



# *Town of Manchester*

## **General Manager's Report**

**Scott Shanley**  
General Manager

October 2009

### **Holiday Closings**

Town of Manchester Offices will be closed in observance of Columbus Day on Monday, October 12, 2009. Mary Cheney Library and Whiton Memorial Library will also be closed. Trash collection will be on the regular schedule.

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

#### **Manchester Road Race**

The 73<sup>rd</sup> running of the Manchester Road Race takes place on Thanksgiving Day, November 26 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**

The Office of Assessment and Collection changed its public hours of operation effective October 1, 2009. The Office is now open to the public from 8:30 a.m. – 5:00 p.m. This change will expand the office hours available to the public at the end of the day and was made to improve customer service to taxpayers, customers and residents of Manchester. There will be no impact on the operating budget as a result of the change.

Work continues on the completion of the October 1, 2009 Grand List. New construction and building permit fieldwork and data input, which has been ongoing throughout the year, continues. The Assessment staff routinely visits properties after a building permit is issued so that required changes can be made, based on the permit activity, to the assessment database so that it accurately reflects the property's updated condition. This work typically begins in the early spring each year and continues through October and November. This year, though the number of permits is actually ahead of last year's pace, the dollar value is less than in past years as new construction is slower.

In addition, Personal Property Declarations for 2009 were mailed in September to approximately 3,200 personal property accounts. These must be filed by November 2, 2009, as the required deadline of November 1<sup>st</sup> is a Sunday this year. Anyone who obtained a declaration and has questions about how to complete it is welcome to call the Assessors Office at 647-3015. In addition, taxpayers can bring their declarations into the

Office of Assessment and Collection for assistance in completing them during business hours, Monday – Friday, 8:30 a.m. – 5:00 p.m.

Collection work continues on the property tax collection for the current budget year. Property tax collections to date have matched those of previous years. In addition, the Office of Assessment and Collection continues to accept payments for water/sewer bills and parking tickets.

Assistant Assessor Lawrence LeBel and Director of Assessment and Collection John Rainaldi are presenting a Personal Property Workshop in conjunction with the Greater Hartford Chamber of Commerce at 6:00 p.m. on Tuesday, October 20, 2009, at the Chamber of Commerce Office, 20 Hartford Road.

### **Human Services**

#### **Senior, Adult, and Family Services**

Senior, Adult and Family Services and Human Services Administration collected school supplies for needy students during the month of August. There were 166 children from 69 families who were served. Of those 166 children, 117 received fully stocked backpacks while the remainder of the children received basic school supplies. The children ranged in age from 4 – 17. Many thanks are extended to town staff and the public for their generous donations.

#### **Health Department**

##### Seasonal Flu Clinics

Public Clinics – October 15; 9:00 a.m. – 11:30 a.m. at the Senior Center  
October 28; 9:00 a.m. - 11:30 a.m. at the Army Navy Club  
October 20; 9:00 a.m. - 10:00 a.m. at Mayfair Gardens  
10:30 a.m. – 11:30 a.m. at Spencer Village  
1:15 p.m. - 2:15 p.m. at Westhill Gardens

Health Department Statistics – August 2009

Community Health Statistics - 86 Reportable Diseases

Geriatric Statistics – 164 Blood Pressures

Environmental Health Statistics

63 Food Service Inspections/Enforcement Activities

3 Private Water Supply-Related Inspections/Enforcement Activities

17 Onsite Septic-Related Inspections/Enforcement Activities

2 Lead Poisoning/Abatement Inspections/Enforcement Activities

25 Public Health Hazard/Nuisance Inspections/Enforcement Activities

6 Daycare/Group Home/Public Pool Inspections/Enforcement Activities

33 Food Licenses Issued

**Recreation Department**

**Fall Programming**

All Recreation Department Fall Programs begin during the first two weeks of October. The Community Y, Mahoney Recreation Center, Bennet Leisure Center and the two indoor pools open on Monday, October 5.

The Adult Fall Softball League began September 7 and should end by the third week in October. There are a record number of 62 teams competing this fall.

