



Scott Shanley
General Manager

Town of Manchester

General Manager's Report

November 2018

Holidays

Veteran's Day Parade - Sunday, November 11 - Parade and Color Guard form and step off from American Legion Drive, at 10:30 a.m. Arrive at Manchester Memorial Hospital for Outdoor Ceremony on Front Lawn. Lowering of Colors, Placing of Wreaths, Playing of Taps, and Bagpiper. In case of inclement weather, the remainder of the ceremony will take place inside the hospital in the H. Louise Ruddell Auditorium at 11:15 a.m. Refreshments following the ceremony.

Veteran's Day: Town of Manchester Offices will be closed in observance of Veteran's Day on Monday, November 12, 2018. Both Mary Cheney Library and Whiton Memorial Library will be closed on Sunday, November 11th and Monday, November 12th for Veteran's Day. Trash collection for the week will be on the regular schedule.

Thanksgiving: Town of Manchester Offices will be closed in observance of Thanksgiving on Thursday, November 22 and Friday, November 23. Mary Cheney Library and Whiton Memorial Library will be closed only on Thursday, November 22. Trash will not be collected Thursday and will be delayed one day for the remainder of the week.

Manchester Road Race: The 82nd running of the Manchester Road Race takes place Thanksgiving Day, November 22 at 10:00 a.m. New this Year: Veterans' Row! The Manchester Road Race is pleased to honor the service of the men and women who have served our country in the military. Information and online registration is available now at www.manchesterroadrace.com.

Election Day: Election Day is Tuesday, November 6, 2018. Polls are open from 6am-8pm. Full details are available on the Town's website www.townofmanchester.org

Fall Leaf Collection Program: Area 1 vacuum collection begins November 13. Area 2 vacuum collection begins November 26. Rake leaves to the front of your property prior to your scheduled collection. Do not block sidewalks; do not rake leaves into the street or place leaves between the street and sidewalk; it is a violation of town codes to block sidewalks and streets with leaves.

In addition to the vacuum program, residents can also set out paper leaf bags for curbside collection on the day of their normal refuse/recycling collection. Also, residents may drop off loose or paper bagged leaves at the Transfer Station composting area year-round from 7:15 a.m. to 3:00 p.m. Monday - Saturday. During hours when the Transfer Station is closed, ONLY residents may drop off loose or paper bagged leaves at the parking lot at 263 Olcott Street from October 15 through December 31. (No brush or plastic bags, please. No contractors are allowed to use this drop site.)

Full details regarding the 2018 Leaf Collection Program are available online. You can also find your area using the search tool at <http://eservices.townofmanchester.org/leafroutes/Default.cfm>

Town Clerk's Office

	<i>Month End Report September 2018</i>	<i>July 2018 – June 2019 (Fiscal Year to date)</i>
Total Customers Serviced	1,760	6,753
Land Records	543	1,869
Vitals	574	2,030
Marriage Licenses	31	113
Dog Licenses	68	746
Notarizations	38	215
Trade Names	12	30
Dissolution Trade Names	3	7
Foreclosure Registrations	23	72
Total Revenue	\$103,012.87	\$382,971.96

Recent Police Activity – September 2018

Monthly Stats

Total Calls for Service	5,970
Total Police Cases	1,091
Total 911 Calls	1,904

Emergency Calls

8 th District	201
Town Fire	776
PD	5,005

Department of Leisure, Family and Recreation

Youth Service Bureau Division

Mommy & Me – Tuesdays at 3pm - 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.

Cradle to Crayons - Friday at 9:30am - 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.

Make & Take Craft Day - November 16th from 4:30-6:00pm - Join us for an evening of craft making and play! Children will have the opportunity to make crafts that are playful and fun such as musical instruments and small toys! No registration required. Northwest Park Early Childhood Center.

