



Scott Shanley
General Manager

Town of Manchester

General Manager's Report

April 2018

Household Hazardous Waste Collection

2018 Household Hazardous Waste Collection Schedule

1. Saturday, April 7
2. Saturday, May 5
3. Saturday, June 2
4. Saturday, August 25
5. Saturday, September 29
6. Saturday, October 27

All events are from 8:00 a.m. to 1:00 p.m. at the Manchester Regional Center for Household Hazardous Waste Collection, located adjacent to the Town Landfill at 321 Olcott Street, (Exit 1 from 384).

An Outreach Collection will also be held October 13th in Stafford, CT, at 210 East Street, (Route 19) Stafford, CT. This is the Stafford Highway Department garage.

Save time this year and print & complete your 2018 HHW collection form in advance! Follow the link below.

Compact florescent light bulbs can be brought to these events. Additional sites for safe disposal of compact florescent light bulbs include Lowe's and Home Depot. For complete details, call 860-647-3200 option 3, or go to

<http://sanitation1.townofmanchester.org/index.cfm/household-hazardous-waste-collection/>

Assessment & Collection

During the month of March, the Board of Assessment Appeals (BAA) conducted their annual appeal hearings. This year's hearings were the first BAA for the October 1, 2017 Grand List. Taxpayers who wished to file an assessment appeal had until the February 20, 2017 deadline. Though last year was the revaluation Grand List, we typically experience a larger than normal BAA hearing slate in year two after the revaluations as well. This year, the BAA had 15 residential real estate appeals, 40 commercial real estate appeals, 44 motor vehicles, and 13 personal property appeals; 112 total appeals (as compared to 64 in Year 2 after the 2011 revaluation and 123 in Year 2 after the 2006 revaluation). There was a very unusually high amount of motor vehicle appeals this year, necessitated by the delay in sending motor vehicle tax bills last year. Normally those appeals are heard in September, but last September was before the motor vehicle tax bills went out. We had previously told our taxpayers that they would be allowed to appeal in February as we felt it was the only fair way to make sure everyone had an opportunity to appeal their motor vehicle assessment if they wished to. The Board of Assessment Appeals had hearings on Thursday, March 1, 2018, Saturday, March 3, 2018, Monday, March 5, 2018, and Thursday, March 15, 2018. The BAA had six regular

members this year who heard the appeals: Chairman David Dumaine, Secretary William Overton, Stephanie Kynbel, Dave Wichman, Tim Bergin, and Aprill Shines. Once the BAA deliberated each appeal and rendered a decision, the Office of Assessment & Collection sent a decision notice by Certified Mail to the appealing taxpayer. Appellants who are not satisfied with the Board of Assessment Appeals decision may bring a further appeal by filing with Superior Court within two months of the date the decision notice was mailed. We typically experience several court appeals in Year 2 after a revaluation, but not as many as the prior year, immediately after the revaluation. The Town generally does quite well in defending those appeals.

The Office of Assessment & Collection recently welcomed two new staff members: Account Associate Gabriela Laureano and Account Associate Laira Rehbein. Both come to the Town of Manchester from private sector positions. Laira is working on the Collection side of the office, and Gabriela on the Assessment side of the office. Both are filling positions that were made vacant when prior staff members moved on to other positions elsewhere.

Manchester Fire Rescue EMS

Monthly Activity Statistics - February 2018

Types of Incidents

Medical/Rescue	600
Fire	11
Hazardous Condition (No Fire)	12
Public Service	34
Good Intent	44
Fire Alarm Activations – No Fire	33
Total Incidents	734

Spring Has Finally Arrived

As the days turn sunny and warm, we turn our attention to outdoor projects and play. The risk of injury can be greatly reduced by following simple safety steps:

- Leaf burning and general yard waste burning is not permitted.
- Check play equipment for loose and exposed hardware, broken parts and stability before children begin playing on outside toys and apparatus.
- When using ladders, check for safe and proper placement. Be aware of any obstructions – overhead wires and tree branches. Always have a spotter at the foot of the ladder.
- BBQ gas grills (including hoses) and propane tanks should be inspected prior to use.
- Rake before you mow to prevent any stones and loose debris from launching into the air.
- Fill lawn mowers, garden tractors and power equipment outside and only when the motor is cool.
- Store gasoline in a cool place away from the house in a detached garage or shed and always in an approved safety can.
- Use lawn and garden chemicals only as directed by the manufacturer.
- Always follow the instructions and precautions on cleaning product labels.

