



Scott Shanley  
General Manager

# *Town of Manchester*

## **General Manager's Report**

July 2018

### **Customer Service & Information Center**

Fireworks and Barbeque - Saturday, July 7 (rain date July 8) – James Dutch Fogarty Independence Day Celebration at MCC. Tickets for the annual Chicken BBQ (\$10) are on sale in the Town Hall Customer Service and Information Center, open Monday–Friday, 8:00 a.m. – 5:00 p.m. For more information, please call 860-647-5235. All-aerial fireworks display begins at 9:30 p.m.

Holiday Closings - Town of Manchester Offices will be closed in observance of Independence Day on Wednesday, July 4, 2018. Town Libraries will be closed on Wednesday, July 4, 2018. Trash will not be collected on July 4 and will be delayed one day for the remainder of the week.

Band Shell Concerts - The first official concert (The Middletown Symphonic Band) will be Monday, July 9. Most concerts are 7:00 – 9:00 p.m. at the Manchester Bicentennial Band Shell on the grounds of Manchester Community College. Admission is free, but donations are welcome, as are volunteers. Schedules for the summer concert series are available at the Town Hall Customer Service and Information Center, Monday–Friday, 8:00 a.m. – 5:00 p.m., 860-647-5235. Concert details are also available online at [www.manchesterbandshell.com](http://www.manchesterbandshell.com)

### **Assessment and Collection**

The State-mandated time period for qualifying seniors to apply for the Homeowner's Program, HELP program and Senior Volunteer Tax Credit Program ended in mid-May, and office staff calculated and sent out notices of this year's benefits by early June. Connecticut's Senior Homeowner's Tax Credit Program is a two-year program, with roughly half the participants applying in any one year, meaning about 300 people re-applied this year.

Tax bills for the Grand List of October 1, 2017 were mailed in late June. This includes the mailing of roughly 46,000 Motor Vehicle tax bills, 3,000 personal property tax bills and 18,000 Real Estate tax bills. We remind taxpayers that real estate bills reflect assessments set at 70% of market value as of October 1, 2016, the effective date of Manchester's most-recent revaluation. This year, unlike last year, all of our tax bills, including the motor vehicle tax bills, were mailed at the same time. Last year, motor vehicle bills were delayed due to issues with the State of Connecticut budget and the mandated mill rate cap.

The Manchester Office of Assessment and Collection reminds residents that current tax payments are due by 6:00 p.m. on Wednesday, August 1, 2018. Current taxes include Motor Vehicle tax bills, and the first installment for Real Estate and Personal Property. Failure to make timely payments will subject taxpayers to interest charge of 1.5% per month from the July 1, 2018 due date, with a minimum of \$2.00. There is no mailing for the second Real Estate and Personal Property bill installment; both payment coupons are included with the bill mailed in June. Please save your receipts for income tax purposes. Taxpayers who purchase a

new home between June and January, or who re-finance or pay off their mortgages between June and January may want to check the status of their tax payments by calling the Office of the Tax Collector at 860-647-3018, or the Office of the Assessor at 860-647-3016. The Office of Assessment and Collection will be open 8:30 a.m. to 5:00 p.m., Monday-Friday. Special extended hours of operation will be offered on Wednesday, August 1, 2018 until 6:00 p.m.

Taxpayers who reside in the Eighth Utilities Fire Tax District will receive separate bills from that office at 18 Main Street. Eighth Utilities District tax bills are to be paid separately and paid directly to the District. The Eighth Utilities District can be reached at 860-463-9648.

Taxpayers may pay their tax bills online by credit card or e-check. We recommend that taxpayers who wish to pay online consider doing so prior to July 27, 2018 as system traffic may exceed available band-width and the online payment system may be very slow, or too busy to accommodate more payments at the end of July. Paying online earlier should help alleviate this problem. Taxpayers who experience issues paying online may call 860-647-3018 (M-F, 8:30-5:00) or contact us via e-mail at [jrinaldi@manchesterct.gov](mailto:jrainaldi@manchesterct.gov).

The Office of Assessment and Collection experiences a very heavy volume of phone calls and walk-in customers during the weeks following the tax bills. As a result, the office will experience longer than average lines of customers, and occasionally all our phone lines are in use, thus customers who call may get a busy signal, or possibly no answer. We anticipate waiting times, both in terms of lines at the office, and phone call wait times, to be longer than typical this year. We encourage taxpayers to avoid standing in line and pay by mail and to call or visit our office during the times when we are less busy. Typically, the office receives its greatest volume of phone and foot traffic between 11:30 am and 2:30 pm, along with just after opening and just prior to closing each day. Taxpayers who call or visit the office in mid-morning or mid-afternoon will often find shorter waiting times.

