



Scott Shanley
General Manager

Town of Manchester

General Manager's Report

August 2018

Customer Service & Information Center

Passports - The Town Hall Customer Service & Information Center has been designated as a Passport Acceptance Agency, which means that we are authorized to accept and process applications, before forwarding them to the U.S. Passport Agency for issuance of passports. U.S. passports are only issued to U.S. citizens or nationals. Each person must personally appear in the Customer Service & Information Center to apply for his or her own passport. Children under sixteen must appear in person along with both parents. Please call for an appointment and further instructions, 860-647-5235, <http://customerservice1.townofmanchester.org/>

Band Shell Concerts continue through August 22. 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 & 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

Cruisin' on Main Street – August 5 - 18th Annual Cruisin' on Main Street, Manchester, CT, presented by Taylor Rental Party Plus and Fueled by CITGO – Fueling Good. Fun cruise and show for antique and classic cars, trucks, sports cars and street rods 1987 and prior only. Sunday, August 5, 2018 (rain dates August 12 and August 19). Show Car registration opens at 8 a.m. Show Car registration/donation \$10.00. Show open to the public from 10 a.m. to 3 p.m. Spectator admission free. Sponsor exhibits, food, music, Special Interest Vehicles, entertainment and free Hot Wheels Racing for kids. Dash plaques to first 700 Show Cars. Sponsor's Choice Trophies awarded. Profits benefits local charities. For info, visit <http://www.cruisinonmainstreet.org/>. Find us on Facebook or call (860) 647-3085. Cruisin' T-shirts that remain after the event will be available for sale at the Town Hall Customer Service & Information Center, open weekdays 8am-5pm.

Assessment & Collection

The last day to pay tax bills mailed on June 21, 2018 on-time was Wednesday, August 1, 2018. All real estate and personal property payments not received or postmarked by August 1, 2018 must be considered late and must be subject to interest charges. Interest cannot be waived or reduced.

Real estate tax bills have a first and second installment, with the second installment due by February 1, 2019. Tax bills mailed in June have both detachable payment coupons (for the first installment and the second installment). Other tax bills also have tax installments due by February 1, 2019. The Office of Assessment & Collection recommends that all taxpayers mark their calendars for mid-January annually with a reminder to check on their tax installments. In addition, the Office of Assessment & Collection offers reminder emails sent by July and again

by January for taxpayers who wish to receive them. Any taxpayer who wishes to receive an email reminder can be added to the list by emailing [jrinaldi@manchesterct.gov](mailto:jrainaldi@manchesterct.gov) and requesting a tax bill reminder email. In addition, the "Manchester Matters" email service, provided by the Customer Service and Information Center, also provides reminders about tax payment due dates. Residents can sign up for "Manchester Matters" on the Town's website.

Assessment & Collection staff is continuing work on the Grand List of October 1, 2018. This includes following up on building permit activity for the Real Estate Grand List, and preparing for the September mailing of an estimated 3,200 Personal Property Declarations.

Manchester Fire Rescue EMS

Monthly Activity Statistics - June 2018

Types of Incidents

Medical/Rescue	637
Fire	17
Hazardous Condition (No Fire)	26
Public Service	21
Good Intent	53
Fire Alarm Activations – No Fire	38
Total Incidents	792

Tips for Preventing Heat-Related Illness

Provided by The Centers for Disease Control and Prevention

Wear Appropriate Clothing: Choose lightweight, light-colored, loose-fitting clothing.

Stay Cool Indoors: Stay in an air-conditioned place as much as possible. If your home does not have air conditioning, go to the shopping mall or public library—even a few hours spent in air conditioning can help your body stay cooler when you go back into the heat.

Schedule Outdoor Activities Carefully: Try to limit your outdoor activity to when it's coolest, like morning and evening hours. Rest often in shady areas so that your body has a chance to recover.

Pace Yourself: Cut down on exercise during the heat. If you're not accustomed to working or exercising in a hot environment, start slowly and pick up the pace gradually. If exertion in the heat makes your heart pound and leaves you gasping for breath, STOP all activity. Get into a cool area or into the shade, and rest, especially if you become lightheaded, confused, weak, or faint.

Wear Sunscreen: Sunburn affects your body's ability to cool down and can make you dehydrated. If you must go outdoors, protect yourself from the sun.

Do Not Leave Children or Pets in Cars: Cars can quickly heat up to dangerous temperatures, even with a window cracked open. While anyone left in a parked car is at risk, children are especially at risk of getting a heat stroke or dying.

Avoid Hot and Heavy Meals: They add heat to your body!

Drink Plenty of Fluids: Drink more fluids, regardless of how active you are. Don't wait until you're thirsty to drink. Stay away from very sugary or alcoholic drinks; these actually cause you to lose more body fluid. Also avoid very cold drinks, because they can cause stomach cramps. Heavy sweating removes salt and minerals from the body that need to be replaced. A sports drink can replace the salt and minerals you lose in sweat.

Recent Police Activity – June 2018

Monthly Stats

Total Calls for Service	6,277
Total Police Cases	1,266
Total 911 Calls	2,008

Emergency Calls

8 th District	184
Town Fire	777
PD	5,316

Town Clerk's Office

	<i>Month End Report June 2018</i>	<i>July 2017 – June 2018 (Fiscal Year to date)</i>
Total Customers Served	4,469	28,787
Land Records	590	6,999
Vitals	690	8,239
Marriage Licenses	32	305
Dog Licenses	2,490	3,588
Notarizations	47	507
Trade Names	10	167
Dissolution Trade Names	1	53
Foreclosure Registrations	33	359
Total Revenue	\$335,237.18	\$1,744,096.40

Employee News

Recently Promoted

Matt Bordeaux – Senior Planner, Planning and Economic Development
Brittany LeBlanc – Library Tech, Manchester Public Library
Mike Tomkunas – Battalion Chief – Manchester Fire-Rescue-EMS
David Shirshac – Maintainer II, Public Works

Recently Hired

Timothy Brennan – Assistant Building Official, Building Department
Kyle Zemanek – Police Officer, Manchester Police Department

Recently Retired

Marc Lupacchino – Battalion Chief, Manchester Fire-Rescue- EMS
Mark Pantages – Laboratory Director, Water Department

August 2018

Redevelopment Agency Meeting

August 2, 2018, 7:30 a.m.

Hearing Room, Lincoln Center

Senior Center Advisory Committee

August 3, 2018, 9:00 a.m.

Senior Center, 549 East Middle Turnpike

Board of Directors Meeting

August 7, 2018, 7:00 p.m.

Hearing Room, Lincoln Center

Cheney Hall Foundation Meeting

August 8, 2018, 6:00 p.m.

Cheney Hall, 177 Hartford Road

Economic Development Commission

August 9, 2018, 8:00 a.m.

Directors Room, Lincoln Center

Building Committee Meeting

August 13, 2018, 7:00 p.m.

Manchester Room, Town Hall

Planning and Zoning Commission

August 13, 2018, 7:00 p.m.

Hearing Room, Lincoln Center

Redevelopment Agency Meeting

August 16, 2018, 7:30 a.m.

Hearing Room, Lincoln Center

Cheney Brothers National Historic District Commission Meeting

August 16, 2018, 5:00 p.m.

Hearing Room, Lincoln Center

Pension Board Meeting

August 23, 2018, 4:00 p.m.

Directors Room, Lincoln Center

Board of Education Meeting

August 27, 2018, 7:00 p.m.

Hearing Room, Lincoln Center

Board of Directors Policy Briefing Meeting

August 28, 2018, 7:30 a.m.

Manchester Room, Town Hall