Open Play Day - November 19th from 4-5:30pm - This is a drop-in open play time for caretakers and young children to play in a safe space with other young children. Age appropriate toys will be available as well as staff to help encourage and guide any children and

caretakers who are new to group settings. Northwest Park Early Childhood Center, 448 Tolland Turnpike, Activity Building 1. Questions call/email Caitlin (860) 647-5269 or CMcnamara@manchesterct.gov.

Preschool Teacher Workshop - Behavioral Management – November 20th, from 6-8pm
Come learn strategies to manage young children's behaviors in large group settings. Northwest Park Early Childhood Center, 448 Tolland Turnpike, Activity Building 1. Questions call/email Caitlin (860) 647-5269 or CMcnamara@manchesterct.gov.

PFLAG – 1st Tuesday of every month, 6:30-8:00pm at the YSB - PFLAG is committed to advancing equality and full societal affirmation of lesbian, gay, bisexual, transgender, and queer (LGBTQ) people through its threefold mission of *support, education, and advocacy*. By supporting this mission, PFLAG aims to make our community a healthier, more well-informed, safer, fairer, and happier place for LGBTQ people, their families, and their loved ones. Meetings will be structured to include an LGBTQ youth group (ages 12-18) and a parent/ally support group. All are welcome; no registration required. For more information, please contact Kellie Sheridan (860) 647-5262 or ksheridan@manchesterct.gov

Family Paint Night – Tuesday, November 13th, 2018, 5:00-7:00pm at the YSB - Join us for step-by-step instruction and create your own work of art while spending time with family and friends! This program is designed for families and is recommended for ages 8 and up. Registration is required and space is limited. For more information, please contact Kellie Sheridan (860) 647-5262 or ksheridan@manchesterct.gov.

Transformation Collages A PeaceLove Workshop – Thursday, November 15th, 2018, 5:00-7:00pm at the YSB - Some transformations in our lives just happen, while others require personal initiation and a great deal of work. This experience allows participants to begin the process of transforming unhealthy behaviors and thought patterns that are holding them back in their lives. Participants will make, take apart and reconstruct artwork to create images that provide inspiration for positive change. Through this process of alteration, participants can reach deeper self-awareness and embark on a journey of change and healing. Registration is required and space is limited. For more information, please contact Kellie Sheridan (860) 647-5262 or ksheridan@manchesterct.gov.

Youth and Police – Thursday, November 29th, 2018, 3:30-6:30pm at Dave and Busters
Get to know local police officers by joining us for pizza, games and more! This event is open to youth in grades 7-12. Registration is required and space is limited. For more information, please contact Kellie Sheridan (860) 647-5262 or ksheridan@manchesterct.gov.

Manchester Youth Commission meets on the 1st & 3rd Tuesday each month, Town Hall, Manchester Room - The *Manchester Youth Commission* will be gearing up for the Annual Retreat. As a part of the warm up, they will be participating in the Annual Waffle-Off on Election Day. This a contest where they work in their committee teams to hopefully make the best tasting waffle. Immediately following they will be departing on a field trip to Riverside Park in Hartford to be big buddies to 3rd-5th graders with the Adventure Program, Riverfront Recapture. This was a grant which Riverfront specifically wrote for the Manchester Youth Service Bureau. Facilitator: Heather Wlochowski

Manchester Youth Commission Mini Grant Applications Being Accepted Until November 30, 2018 - The Manchester Youth Commission is requesting proposals for Mini Grants of up to \$1,000 per application to Manchester community groups which are either led

by, or intended to benefit, youth in Manchester. Qualifying candidates must plan to facilitate a project or program which fulfills one of three categories: Out of School Time/After School Initiatives, Service Learning Initiatives, and Arts and Culture Initiatives. Grant money may not be used for religious instruction or materials, capital expenses, or donations to other organizations.

