



Scott Shanley
General Manager

Town of Manchester

General Manager's Report

May 2018

Memorial Day

Town of Manchester offices will be closed in observance of Memorial Day on May 28, 2018. Town libraries will be closed on Saturday, May 26 and Monday, May 28. Trash will not be collected on May 28 and will be delayed one day for the remainder of the week.

Manchester's Memorial Day Observance will begin with a Church Service and Massing of the Colors on Sunday, May 27, 2018 at 10:00 a.m. at Second Congregational Church, 385 North Main St., Manchester, CT. Pastor Jack Cook will be officiating. The public is invited to attend.

The annual Memorial Day Parade will be held on Monday, May 28, 2018. The parade steps off promptly at 9:30 a.m. from the Army & Navy Club, 1090 Main Street, and turns east on East Center Street, west at Munro Park, and will conclude at Center Memorial Park for a Memorial Day Program. In case of inclement weather, the Center Memorial Park Program will be held at Full Gospel Interdenominational Church, 745 Main St., at 11:00 a.m. Marchers should assemble at 8:45 a.m. at the Army & Navy Club. The public is invited to attend.

Assessment and Collection

Once the Board of Assessment Appeals finished in March, the Office of Assessment and Collection immediately began working on the Grand List of October 1, 2018 which includes annual real estate permit field work and annual personal property discovery for the Personal Property Grand List. These processes are labor intensive as they involve visiting properties throughout Manchester to follow-up on activity at locations, some of which may result in an assessment change. These items, along with normal maintenance and adjustment on the Motor Vehicle Grand List, plus office work are a year-round process.

We also mailed the Calendar Year 2017 Annual Income and Expense Reports (1,032 reports) to owners of commercial real estate in Manchester on April 2, 2018. Owners of commercial rental property are required by state statute to annually file a report of their income and expenses associated with their rental property. Completed reports are due by June 1, 2018 (again by statute). Each blank report mailed included a cover letter and "Frequently Asked Questions" brochure to assist owners in filing the report. By statute, anyone that we sent an Income and Expense Report to who does not file must be penalized. The penalty is equal to an additional 10% of the assessment for the property being penalized. Manchester traditionally has a very low penalty rate of 4% to 5% on average.

Though tax bills for the October 1, 2017 Grand List will not go out until late June 2018, Assessment and Collection staff works on these tax bills in May. We are constantly updating information, including prorating assessments for sold vehicles, or for taxpayers who moved out of state, and updating mailing addresses, which change frequently for motor vehicles, real estate and personal property. We work on collecting delinquent taxes before the next tax bills go out (we have a tax sale scheduled for June 12, 2018), and it takes time to review tax bills, balance them, approve the formatting for the tax bill prints, and check and balance the system.

The Office of Assessment and Collection reminds senior taxpayers that Tuesday, May 15, 2018 is the deadline for senior tax relief programs, including the Homeowner's Program, Additional Veteran's Program, H.E.L.P. program, Senior Alternative Tax Credit Program, and Senior Volunteer Tax Credit Program. Any homeowner who is over age 65 or 100% disabled, owns real estate in Manchester, and meeting the income limits of \$35,300 for unmarried taxpayers or \$43,000 for married taxpayers who wishes to find out about the senior tax relief programs available to Manchester residents may call 860-647-3016 for more information.

Manchester Fire Rescue EMS

Monthly Activity Statistics - March 2018

Types of Incidents

Medical/Rescue	571
Fire	10
Hazardous Condition (No Fire)	59
Public Service	30
Good Intent	58
Fire Alarm Activations – No Fire	27
Total Incidents	755

May is Electrical Safety Month

Faulty electrical equipment (i.e., wiring, switches, outlets, cords and plugs, fuse and circuit breaker boxes, lighting fixtures, and lamps) or improper installation of electrical equipment is the fourth leading cause of home fires and the second leading cause of fire deaths in the United States. Keep these electrical safety tips in mind during Electrical Safety Month:

- Replace or repair loose or frayed cords on all electrical devices
- Do not run extension cords across doorways or under carpets
- Electrical outlets should have plastic safety covers in homes with small children
- Follow the manufacturer's instructions for plugging an appliance into a receptacle outlet
- Avoid overloading outlets. Consider plugging only one high-wattage appliance into each receptacle outlet at a time
- If outlets or switches feel warm, shut off the circuit and have them checked by an electrician
- When possible, avoid the use of "cube taps" and other devices that allow the connection of multiple appliances into a single receptacle
- Place lamps on level surfaces, away from things that can burn and use bulbs that match the lamp's recommended wattage.

