



Steven R. Werbner
General Manager

Town of Manchester

General Manager's Report

September 2005

General Manager's Office

In Case of Emergency (ICE) Program

Governor M. Jodi Rell, Public Safety Commissioner Leonard C. Boyle and State Representative Pamela Z. Sawyer are urging Connecticut residents to "ICE" their cell phones by storing the telephone numbers of friends and family to be notified "In Case of Emergency" (ICE).

The idea is to have readily available emergency contact telephone numbers stored in one's cell telephone contacts under the listing of "ICE", so that in the event of an emergency, paramedics or other emergency responders would be able to reach a family member or other listed ICE contacts right away and relate what had happened. The Governor and Commissioner Boyle are sending letters to the leaders of the Police and Fire Chief Associations in Connecticut, urging them to spread the word locally about ICE. A British ambulance service leader conceived "In Case of Emergency" earlier this year and it has been widely publicized throughout Europe and elsewhere.

Access Manchester Pass for Manchester Youth

The Town of Manchester recently launched its new Access Manchester Pass for Manchester youth under the age of 21 years. The Access Pass provides for full access to Recreation facilities and Library services with the convenience of one card. The new card will replace both the library card and the recreation pass.

Pre-registration may be done in advance on line at <http://access.townofmanchester.org>, followed by a quick visit to any of the town's registration, production and activation sites, which include the Community Y, Mahoney and Center Springs Recreation Centers or either the Mary Cheney or Whiton Branch Library. On-line registration is not required and residents may just go directly to any of the registration sites. Upon activation or use of library services, all youth under the age of 14 years should have a parent present to provide consent to add internet use to their pass. In addition, upon pass production and activation, providing a valid driver's license, student ID, or the most recent school report card requires proper proof of residency.

Manchester Fire-Rescue-EMS

Activity Report for July 2005

Medical/Rescue	481
Fire Related	13
Hazardous Conditions	22
Public Service	30
Good Intent	45
False	52
Mutual Aid	<u>2</u>
Total Calls	645

Everyone Goes Home

Recognizing the need to do more to prevent line-of-duty deaths and injuries the National Fallen Firefighters Foundation has launched a national incentive to bring prevention to the forefront. The Firefighter Life Safety Summit, held in 2004, produced 16 major initiatives that will give the fire service a blueprint for reducing Firefighter fatalities by 25% within five years and by 50% within ten years.

Manchester embraces this important initiative and is determined to make every day a training day so that EVERYONE GOES HOME. The Department issued a new comprehensive "Roadway and Highway Response" procedure that emphasizes management, supervision, accountability and personal responsibility while working in and around traffic. New highly reflective work vests have been purchased for responders to make them stand out while working on town streets and highways. Injuries and near misses are more thoroughly investigated and cause and effect are related back to line personnel in an effort to prevent repeat occurrences. Safety messages are included on all daily rosters and some element of safety training will be addressed each safety day.

Finally, all staff are issued black silicone wristbands emblazoned with **EVERYONE GOES HOME** as a constant reminder to work safe.

National Recognition

At the Annual Convention in Denver, Colorado, the International Association of Fire Chiefs recognized Manchester Fire-Rescue-EMS for commitment to fire safety for participating as a pilot department for the National Near-Miss Reporting System. Manchester is one of four CT Fire Departments involved in the implementation of the program. A plaque was presented to the department in ceremonies in Denver.

Manchester Police Department

The school year is underway and the School Resource Officers' schedules have been extended to monitor any after-school issues.

The recruitment and selection of police officers is currently ongoing with the goal of sending three newly hired police personnel to the Police Academy at the end of September and five more to the Hartford Police Academy in October.

Building Department

Building Permits – July 2005

Total permits issued: 274
Total Revenue: \$69,548
Construction Value: \$6,105,868
Inspections conducted: 827

Code Enforcement – July 2005

Cases opened: 53
Cases closed: 12
Inspections conducted: 105

Manchester Public Library

Adult Programming

Cat lovers should take note that CT author Christine Church will discuss her new book, The House Cat on Saturday, September 10 at 2:00 p.m. Other programs include the monthly book discussion group's meeting at 7:00 p.m. on Monday, September 19. The book that will be discussed is Year of Wonder by Geraldine Brooks. There will be Computer Class on Saturday, September 24 on use of both the Internet and the Library's Catalog. Please call 645-0821 to register for the Computer Class. All programs are held at Mary Cheney Library.

Children's Programming

Children's happenings include an author event by Manchester resident Ron Roy who will visit with children, ages 8-12 to talk about his life as an author and a writer at 4:00 p.m. on Monday, September 12. A special program sponsored by Manchester Early Learning Opportunity (MELO) project is a morning performance by Puppattunes on Saturday, September 24 at 10:30 a.m. These two programs will take place at Mary Cheney Library.