Bennet Girls Circle, Wednesdays, October 31 - November 14, 2018, located at Bennet; Odyssey Girls Circle, Fridays, October 6 - November 9, 12:30-2:30, located at Odyssey Girls' Circle is an opportunity for middle school girls to explore what it means to be a girl, to exchange ideas, and explore your future by doing creative, fun and interactive activities. It is designed to foster self-esteem and to help girls maintain authentic connections with peers. In this session we will focus on being Wise & Well. Topics include: Healthy living, relationship questions and concerns, drug and alcohol prevention, social media and internet safety. Facilitated by Heather Wlochowski, M.S.

Young Women's Circle, Fridays, October 6 - November 9, 2018, 3:00-4:15, at the YSB This will be a gathering of young women from MHS, Cheney Tech, and East Catholic. It will be a safe space where young women can discuss relationships, their futures, their families, and their responsibilities. We will work on forming strong and supportive bonds between women to offset "mean girl" drama. We will have creative and interactive curriculum to inspire conversation and expression. Facilitator: Heather Wlochowski

Manchester Fire Rescue EMS

Monthly Activity Statistics - September 2018

Types of Incidents

Medical/Rescue	616
Fire	11
Hazardous Condition (No Fire)	27
Public Service	22
Good Intent	61
Fire Alarm Activations – No Fire	54
Total Incidents	791

Thanksgiving Safety

Thanksgiving brings family and friends together to share a good meal. Some have built up their appetites running in the annual race. Thanksgiving also comes with an increased chance of fire. *Thanksgiving is the peak day of the year for house fires!* The average number of cooking fires triples. Don't let this happen to you!

Tips for cooking safely on Thanksgiving Day include:

1. Stay in the kitchen when you have food on the stovetop.
2. Use a timer and do frequent checks when baking, broiling and roasting.
3. Keep stoves and ovens clean of grease.
4. Keep pot holders, towels and paper products 3 feet away from stove top.
5. Make sure the handles of pots and pans are facing inward. Use back burners as often as possible.

6. Avoid loose clothes, especially those with long sleeves, while cooking.
7. Make sure all candles and smoking materials are out after guests leave.

If a cooking fire does happen, stay calm. A small grease fire can be contained by sliding a lid over the pan, and turning off the stove. A common mistake that leads to bigger fires and many injuries is picking up the pot and trying to move it. Many people grab the pot, intending to move it outside the home or to another safe location and in the process the hot cookware is dropped on the floor and the fire spreads quickly. If a fire happens, and it's not a fire that can be easily put out on the stovetop, get everyone outside of the house and call the Fire Department (9-1-1).

Assessment and Collection

The Office of Assessment and Collection is working on the Motor Vehicle Supplemental Grand List of October 1, 2017. This list contains vehicles registered after October 1, 2017, which were therefore not included in the Motor Vehicle Regular Grand List file that was billed in late June for payment in July. The Connecticut DMV is required to provide a file for assessors in early October annually.

The Office of Assessment and Collection continues work on the Grand List of October 1, 2018 which includes finalizing real estate fieldwork by following-up on building permits and new construction items for assessment purposes.

Work also continues on the Personal Property Grand List. Approximately 3,300 Declarations of Personal Property were mailed in late September 2018. By statute, owners of tangible (business) personal property must declare their property annually. The declarations are due, by statute, by November 1st each year. Manchester's declaration contains explanatory information to help taxpayers complete their declarations, but anyone with questions about personal property can call 860-647-3015 for more information or assistance, or stop by Assessment & Collection weekdays between 8:30 a.m. and 5:00 p.m.