In addition, there is a night drop box located behind Town Hall at the handicap accessible entrance which is emptied every workday morning. Never leave cash, and always seal your payment in an envelope. If you do not include a bill with your payment, please write your account number on the check.

Account Associate Gabriela Laureano recently completed CCMA Course 1A, the first course in the curriculum to become a CCMA I (Certified Connecticut Municipal Assessor). Gabriela joined our staff in January of this year, and this was her first opportunity to take this course, which was offered at the Annual School for Connecticut Assessors at UConn from June 4-8. Assessor's School also offers continuing education workshops for assessors who are already certified (who are required to take approved workshops to meet the continuing education requirements), and this year, two of our staff members, Lawrence LeBel and John Rainaldi, were asked to be presenters of continuing education workshops at UConn Assessor's School.

## **Human Services**

### Health Department

HEARTSafe Communities is a program designed to promote survival from sudden out-of-hospital cardiac arrest. It is a general concept focused upon strengthening the "chain of survival" as described by the American Heart Association; it recognizes and stimulates efforts by individual communities to improve their system for preventing sudden cardiac arrest (SCA) from becoming irreversible death.

Manchester has been a HEARTSafe Community since 2009. Automatic External Defibrillators (AEDs) are located at many public buildings and our schools. Our local Ambulance and Fire personnel are trained in CPR, the use of AEDs and advanced care. They are fully prepared to administer it when necessary.

Spearheaded by the Manchester Health Department, in partnership with Manchester Fire Rescue EMS, Manchester has met the renewal requirements of a designated HEARTSafe community. This three-year re-designation, effective May 31, 2018, recognizes our community's commitment to provide improved cardiac response and care to the residents of Manchester.

#### Senior Center

The Senior Center hosted an AARP CarFit event on Saturday, June 9. CarFit, sponsored nationally by the AARP in addition to AAA, The American Occupational Therapy Association and Vitality Rehabilitation, uses trained volunteers to lead drivers through a 12-point checklist with their vehicle, recommend personal vehicle adjustments and adaptations and offer community specific resources and activities that could make their personal vehicles "fit" better or enhance their safety. Occupational Therapists are also on hand to provide information to older drivers on how to maintain and strengthen driving health. Approximately 30 drivers took advantage of this free program. The Senior Center is grateful to the AARP for choosing the Center to host an event.

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

##### Monthly Activity Statistics - May 2018

###### *Types of incidents*

Medical/rescue	639
Fire	22
Hazardous condition (no fire)	26
Public service	29
Good intent	49
Fire alarm activations – no fire	51
Total incidents	816

##### Fireworks Are Illegal In Connecticut

ALL FIREWORKS (with the exception of sparklers and some fountains) are illegal in Connecticut and may not be sold, purchased or used, with the exception of regulated fireworks displays by state licensed, professional pyro technicians at sites which have been approved by state and local officials (such as Manchester's Fireworks Display on Saturday, July 7th on the grounds of Manchester Community College). Fireworks are defined by law as "any combustible or explosive composition prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation." Novelties, and trick noise makers such as smoke bombs, party poppers and snappers and the "snake", are banned by Connecticut General Statutes. Only persons sixteen years of age or older are permitted to buy sparklers which are non-explosive and non-aerial.

## Recent Police Activity – May 2018

### Monthly Stats

Total Calls for Service	6,555
Total Police Cases	1,237
Total 911 Calls	1,971
Emergency Calls	
8 <sup>th</sup> District	211
Town Fire	810
PD	5,534

## Department of Leisure, Family and Recreation

### Recreation Division

**Regular pool season** schedule begins July 2.

**Summer swim lessons** continue at all swimming pools. Summer lessons end on August 10.

A **variety of aquatic exercise classes** will be offered at Salters and Swanson pool this summer. Classes are held in the evenings Monday - Thursday nights. Classes include: Aqua Circuit, Total Aqua, Swim for Fitness and Swim for Life and Senior Aqua exercise.

**Teen swim lessons and adult swim lessons** will be held at Salters pool on Sundays throughout the summer beginning July 2. These lessons are designed specifically for the beginner swimmer to learn water safety and gain confidence in the water in a peer-based learning environment.