**Building Department**

**Building Inspection Activity for August 1 – 31, 2009**

Building Permits	August	July
Total Applications received	233	305
Total Permits issued	209	310
Total Revenue	\$42,462.74	\$51,8983.86
Construction Value*	\$2,163,300.00	3,954,028.98*
Inspections conducted	648	598
Code Enforcement		
Cases opened	68	43
Cases closed	43	52
Inspections conducted	108	113
Neighborhood Inspections***		
Cases opened	45	126
Cases closed	57	153
Inspections conducted	102	284
Comparison of fiscal years July 1 – August 31		
Building Permits	FY2010	FY2009
Total Applications received	538	556
Total Permits issued	518	583
Total Revenue	\$94,236.60	\$117,210.34
Total Construction Value*	\$6,117,328.98	\$9,592,599.00
Inspections conducted	1247	1270
Code Enforcement		
Cases opened	111	90
Cases closed	96	76
Inspections conducted	221	179
Neighborhood Inspections***		
Cases opened	171	118
Cases closed	210	106
Inspections conducted	386	271

\*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

\*\*\*Note the Neighborhood Inspectors started performing Bulky Waste Inspections on 07/24/09

### **Manchester Fire-Rescue-EMS**

#### **Activity Report for August 2009**

Medical/Rescue	562
Fire Related	17
Hazardous Conditions	23
Public Service	34
Good Intent	65
False	34
Mutual Aid	<u>6</u>
TOTAL	741

#### **Promotion**

Assistant Fire Chief David Billings was promoted to his present rank September 6, 2009. Chief Billings joined the Manchester Fire-Rescue-EMS Department on December 18, 1994. Prior to being employed by the department he served five years as a Volunteer Fire Fighter with the organization. Billings was promoted to the rank of Lieutenant on April 4, 2001, and to Battalion Chief/Training Officer on June 25, 2006. He has a Bachelor Degree in Public Safety from Central Connecticut State University and is currently working on a Master Degree. Billings was promoted because he is considered experienced, educated, and progressive and is prepared to meet the challenges presented in today's Fire/EMS service. Chief Billings replaces Assistant Fire Chief Ray Shedd who retired in March 2009. Billings can be reached at 860-647-3275.

#### **Department Honors**

Members of "Shift-4" were honored, in September, in a *Salute to Heroes* ceremony at Cheney Hall. In the late morning of December 6, 2008, Shift-4 working Manchester's Engine-2 was dispatched to investigate a possible campfire in the woods west of Broad Street. While enroute and stopped at the intersection of Broad Street and Center Street, the Fire Fighters looked down Broad Street and noticed a large "smoke header" on the opposite side of the street. At that moment Dispatch toned the department for a possible dryer fire at 36 Durant Street. Engine-2 immediately redirected their response to Durant Street and notified Dispatch of the visible header and likely structure fire. Within 40 seconds of the Dispatch, Engine-2 arrived on scene and found a heavily involved structure fire with thick, black smoke pushing from the building. Over a dozen citizens were already in the street shouting that a woman was trapped on the second floor and couldn't get out.

Engine-2's crew immediately prepared for rescue. Fire Fighter Mike Lambert and Fire Fighter Paramedic Craig Webb entered the burning house to search for the woman while Fire Fighter Glenn Moule threw a ladder to the porch roof, just below the woman's bedroom, where everyone had been pointing. As Webb and Lambert made their way through the burning building looking for the stairs, Moule ascended the ladder and punched out the bedroom window. Moule was able to reach down and find the woman, unconscious, just below the sill. As Webb and Lambert found their way to the woman's bedroom, Moule pulled the woman to the safety of the porch roof. At this time, Quint-1 had arrived on scene and immediately set about assisting Moule with the rescue. Lt. Don Farquhar, Fire Fighter Brian Blaise and Fire Fighter Paramedic Mike Hoehn assisted Moule in getting the unconscious woman down a ladder and to the stretcher of a waiting ambulance.

After finding that the woman was safely out of the house, Webb and Lambert left the bedroom to finish searching the house for other victims. As they descended the stairs, they were met with extreme heat and found that the kitchen they had just come through was now fully involved in fire. Having no other way out, the two fire fighters made their way back up to the woman's bedroom and escaped via the same window from which the victim had just been released. Ultimately, the woman was treated for smoke inhalation and released and has since made a full recovery.