Taxpayers are reminded that the second installment for real estate tax bills, and some personal property tax bills, is due by February 1, 2019, and there is no separate mailing for these installments as both payment coupons were mailed in June 2018. Taxpayers wishing to find out if they have a payment due may check the Town's online bill payment system at: <http://www.townofmanchester.org/billpay.cfm>, or e-mail Director of Assessment & Collection John Rainaldi at: jrainaldi@manchesterct.gov

In addition, property owners impacted by defective concrete foundations can apply for a reduced assessment for their property through the Office of Assessment & Collection. This is made possible due to legislation passed in 2016, which allows for an assessment reduction for five years if the owner has a report from a licensed, professional engineer indicating that the house has defective concrete. The homeowner must provide a copy of that report to Assessment & Collection, and Assessment staff must then inspect the property. Applications received through December 31, 2018 will take effect for the 2018 Grand List (meaning the reduction will start with the July 2019 tax installment). More information on this program can be found online at

<http://assessmentandcollection1.townofmanchester.org/index.cfm/defective-concrete-and-crumbling-foundation-information/>

Employee News

Recent Retirement

Christian Frezza – Manchester Fire-Rescue-EMS

Recent Promotions

Jason Mikalonis – Lt Manchester Fire-Rescue-EMS

Sean Grant – Captain, Manchester Police Department

Recent Hires

Gabner Alcime – Manchester Fire-Rescue-EMS

Thomas Maclean – Manchester Fire- Rescue-EMS

Brian Mawdsley – Manchester Fire-Rescue- EMS

David Laiuppa – Planning Department

Jeremy Benique Valentin – Police Department

Monique Hylton – Police Department

Aaron Lassow – Police Department

Eddie Fryer – Public Works

Michael McCormick – Public Works

Jeffrey Turner – Water Department

November 2018

Redevelopment Agency Meeting

November 1, 2018, 7:30 a.m.
Hearing Room, Lincoln Center

Senior Center Advisory Committee

November 2, 2018, 9:00 a.m.
Senior Center, 549 East Middle Turnpike

Building Committee Meeting

November 5, 2018, 7:00 p.m.
Breakout Room, Town Hall

Planning and Zoning Commission

November 5, 2018, 7:00 p.m.
Hearing Room, Lincoln Center

Youth Commission Meeting

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

DMSSD Board of Commissioners Meeting

November 7, 2018, 8:00 a.m.
WORK_SPACE, 901 Main Street

Economic Development Commission

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

Arts Commission Meeting

November 8, 2018, 5:30 p.m.
Law Library, Town Hall

Board of Directors Meeting

November 13, 2018, 7:00 p.m.
Hearing Room, Lincoln Center

Board of Education Meeting

November 13, 2018, 7:00 p.m.
Illing Middle School, 227 E. Middle Tpke.

Board of Education Budget Workshop

November 14, 2018, 6:00 p.m.
Manchester High School, Rm# 293

Cheney Hall Foundation Meeting

November 14, 2018, 6:00 p.m.
Cheney Hall, 177 Hartford Road

Manchester Housing and Fair Rent

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

Redevelopment Agency Meeting

November 15, 2018, 7:30 a.m.
Hearing Room, Lincoln Center

Pension Board Meeting

November 15, 2018, 4:00 p.m.
Directors Room, Lincoln Center

Cheney Brothers National Historic District Commission Meeting

November 15, 2018, 5:00 p.m.
Hearing Room, Lincoln Center

Advisory Recreation and Park Commission

November 15, 2018, 6:00 p.m.
Lodge at Center Springs Park, 39 Lodge Drive

Manchester Land Conservation Trust

November 15, 2018, 7:00 p.m.
20 Hartford Road

Planning and Zoning Commission

November 19, 2018, 7:00 p.m.
Hearing Room, Lincoln Center

Manchester Youth Commission

November 20, 2018, 6:00 p.m.
Manchester Room, Town Hall

Manchester Conservation Commission

November 20, 2018, 7:00 p.m.
Directors Room, Lincoln Center

Board of Education Meeting

November 26, 2018, 7:00 p.m.
Hearing Room, Lincoln Center

Board of Directors Policy Briefing Meeting

November 27, 2018, 7:30 a.m.
Manchester Room, Town Hall

Zoning Board of Appeals

November 28, 2018, 7:00 p.m.
Hearing Room, Lincoln Center