**Grandparent and Child Open Swim:** Tuesdays and Thursdays, 10:30-11:30 a.m. at West Side Pool - Grandparents, bring a child with you to a fun, relaxed open swim time. Noodles and pool toys will be provided for an enjoyable time with your special little one. Grandparents must possess a valid Senior Center card or Rec card.

**Noodle Nights** - Join us at the pool for noodle and float night. Bring a float or grab a noodle and relax at the pool. Pools will have a limited supply of noodles available for use. June 27- Marcy MacDonald Pool, July 11 - Waddell, July 18 - Globe Hollow. Facility pass required to enter the pool.

**Sunday FunDay** - Sunday, July 22 at Globe Hollow. Join us for a day of fun-filled aquatic activities, races and ice cream. Facility pass required to enter the pool.

**Deck Art Days** - On select Saturdays during the summer, bring your sidewalk chalk to the pool and showcase your artistic abilities. Prizes awarded for the most creative chalk drawing. Salters Pool - July 7, Waddell Pool - July 14, Swanson Pool - July 21, Marcy MacDonald Pool - July 28. Facility pass required to enter the pool.

**Semi-Private Swim Lessons** open to (Manchester Residents ONLY-Ages 5 and up)  
Private swim lessons (1:1) and semi-private swim lessons (1:2) structured to cater to meet you or your child's specific instructional needs. Aquatics staff will customize a personal swim lesson schedule with an experienced instructor. Lessons will be available in the mornings and evenings.

**Community Y Recreation Center** will be offering a full complement of land based fitness classes including Total Body Plus, Yoga for Active Lifestyles, Jukido for kids and adults, Personal Training and Fit for Delivery.

**Summer Youth basketball** for ages 8-12 began in late June (about 45 kids registered).

**Summer camp** starts July 2 for ages 5-15 (about 500 campers registered).

**RLT (Recreation Leader in Training)** starts July 2 (about 20 15 year olds registered).

**Summer Youth tennis** began on June 4 for ages 4-12 (about 50 kids registered).

**Earl Yost Tennis Classic** will be held July 12 – 15.

**James Dutch Fogarty 4th of July Celebration** is July 7, with a rain date of July 8.

Charter Oak Summertime Event Series

**Family Movie Night** - July 6, 8:00 - 10:00pm

Bring the family and enjoy the great outdoors and a great movie!

**Paint Night**

July 13, 6:00 - 7:30pm - Painting for the whole family. All ages welcome.

**Family Zumba Night** - July 20, 6:00 - 7:00pm

Zumba for all! Families, youth, fitness enthusiasts all encouraged!

**Moon-Lit Yoga** - July 27, 8:00 - 9:00pm - Outdoor Yoga under the summer moonlight!

Neighborhoods & Families Division

The Spruce Street Market is currently accepting vendor applications from farmers, crafters, and artists. For more information and vendor application, visit us on Facebook at <https://www.facebook.com/SpruceStreetMarketCT/>. Or pick up an application at the Eastside Neighborhood Resource Center, 153 Spruce Street, or at Town Hall. East Side Residents: Call (860) 647-3089 for information.

**Spruce Street Market Nights** - Wednesdays, June 13 – October 17 - 4:00 – 7:00pm.

(\*No Market on July 4). Shop local and support Connecticut farmers, artists, and artisans. We accept SNAP and Senior/WIC FMNP Benefits. Double your SNAP dollars – spend \$10; get \$20 worth of CT Grown produce. 153 & 160 Spruce Street.

**July Highlights**

*July 11* - Live music with Bill Ludwig & Nick Cutroneo. Free garden workshop: “Dead Heading”.

*July 18* - Live music with Andrew Biagiarelli. Free garden workshop: “Good Bugs, Bad Bugs”. Pottery demo with Jamie Marigold.

*July 25* - Live music with Jennifer Hill & Scarlett. “Gears & Grease” Art Opening. Wool Spinning demo with Mary Vlaar.

Youth Service Bureau

**Girls Circle Weeks** - The Manchester Youth Service Bureau designs and hosts two weeklong summer programs for the young ladies in town. Every year a theme is decided on and each day is focused on an aspect of the theme. This year we are doing Hearts Head Hands Health Home.

