental supervision is required. Additionally, another session of Reading Education Assistance Dogs (R.E.A.D) will be offered on October 11 at 2:00 p.m. in the Howroyd Room, with children reading books to dogs.

**Public Works Department**

**Building Inspection Activity for August 1 – August 31, 2008**

<i>Building Permits</i>	<i>August</i>	<i>July</i>
Total Applications received	256	300
Total Permits issued	249	334
Total Revenue	\$68,654.98	\$48,644.36
Construction Value*	\$5,342,357.00	\$3,806,308.00*
Inspections conducted	608	662
 <i>Code Enforcement</i>		
Cases opened	50	40
Cases closed	34	39
Inspections conducted	74	101
 <i>Neighborhood Inspections</i>		
Cases opened	116	34
Cases closed	84	17
Inspections conducted	192	41

**Comparison of fiscal years July 1 – August 31**

<i>Building Permits</i>	<i>FY2009</i>	<i>FY2008</i>
Total Applications received	556	577
Total Permits received	583	569
Total Revenue	\$117,288.34	\$134,880.88
Total Construction Value*	\$9,148,665.00**	\$12,219,607.08
Inspections conducted	1270	1526
 <i>Code Enforcement</i>		
Cases opened	90	109
Cases closed	73	146
Inspections conducted	175	285

Notes:

This month includes a new statistic for the Neighborhood Inspection Program. The type of issues that are covered include graffiti, trash cans, tall grass, tall weeds, sidewalk obstructions, illegal signage, and snow/ice on sidewalks.

\*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

**Human Services Department**

**Health Department**

October is Breast Cancer Awareness Month: The focus of breast cancer awareness is to spread the message that early detection of breast cancer followed by prompt treatment saves lives. The pink ribbon will be visible virtually everywhere to remind men and women to raise awareness

about breast cancer. On October 7, 2008, the annual Nancy K. Pilver Breast Cancer Awareness Wreath Ceremony will take place in the Manchester Town Hall lobby at 3:00 p.m. Nancy K. Pilver was a tireless supporter and advocate for breast cancer awareness and research. This Dedication Ceremony is a show of commitment and support to Manchester residents and their families who have endured the hardships of breast cancer and to offer hope, strength, and encouragement to the many women, men and their families who are affected by breast cancer every day. Guest speakers include State Senator Mary Ann Handley and Barbara Cooney-Oliver, Executive Director, Breast Cancer Network of Strength – (Y-me). Employees are invited to attend. The wreath will be on display in Town Hall for a month. Throughout the month, name ribbons honoring someone special in the fight against breast cancer may be added.

“Take the Time”

Hartford Hospital's Mobile Mammography Program is coming to the Manchester Senior Center on October 6 and October 7, 2008 and the Town Hall on October 14, 2008 from 9:00 a.m. – 12:30 p.m. The program is open to woman aged 40 or older who are Manchester seniors, employees, or residents.

Most insurance will be accepted. Co-pays and deductibles are each patient's responsibility and will be billed. Special arrangements may be available if there is a hardship. For those without insurance, there are donated funds and grants available to pay for the mammogram. Please call the Health Department at 860-647-3173 to obtain more information and to register. Forms will then be mailed to help expedite each appointment.

August 2008 Statistics

*Community Health Statistics*

51 Reportable Diseases

*Environmental Health Statistics*

106 Restaurant Inspections  
12 Pool Inspections  
28 Food licenses issued  
13 Temporary Food licenses  
13 Complaints  
9 B100A Permits  
2 Septic Repair  
1 New Septic

*Geriatric Statistics*

113 Blood Pressures

*Flu Clinics*

October 21, 2008 9:00 a.m. – 11:30 a.m. Manchester Senior Center

October 28, 2008 9:00 a.m. – 11:30 a.m. Army/Navy Club

November 18, 2008 9:00 a.m. – 11:30 a.m. Army/Navy Club

++Pre-registration will take place October 1, 3, 10, and 15 at the Senior Center from 9:00 a.m. – 11:00 a.m.

\*\*\*\*\*Employee Clinics – October 21, 2008 – Lincoln Center, 2:30 p.m. to 3:30 p.m.

October 29, 2008 – Public Works, 2:00 p.m. to 3:00 p.m.

Most insurance accepted.