At the Whiton Branch Library, Pajama Storytimes for children begin on Tuesday, September 13 from 6:30 – 7:30 p.m. and will be held each following Tuesday until wintertime.

Human Services

Manchester Early Learning Opportunities (MELO) Project

MELO continues to work hard to improve children's readiness for school. In addition to the wonderful services MELO already provides, an innovative outreach program has begun bringing fun, educational playgroups directly to residents in the low-middle income housing complexes in town. The playgroups are designed to provide pre-school type experiences to these children, many of whom have not had such an experience. The groups include a story time, songs and finger plays, activities, and snacks and are offered twice a month at Beechwood, Brookhaven, Oakland Heights, The Oaks and Squire Village.

MELO recently received a donation of 227 children's books that will be distributed to children at the neighborhood playgroups. The donation of the books was through the Greater Hartford Literacy Council's Annual Summer Book Distribution program. For more information on MELO programs and services, please call 647-5272.

Finance Department

Assessment/Collection

For the July 2005 collection period, the Town of Manchester Office of Assessment and Collection reports \$53,833,159 in current tax collections. This is roughly \$2,250,000 more than for the same period in 2004. When delinquent taxes collected between June 2005 and August 3, 2005 are added, the Office of Assessment and Collection collected \$54,420,138 and an additional \$2,339,269 in water/sewer bills during the same time period. This equals a total of \$56,759,407 collected by the Office of Assessment and Collection between June 2005 and August 3, 2005.

2005 Declarations of Personal Property will be mailed in mid-September of 2005. These declarations are mailed each year to approximately 3,200 accounts for the Personal Property Grand List. Anyone who receives a Declaration of Personal Property and has questions is strongly urged to contact the Assessor's Office at 647-3015.

All owners of tangible personal property (primarily property used in businesses) except registered motor vehicles are required by Statute to file a listing of such property annually with the Assessor, during the month of October 2005. This

property includes machinery, equipment, furniture and fixtures, etc. used in a business. There is a required 25% penalty to the listings for all those who do not file or file late.

DISABLED VETERANS: Veterans claiming disability exemptions must submit proof from the Veteran's Administration to the Assessor annually during the Assessment period stating the percentage of disability in order to receive the property amount of exemption on the 2005 Grand List.

DISABLED VETERAN AGE 65 OR OLDER: Veterans who were receiving additional exemptions due to a Veteran's disability, may be entitled to an additional exemption equivalent to the 100% disability rating. If a Veteran is not receiving such an exemption, proof must be provided to the Assessor.

LOCAL OPTION EXEMPTIONS: Under Manchester Town ordinances, Local Exemptions are available to the owners of certain private vehicles specially equipped for the transportation of the handicapped. Also, an additional local option exemption with income requirements is available for qualifying Veterans.

BLIND: Proof of legal blindness as defined in Section 12-92 of the Connecticut General Statutes, if not previously filed and allowed, must be submitted to the Assessor during the Assessment period for consideration on the October 2005 Grand List.

FARMERS: Application for exemption on farm machinery must be filed with the Assessor during the month of October 2005.

FARM, FOREST, OPEN SPACE: Owners of real estate qualified under various subsections of 12-107 of Connecticut General Statutes, applying for relief under provisions of this statute, must make application to the Assessor. Written application for such classification with the Assessor must be made not earlier than 30 days before and not later than 30 days after the date of such assessment list. Please contact the Assessor's Office for details. For fulfilling the above obligations, the Assessor's Office is open from 8:20 a.m. – 4:40 p.m., Monday – Friday, except legal holidays. The Assessor's Office is located at the Manchester Town Hall, 41 Center Street, Manchester.

Director of Assessment and Collection John Rainaldi, in conjunction with the Greater Manchester Chamber of Commerce, will take part in a workshop that will review procedures and provide assistance to local businesses in completing their Declaration of Personal Property. The workshop will be Thursday, October 20 at 7:45 a.m. at the Chamber of Commerce at 20 Hartford Road.

The staff in Assessment and Collection are commended for carrying out their work in the most professional manner possible during the recent tax collection period.

Financial Reporting Award

The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the Town of Manchester by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of government accounting and financial reporting and its attainment represents a significant accomplishment by a government and its management. The GFOA is a nonprofit professional association serving approximately 16,000 government finance professionals with offices in Chicago and Washington, D.C.

Employee News

Recently Retired

Peter Moskal - Police Department

Newly Hired

Heather Boudreaux - Finance Department

Eileen Colwell – Library

Anne Dougherty - Assessment and Collection Office

Marisol Rodrigues-Velez - Police Department

James Wren - Finance Department

Andrew Young - Police Department