Hearts is to explore what each individual needs to be emotionally safe and how they can be a good friend. Head is all about growing intellectually and what each person needs to achieve their goals. Hands are the creative side where the girls will have an opportunity to experience art. Health will address what it takes to be physically and mentally healthy. Home will be the final day full of celebration and also helping the girls figure out how they can apply what they learned during the week to their outside lives. Facilitated by: Beth Mix, M. Ed. and Heather Wlochowski, M.S

### **Mommy & Me – Tuesdays at 3pm**

Mommy & Me is a drop-in style playgroup for caregivers who have children birth to age 2. Caregivers will have the opportunity to socialize with each other as well as play with and socialize their infants and toddlers in a child-friendly atmosphere. Northwest Park Early Childhood Center, 448 Tolland Turnpike, Activity Building 1. Children birth-2 years old. No registration required. Call or email Caitlin for details (860)647-5269 or [CMcnamara@manchesterct.gov](mailto:CMcnamara@manchesterct.gov).

### **Cradle to Crayons - Thursdays at 3pm**

Cradle to Crayons is a preschool playgroup that helps children build the necessary skills to enter into preschool successfully. Activities include circle time, art, fine motor, gross motor, pre-math and pre-writing skill building. Children have the opportunity to engage in social behaviors and free play with other children. Children ages 2-5 years old. Registration required, call/email Caitlin (860)647-5269 or [CMcnamara@manchesterct.gov](mailto:CMcnamara@manchesterct.gov).

### **Water Play in the Park (Manchester Plays On!) – Friday, July 13**

Wear your bathing suit, bring your towel and join us for some fun with water tables, sprinklers, and more ways to splash around and have fun! This event is targeted for children ages 2-5 and is free to the public, no registration required. Northwest Park, 448 Tolland Turnpike, Friday, July 13 from 3:00pm-5:00pm.

### **Summer Youth Employment and Learning Program (SYELP)**

SYELP is a work and learn program designed to provide eligible youth with career development skills through experience in subsidized work placement. This program includes a week long workforce preparedness session as well as hands on job experience. This program is offered in partnership with Capital Workforce Partners and coordinated by Kellie Sheridan.

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

	<i>Month End Report May 2018</i>	<i>July 2017 – June 2018 (Fiscal Year to date)</i>
Total Customers Serviced	1,928	24,318
Land Records	614	6,409
Vitals	639	7,549
Marriage Licenses	45	273
Dog Licenses	17	1,098
Notarizations	33	460
Trade Names	18	157
Dissolution Trade Names	1	52
Foreclosure Registrations	32	326
Total Revenue	\$129,265.60	\$1,408,859.22

**Employee News**

Recently Hired

Patricia Files – Manchester Police Department

Recently Retired

Lynn Jacobs – Manchester Public Library

Kathleen Lee – Manchester Public Library

Roger Bouchard – Public Works Department

Douglas St. Peter – Water and Sewer Department

Recently Promoted

Jennifer Bartlett – Manchester Public Library

Barbara King – Manchester Public Library

## **July 2018**

### **Building Committee Meeting**

July 2, 2018, 7:00 p.m.

Manchester Room, Town Hall

### **Senior Center Advisory Committee**

July 6, 2018, 9:00 a.m.

Senior Center, 549 East Middle Turnpike

### **Board of Education Meeting**

July 9, 2018, 7:00 p.m.

Hearing Room, Lincoln Center

### **Board of Directors Meeting**

July 10, 2018, 7:00 p.m.

Hearing Room, Lincoln Center

### **Cheney Hall Foundation Meeting**

July 11, 2018, 6:00 p.m.

Cheney Hall, 177 Hartford Road

### **Economic Development Commission**

July 12, 2018, 8:00 a.m.

Directors Room, Lincoln Center

### **Planning and Zoning Commission**

July 16, 2018, 7:00 p.m.

Hearing Room, Lincoln Center

### **Redevelopment Agency Meeting**

July 19, 2018, 7:30 a.m.

Hearing Room, Lincoln Center

### **Cheney Brothers National Historic District Commission Meeting**

July 19, 2018, 5:00 p.m.

Hearing Room, Lincoln Center

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

July 24, 2018, 7:30 a.m.

Manchester Room, Town Hall

### **Zoning Board of Appeals Meeting**

July 25, 2018, 7:00 p.m.

Hearing Room, Lincoln Center

### **Pension Board Meeting**

July 26, 2018, 4:00 p.m.

Directors Room, Lincoln Center