



Town of Manchester

General Manager's Report

Scott Shanley
General Manager

December 2008

Holiday Closings

Town offices and Libraries will be closed on Thursday, December 25 and Thursday, January 1 in observance of the Christmas and New Year holidays. There will be no trash collection on these holidays; collection will be a day late for the remainder of the week.

United Way

This year's campaign set a new record for contributions by Town of Manchester employees; \$16,301.60. MACC Charities will be a direct recipient of \$1,236.00 of these funds.

Customer Service and Information Center

Holiday Shopping

For those in search of "Manchester" gifts, please visit the Customer Service and Information Center *Gift Shoppe* in Town Hall for calendars, T-shirts, tote bags, mugs, historical books, cookbooks, note cards and much more. Or please consider making a donation to the Memorial Tree Planting Program by calling 647-5235.

<http://www.townofmanchester.org/CitizenService/Merchandise.cfm>

Manchester Government Academy

The 13th class of Manchester Government Academy graduated on November 20. Congratulations to the following residents who took the time to learn more about local government this past fall:

Martha Adams
Kristine Botti
Jerry Cole
Gay Douglas
Steven Farrenkopf
Daisy Feliciano
Dorothy Flagg
Nina Graham
Beth Lavalette
Lenny Lavalette

Elizabeth Marx
Tandra Price
Sarah Santora
Joan Sheffield
Marianne Sibley
Jack Slifer
Joan Slifer
Bette-Ann Vittner
Norm Vittner, Sr.
Tammy Sue Willey

The next session of Manchester Government Academy will be offered in the spring beginning in March and ending in May. Please see the Town website for more information or call 647-3126, Human Resources Office.

Finance Department

General Services

During the legislative session, Public Act 08-411 was passed which allows the use of a "reverse auction" process for State and municipal governments. This past month the Town successfully solicited the first bids utilizing this recently approved format. A specification was posted on the Capital Region Purchasing Council's e-procurement website for the purchase of a computer backup tape media. The site allowed vendors to bid on the tapes electronically in a live, real time format similar to eBay, however, unlike eBay, in this auction the price decreases as the auction progresses. Vendors only see the current low bid and may bid a lower price and bidders identities are not revealed until the auction ends.

This solicitation attracted 23 bidders across the country with 28 bid changes during the event. At the completion of the auction, tapes were purchased for approximately 8% less than the previous purchase. A reverse auction was well suited for this type of purchase since the item was easy to define and sufficient competition existed in the market place. Depending on the nature of the purchase, having the ability to using a reverse auction gives the Town another option for source selection in addition to the traditional bid and RFP processes.

Assessment and Collection

Work continues on the Motor Vehicle Supplemental Grand List of October 1, 2007. The Motor Vehicle Supplemental Grand List is the process by which the Office of Assessment and Collection assesses and taxes vehicles that were registered after October 1, 2007, but within the October 1, 2007 – September 30, 2008 Grand List year. CT General Statutes require that these vehicles be assessed and taxed on the supplemental Grand List, since the owners of these vehicles did not receive a tax bill on these vehicles in July 2008. Pricing, adjusting, and reviewing of the data is nearing completion and supplemental tax bills will be mailed in December 2008.

Arrival of the regular Motor Vehicle Registration data for the Motor Vehicle Regular Grand List of October 1, 2007, is expected in early December 2008. This data is supposed to be sent by the State Department of Motor Vehicles by December 1 of each year, but it is usually late.

Work continues on the Personal Property Grand Lists of October 1, 2008 as well. CT General Statutes require businesses and some individuals to file their Declaration of Personal Property by November 1st of each year. There are approximately 3,200 personal property accounts here in Manchester, and the Office of Assessment and Collection has been reviewing the declarations that were sent by the taxpayers since declarations were mailed to the taxpayers in mid-September. Taxpayers who did not file their declarations on time were sent a reminder notice in mid-November, as CT General Statutes mandates a penalty for late filing. The Office of Assessment and Collection encourages everyone who has sent a declaration to respond and file their declaration if they have not already done so to avoid

having estimate assessments as the office is required to do for all taxpayers who don't respond to the declarations or notices that have been sent.

Work also continues on the Real Estate Grand List of October 1, 2008. The October 1, 2008 Grand List will be billed in June 2009. As most know, Manchester did a revaluation for the Grand List of October 1, 2006, so the 2008 Grand List will be the third year after the revaluation, and the third year of the approved, three-year phase-in of the revaluation. Reaching the third year of the phase-in, Manchester's assessed real estate values on the 2008 Grand List will now be equal to the 70% assessment ratio mandated by the State of Connecticut. Thus, real estate values will now be equal to 70% of the estimated market value as of October 1, 2006 and the phase-in will be completed.

Health Department

September and October were busy months for the Health Department. The Connecticut Department of Public Health celebrated "Clean Hands Week" September 21-27, 2008, to remind people of the importance of good hand washing to help reduce infections. In support of this effort, the Health Department initiated a campaign to reinforce this message. Posted in town buildings are colorful flyers describing not only proper way to wash hands, but also how to "cover your cough." Our initiative has been designed to remind people that hand washing, using soap and water or an alcohol-based gel, and covering your cough in the proper way, are important steps in our effort to keep Manchester and our state healthy. Channel 16 produced a segment on the "Clean Hands Campaign" and interviewed Barbara Quigley, Community Health Nurse. This brought us right into October with the start of our Flu Clinics.