Human Services Department

The Town of Manchester VITA site, hosted by the Manchester Senior Center, received a certificate of appreciation from the Internal Revenue Service for 10 years of dedicated service. The site provides free income tax preparation to taxpayers whose total income is \$54,000 or less. The site operates at the Senior Center on Thursday evenings and Saturdays by appointment only during tax season.

The site is staffed with a part-time Site Coordinator, Diane Forstberg, and numerous volunteers; some who are certified by the IRS to prepare taxes and others who check taxpayers in at the site. And Lisa Fusco in Human Services Administration conducts the intakes for each qualified taxpayer who uses the site.

Congratulations to all for providing this great service!

Police Activity – March 2018

Monthly Stats

Total Calls for Service	6,854
Total Police Cases	1,387
Total 911 Calls	1851

Emergency Calls	
8 th District	194
Town Fire	715
PD	5945

Town Clerk's Office

	<i>Month End Report March 2018</i>	<i>July 2017 – June 2018 (Fiscal Year to date)</i>
Total Customers Serviced	2,033	20,085
Land Records	491	5,184
Vitals	720	6,165
Marriage Licenses	11	200
Dog Licenses	43	1,030
Notarizations	44	379
Trade Names	16	118
Dissolution Trade Names	3	46
Foreclosure Registrations	25	267
Total Revenue	\$194,460.26	\$1,154,254.93

Employee News

Recently Retired

Paul Locke – Water and Sewer Department

Recently Hired

Richard Chief – Manchester Police Department

Daniel Spiewakowski – Manchester Police Department

Zachary Veilleux – Manchester Police Department

May 2018

Manchester Youth Commission

May 1, 2018, 6:00 p.m.
Manchester Room, Town Hall

Board of Directors Meeting

May 1, 2018, 7:00 p.m.
Hearing Room, Lincoln Center

Redevelopment Agency Meeting

May 3, 2018, 7:30 a.m.
Hearing Room, Lincoln Center

Senior Center Advisory Committee

May 4, 2018, 9:00 a.m.
Senior Center, 549 East Middle Turnpike

Planning and Zoning Commission

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

Board of Education Budget Meeting

May 9, 2018, 7:00 p.m.
Hearing Room, Lincoln Center

Economic Development Commission

May 10, 2018, 8:00 a.m.
Directors Room, Lincoln Center

Board of Education Meeting

May 14, 2018, 7:00 p.m.
Hearing Room, Lincoln Center

Manchester Youth Commission

May 15, 2018, 6:00 p.m.
Manchester Room, Town Hall

Manchester Conservation Commission

May 15, 2018, 7:00 p.m.
Directors Room, Lincoln Center

Board of Education Budget Meeting

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

Manchester Housing and Fair Rent Commission

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

Redevelopment Agency Meeting

May 17, 2018, 7:30 a.m.
Hearing Room, Lincoln Center

Cheney Brothers National Historic District Commission

May 17, 2018, 5:00 p.m.
Hearing Room, Lincoln Center

Advisory Recreation & Parks Commission Meeting

May 17, 2018, 6:00 p.m.
Lodge at Center Springs Park, 39 Lodge Drive

Planning and Zoning Commission

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

Board of Directors Policy Briefing Meeting

May 22, 2018, 7:30 a.m.
Manchester Room, Town Hall

Board of Education Budget Meeting

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

Pension Board Meeting

May 24, 2018, 4:00 p.m.
Directors Room, Lincoln Center

Board of Education Meeting

May 29, 2018, 7:00 p.m.
Hearing Room, Lincoln Center

Zoning Board of Appeals Meeting

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

NATIONAL SMALL BUSINESS WEEK

LUNCH & LEARN SERIES

12PM - 1PM @ WORK_SPACE, 903 MAIN ST, MANCHESTER, CT

Monday 4.30.18

"Avoiding Blindspots"

Use GrowthWheel® to Get Focus, Set Agenda,
Make Decisions, and Take Action.

By: Matt Nemeth, CTSBDC

Tuesday 5.1.18

"The Entrepreneurial Mindset"

Explore the connection between thinking like
an entrepreneur and being an entrepreneur.

By: Dr. Stacey Zackin, WORK_SPACE

Wednesday 5.2.18

"Create Engaging Social Media Content"

Learn the basics of the different social media
platforms and the type of content that works.

By: Kristen Mozian, CTSBDC

Thursday 5.3.18

"Cybersecurity"

Reduce your risk by understanding security
programs, social engineering, password
protection and what to do if you get hacked.

By: Kelser Corporation



RSVP REQUIRED. CONTACT:

860.647.6029 OR INFO@WORKSPACEMANCHESTER.COM

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