The other Shift-4 personnel that responded on the initial alarm were: Lt. Josh Beaulieu, Lt. Dave Casellini, Lt. John Tsokalas, Fire Fighter-Paramedics Dan Heald, Ray Marconi and Bob Turkington, Fire Fighters Dom Cutaia, Jim Deere, Ron Trinks, and Shift Commander Battalion Chief Marc Lupacchino.

### **Change Your Clocks; Change Your Smoke Detector Batteries**

Manchester Fire-Rescue-EMS Department is urging citizens to change the batteries in their smoke alarms when they change their clocks (fall back) on November 1, 2009. It is a local requirement to have working smoke alarms on every level in a home and outside all sleeping areas. Only *working* smoke detectors can alert people to fire and give them the precious seconds they need to safely escape a fire inside the home. In many fatal home fires, the smoke alarms have not worked, often because the batteries are dead, disconnected or missing. Smoke alarms are essential to detecting smoke in the early stages of fire. Many people are alive today because they were alerted by their smoke alarms. Smoke alarms should be tested monthly and replaced if they are more than ten years old.

### **Office of Neighborhoods and Families**

The Manchester Children, Youth and Family Master Plan is complete and a public presentation was given to the Board of Directors and the general public on September 30 at Manchester Country Club. A complete PDF version of the Master Plan is available on-line at [cyfmp.townofmanchester.org](http://cyfmp.townofmanchester.org).

The Office of Neighborhoods and Families is working with the Earned Income Tax Credit (EITC) Coalition to encourage alignment of its goals with those recommended in the

Manchester Children, Youth, and Family Master Plan, more specifically in the area of family financial literacy. Already the EITC Coalition has agreed to further develop a community-based family financial education program using the FDIC Money Matters curriculum. This EITC Coalition sponsored initiative will be the first of several programs of study offered under the Office of Neighborhoods and Families *Neighborhood College*. A pilot is anticipated for early February 2010. Additional Neighborhood College Programs of study will include *Leadership Development and Neighborhood Organizing*.

The Office of Neighborhoods and Families has joined the School Readiness Council to assist in the development of the Early Childhood Community Plan. Again, this new relationship with the School Readiness Council will help to ensure that recommendations and associated strategies in the Children, Youth, and Family Master Plan are in alignment with the Early Childhood Community Plan.

The Office of Neighborhoods and Families has been working with a team of organizations from the community to include the Youth Service Bureau, the Board of Education, Manchester Community College, MACC Charities, and Senior, Adult and Family Services. The team or committee was created upon the Town of Manchester receiving a Technical Assistance Grant to re-engage disconnected youth through economic recovery efforts. Manchester was one of 12 communities in the country to be selected for this TA grant. Within the first phase of this grant, the group along with the other awarded cities has participated in four technical assistance webinars. This process has helped to collect data to better determine what the disconnected youth "look like" in Manchester, investigate current employment youth service agencies "best practices" from participating cities, and discuss strategies for partnerships and funding opportunities.

### **Manchester Police Department**

#### **Police Activity – August**

Total Calls for Service	5,548
Total Police Cases	1,354
Total 911 Calls	788

#### Emergency Calls

8 <sup>th</sup> District	202
Town Fire	775
PD	4,724

The Manchester Police Department is proud to announce that Officer Robert Johnson and his canine partner, Dibbs, have won this year's Connecticut Police K-9 Olympics, which was held on July 25<sup>th</sup>. The event was held at the University of Connecticut's Depot Campus in Mansfield, CT. Officer Johnson and Dibbs competed against an extremely competitive field of 31 other CT Police Canine Teams. The canine teams competed against each other and were judged based on their performance on an obstacle course, obedience, and in suspect apprehension. Officer Johnson and Dibbs were crowned the overall champions for the event.