Human Services

The Town of Manchester Volunteer Income Tax (VITA) site, located at the Senior Center and administered through Human Services Administration, received a grading of 100% from the IRS for Quality Site Requirements (QSR). The IRS conducts unannounced Field Site Visits (FSV) that provide oversight at Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) sites. FSV also evaluate the site's overall adherence to Quality Site Requirements (QSR) and Volunteer Standards of Conduct (VSC). The IRS Liaison conducts the FSV which includes both a review of income tax returns and a review of the site itself for adherence to IRS standards. Congratulations to Site Coordinator Diane Forstberg and her volunteers for meeting all 10 standards!

Recent Police Activity – February 2018

Monthly Stats

Total Calls for Service	5,869
Total Police Cases	1,285
Total 911 Calls	2,118

Emergency Calls

8 th District	215
Town Fire	801
PD	4,853

Town Clerk's Office

	<i>Month End Report February 2018</i>	<i>July 2017 – June 2018 (Fiscal Year to date)</i>
Total Customers Serviced	2,401	18,052
Land Records	469	4,693
Vitals	834	5,445
Marriage Licenses	13	189
Dog Licenses	47	987
Notarizations	42	335
Trade Names	18	102
Dissolution Trade Names	4	43
Foreclosure Registrations	25	242
Total Revenue	\$108,373.07	\$959,794.67

April 2018

Planning and Zoning Commission

April 2, 2018, 7:00 p.m.
Hearing Room, Lincoln Center

Manchester Youth Commission

April 3, 2018, 6:00 p.m.
Manchester Room, Town Hall

Board of Directors Meeting

April 3, 2018, 7:00 p.m.
Hearing Room, Lincoln Center

Redevelopment Agency Meeting

April 5, 2018, 7:30 a.m.
Hearing Room, Lincoln Center

Senior Center Advisory Committee

April 6, 2018, 9:00 a.m.
Senior Center, 549 East Middle Turnpike

Board of Directors - Budget Adoption

April 10, 2018, 7:00 p.m.
Hearing Room, Lincoln Center

Economic Development Commission

April 12, 2018, 8:00 a.m.
Directors Room, Lincoln Center

Planning and Zoning Commission

April 16, 2018, 7:00 p.m.
Hearing Room, Lincoln Center

Manchester Youth Commission

April 17, 2018, 6:00 p.m.
Manchester Room, Town Hall

Board of Directors Meeting

April 17, 2018, 7:00 p.m.
Hearing Room, Lincoln Center

Conservation Commission

April 17, 2018, 7:00 p.m.
Directors Room, Lincoln Center

Redevelopment Agency Meeting

April 19, 2018, 7:30 a.m.
Hearing Room, Lincoln Center

Cheney Brothers National Historic District Commission

April 19, 2018, 5:00 p.m.
Hearing Room, Lincoln Center

Advisory Recreation and Parks Commission Meeting

April 19, 2018, 6:00 p.m.
Lodge at Center Springs Park, 39 Lodge Drive

Board of Education Meeting

April 23, 2018, 7:00 p.m.
Hearing Room, Lincoln Center

Board of Directors Policy Briefing Meeting

April 24, 2018, 7:30 a.m.
Manchester Room, Town Hall

Zoning Board of Appeals Meeting

April 25, 2018, 7:00 p.m.
Hearing Room, Lincoln Center

Pension Board Meeting

April 26, 2018, 4:00 p.m.
Directors Room, Lincoln Center

Board of Education Meeting

April 30, 2018, 7:00 p.m.
Hearing Room, Lincoln Center

Planning and Zoning Commission

February 21, 2018, 7:00 p.m.
Hearing Room, Lincoln Center