### **Manchester Senior Center**

The Senior Center celebrated National Senior Center month with a special event at the Town Hall. Members of the Senior Center's Friendship Circle and Quilting groups displayed many hand-made quilt and quilt-related items in September in glass cases located on the second floor of Town Hall. On September 4, 2008, at 1:00 p.m. local officials, Senior Center members and town staff assembled to hear Mayor Spadaccini declare September Senior Center Month in the Town of Manchester. The Mayor presented a proclamation to Faith McGugan and Barbara Armentano, member and Chairperson respectively of the Senior Advisory Committee, and Eileen Faust, Senior Center Director.

### **Recreation Department**

All Recreation Department Fall programs begin the first two weeks of October. The Community Y, Mahoney, Bennet Leisure Center and the two indoor pools open on October 6.

Playoffs for the adult Fall softball league are scheduled to conclude the third week of October.

### **Manchester Police Department**

#### **Police Activity Report – August**

##### *Monthly Stats*

Total Calls for Service	5156
Total Police Cases	1292
Total 911 Calls	776

##### *Emergency Calls*

8 <sup>th</sup> District	59
Town Fire	270
PD	1467

Sgt. Dave Brzezinski has resigned from the Police Department to take a position with the United States Border Patrol in Arizona. Sgt. Brzezinski is wished the best of luck in his new career!

### **Water and Sewer Department**

The mission of the Water & Sewer Department is to provide the highest possible water quality and customer service at the lowest possible cost, while continuing our commitment to improving the infrastructure and our community's environment. We most often think of this when new sewer or water lines are being installed or when a main break closes down a street. Perhaps even when you turn on the faucet or drain the sink you may think momentarily about the extensive infrastructure involved with getting that water to your tap and then routed away after you are done using it into the sewer conveyance system for treatment and discharge.

What is not so apparent is an unheralded division within the Water & Sewer Department known as the Source of Supply Section. This group is part of Field Services and they are responsible for managing and maintaining our watersheds, easements, roadways, well and tank sites and numerous other properties. When you consider the area that this work occurs on is over 4,000 acres located in four townships, you begin to realize the scope and magnitude of what they are tasked to do.

Included with this is source protection, where the land around the Town's seven reservoirs and dams are preserved and maintained to ensure our water supply remains pristine. As part of this effort, periodic timber harvests are conducted to promote healthy woodland growth in the forests surrounding the reservoirs. In addition to the benefits to the watershed's flora and fauna, revenues are also derived from these timber sales to help defray the cost of our operations.

Some of our customers take advantage of the permit-only passive recreation that is allowed on watershed property which we encourage and endorse. We ask for your cooperation as these activities are regulated by State Law and Town Ordinances. Please obey the signs and do not swim, bathe, boat, fish, hunt or allow your pet to enter the water. By following these few simple rules you can help ensure continuance of this program and will be able to enjoy unspoiled nature at its finest.

Permits are limited to Manchester Water Department customers only and applications must be made in person at our offices on 125 Spring Street during normal business hours. You will need a photo ID and proof that you are a Water Department customer. If you would like to learn more about the Water & Sewer Department activities, please visit our website at [www.townofmanchester.org/Water/](http://www.townofmanchester.org/Water/)

### **Employee News**

#### ***Recently Hired***

Michael Korman – Systems Programmer, Information Systems  
Thomas McCormack – Librarian I, Mary Cheney Library  
Daniel Vollinger – Maintainer I, Cemetery, Public Works  
Gail Peck – Land Records Clerk I, Town Clerk's Office

**Manchester Fire-Rescue-EMS**

**Activity Report for August 2008**

Medical/Rescue	488
Fire Related	9
Hazardous Conditions	18
Public Service	28
Good Intent	71
False	47
Mutual Aid	4
TOTAL	665

**CERT Recognition**

Manchester's Community Emergency Response Team (CERT) members were recipients of the Statewide Citizen Corps Council's first annual excellence award. Connecticut Department of Emergency Management Homeland Security (DEMHS) Commissioner James Thomas presented the award at a conference held at the Mohegan Sun Conference Center. The recognition was for involvement of the Manchester Mountain Bike Search & Rescue Team and Emergency Communication HAM Radio operators that supported the Fire Department in a Search & Rescue of an injured mountain biker in the Case Mountain Recreation Area on May 27, 2008.

**Change Your Clock – Change Your Battery**

"Change Your Clock - Change Your Battery" is a national home fire safety campaign sponsored by the Town of Manchester Fire Department, the International Association of Fire Chiefs and Energizer batteries. The program urges all Americans to adopt a lifesaving habit: changing smoke alarm batteries when they change clocks back from daylight saving time each fall. Connecticut will be "falling back" one hour on Sunday, November 2, 2008.