Health Department Statistics September & October 2008

Community Health Statistics

50 Reportable Diseases – September
58 Reportable Diseases - October

501 Flu and Pneumonia shots – October
153 Flu Shots @ Employee clinics

Environmental Health Stats September

89 Restaurant Inspections
33 Food Licenses Issued
11 Complaints
6 Septic & B100A

October

74 Restaurant Inspections
28 Food Licenses Issued
7 Complaints
2 Septic & B100A

Geriatric Statistics

181 Blood Pressures – September
224 Blood Pressures - October

Manchester Fire-Rescue-EMS

Activity Report for October 2008

Medical/Rescue	519
Fire Related	15
Hazardous Conditions	41
Public Service	29
Good Intent	61
False	39
Mutual Aid	4
TOTAL	708

Hometown Hero

Battalion Fire Chief Michael DuBois was honored by *Connecticut District Exchange Clubs* at their 10th **Annual Salute to Connecticut's Bravest** ceremony held at the Aqua Turf on October 23, 2008. Chief DuBois was cited for his commitment and dedication to the Town of Manchester Fire-Rescue-EMS Department's Color/Honor Guard. Chief DuBois first joined the department's guard detail in 1992 and recently took the reins to develop the unit into an elite, formal team that serves inside and outside the department for many important events, including three stints at Fenway Park in the last two years.

CERT Graduates

Manchester's Emergency Management Division recently graduated 57 citizens from Community Emergency Response Team (CERT) basic training. A graduation ceremony was held at Cheney Hall on Thursday, November 20th. Manchester had previously trained over 200 citizens in basic CERT and many graduates have continued on, receiving advanced training and joining one or more of Manchester's Emergency Management teams, such as Ham Radio Operators (EMCOMM), Manchester Mountain Bike Rescue (MMBR) or Outdoor Navigation (Ground-Pounders). Many CERTS are trained as Shelter Managers and a few as Fire-Police.

Manchester Police Department

On Friday, November 14, Detective Rick Rivard (along with other members of the task force) was recognized by the CT State Police at their yearly award ceremony, for his excellence in service on the home invasion task force.

A plaque to be hung in the lobby of MPD in honor of Manchester's First Police Officer, John Johnson, will be presented on Friday, December 5, 2008, in the MPD Community Room at 10:00 a.m. Members of Officer Johnson's family, including his granddaughter, Emma Swetzes and his great-grandson, Retired Manchester Officer Michael Swetzes, will be in attendance at the presentation.

Public Works Department

Winter Parking Ban

Residents are reminded that overnight parking is not allowed on public streets or municipal parking lots between the hours of 2:00 a.m. and 6:00 a.m. from December 1 – April 1.

Removal of Snow from Sidewalks

Town ordinance requires that owners and occupants of buildings and vacant lots are responsible to remove snow, sleet, and ice from the public sidewalk abutting their property within 24 hours after the conclusion of a storm. Failure to comply with this ordinance may result in a fine. Please cooperate so that school children and other pedestrians will be able to use the public sidewalks and avoid having to walk in the street.

Catch Basins and Storm Inlets

Please help minimize street flooding by keeping leaves and other debris off the catch basin grate nearest your house. This includes removing snow and ice from the front of storm inlets during the winter. Everyone's assistance is greatly appreciated.

Building Inspection Activity October 1 – October 31, 2008

Building Permits	October	September
Total Applications received	381	325
Total Permits issued	361	300
Total Revenue	\$72,841.36	\$60,577.00
Construction Value*	\$4,952,148.86	\$4,540,222.40
Inspections conducted	673	571

Code Enforcements

Cases opened	31	30
Cases closed	40	44
Inspections conducted	112	110

Neighborhood Inspections

Cases opened	52	118
Cases closed	66	119
Inspections conducted	125	246

Comparison of fiscal years July 1 – October 31

Building Permits	FY2009	FY2008
Total Applications received	1262	1105
Total Permits issued	1244	1076
Total Revenue	\$250,708.70	\$234,809.88
Total Construction Value*	\$18,641,036.26**	\$19,483,047.39
Inspections conducted	2514	2831

Code Enforcement		
Cases opened	151	231
Cases closed	157	282
Inspections conducted	397	593

*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

Water and Sewer Department

The Water and Sewer Department would like to notify the public that the water bottling station at Mount Nebo Park is now closed for the season. People who wish to fill their water bottles can still do so at the station located in front of the Water Treatment Facility, located at 125 Spring Street. Please use the driveway just to the west of the Mount Nebo entrance and park in the designated area(s) when using the station.

This station is accessible from 7:00 AM to 4:00 PM, Monday through Friday excluding weekends and holidays.

We are sorry for any inconvenience this may cause, however it is a necessary precaution we must take during the cold winter months. We appreciate your understanding and look forward to spring when expanded hours and regular weekend/holiday accessibility will be resumed.

If you would like to learn more about the Water & Sewer Department activities or the services we provide, please visit our website at www.townofmanchester.org/Water/

Employee News

Recently Hired

Joseph Davis - Police Officer

Timothy Levesque - Police Officer

Christopher Till - Assistant Facilities Project Manager

Heather Donoghue - Community Development Block Grant Manager

Recently Retired

Michele Payne - Office of Assessment and Collection