In addition to their accomplishment at the K-9 Olympics, Officer Johnson and Dibbs were recognized as Manchester Police Department's "Outstanding Officers" at this year's tribute to honor past and present military, police, fire and EMTs which was held at Cheney Hall on September 3<sup>rd</sup>. Congratulations Officer Johnson and Dibbs!

Police Officer, Robert Dwy, graduated from POST Academy on July 21, 2009 and is currently in the Field Training Officer phase of training. The Manchester Police Department is pleased to have Officer Dwy as a sworn member of the Department.

### **Town Clerk's Office**

#### **Month End Report for August 2009**

Total Customers Serviced:	3,507
Land Records	793
Vitals	909
Marriage Licenses	42
Dog Licenses	160
Game Licenses	31
Passports	12
Total Revenue	\$140,245.83

### **Employee News**

#### **Recently Retired**

Rochelle Scheibenflug – Accounting

#### **Recently Promoted**

David Billings – Battalion Chief to Assistant Fire Chief

#### **Recently Hired**

Katharine Carlino – Senior, Adult & Family Services

## October 2009

### **Redevelopment Agency**

October 1, 7:30AM  
Hearing Room, Lincoln Center

### **Cheney Bros. National Historic District Commission Meeting**

October 1, 4:30PM  
Hearing Room, Lincoln Center

### **Building Committee Meeting**

October 1, 2009, 7:00PM  
Conference Room, Manchester Preschool Center

### **Senior Center Advisory Committee**

October 2, 2009, 9:00AM  
Senior Center, 549 East Middle Tpk.

### **Planning and Zoning Commission Meeting**

October 5, 2009, 7:00PM  
Hearing Room, Lincoln Center

### **Breast Cancer Awareness Wreath Ceremony**

Tuesday, October 6, 2009, 3:00PM  
Lobby, Town Hall

### **Economic Development Commission**

October 8, 8:00AM  
Directors Room, Lincoln Center

### **Manchester Arts Commission**

October 8, 2009, 6:30PM  
Law Library, Town Hall

### **Board of Directors Meeting**

October 13, 2009, 7:00PM  
Hearing Room, Lincoln Center

### **Cheney Hall Foundation Meeting**

October 14, 2009, 5:15PM  
Cheney Hall, 177 Hartford Road

### **Board of Education**

October 14, 2009, 7:00PM  
Hearing Room, Lincoln Center

### **Housing Authority Meeting**

October 14, 2009, 7:00PM  
Housing Authority, 24 Bluefield Drive

### **Commission for Elderly Services & People with Disabilities**

October 14, 2009, 7:00PM  
Senior Center, 549 East Middle Tpk.

### **Redevelopment Agency**

October 15, 2009, 7:30AM  
Manchester Room, Town Hall

### **Advisory Board of Health**

October 15, 2009, 6:30PM  
Weiss Center Conference Room

### **Manchester Land Conservation Trust**

October 15, 2009, 7:00PM  
Manchester History Center  
175 Pine Street

### **Park and Recreation Advisory Commission**

October 15, 2009, 7:00PM  
Lodge at Center Springs Park

### **Advisory Library Board**

October 19, 2009, 6:00PM  
Howroyd Room, Mary Cheney Library

### **Chamber of Commerce Bi-Annual Debate for Candidates**

October 19, 2009, 7:00PM  
Hearing Room, Lincoln Center

### **Planning & Zoning Commission Meeting**

October 20, 2009, 7:00PM  
Hearing Room, Lincoln Center

### **Conservation Commission**

October 20, 2009, 7:30PM  
Directors Room, Lincoln Center

### **Human Relations Commission**

October 20, 2009, 7:30PM  
Law Library, Town Hall

### **Zoning Board of Appeals**

October 21, 2009, 7:00PM  
Hearing Room, Lincoln Center

### **Pension Board Meeting**

October 22, 2009, 4:00PM  
Law Library Conference Room, Town Hall

### **Board of Education**

October 26, 2009, 7:00PM  
Hearing Room, Lincoln Center

### **Board of Directors Policy Briefing Meeting**

October 27, 2009, 8:00AM  
Manchester Room, Town Hall

### **Hockanum River Watershed Association**

October 28, 2009, 7:30PM

Directors Room, Lincoln Center