



Scott Shanley  
General Manager

# *Town of Manchester*

## **General Manager's Report**

December 2018

### **Holiday Closings**

Town offices will be closed on December 24, 25, and January 1 in observance of the Christmas and New Year holidays. Trash will not be collected on December 25 or January 1 and will be delayed one day for the remainder of each holiday week. The Landfill and Transfer Station will be closed on December 25 and January 1. Mary Cheney and Whiton Libraries will be closed on Monday, December 24, Tuesday, December 25, and Tuesday, January 1. Library hours for Monday, December 31 are 9am-5pm.

### **Customer Service and Information Center**

Gift Shoppe in Town Hall - For those in search of unique "Manchester" gifts, please visit the Customer Service and Information Center Gift Shoppe in Town Hall! Warm up with a cozy, light-weight blanket with the Pride in Manchester logo, while reliving the memories of the Road Race in the 75th Anniversary book! Hang a Historical Society ornament on your Christmas tree! Other gifts include DVD's and Challenge Coins from The Wall That Heals, trivets, T-shirts, hats, tote bags, mugs, historical books, note cards, MDOG hoodies, and much more! We also sell American Flags and flag kits. Reduced prices on surplus Cruisin' t-shirts! Get a FREE Manchester tote bag with a minimum purchase of \$5.00! Another unique idea is a donation to the Memorial Tree Planting Program. Call for more info, or stop by to browse at 41 Center Street! 860-647-5235. Hours are 8am-5pm Monday – Friday.

<http://customerservice1.townofmanchester.org/index.cfm/merchandise/>

### **Assessment and Collection**

Work on the Motor Vehicle Supplemental Grand List as of October 1, 2017 continues. This is the process used to assess and tax vehicles registered after the October 1, 2017 assessment date, but registered by July 31, 2018. The Connecticut DMV provides a file to each municipality for vehicles to be placed on their Supplemental Grand Lists. This year's file was sent the first week of March, over three weeks earlier than last year. The number of vehicles on this year's Supplemental Grand List, both in Manchester and Statewide, is larger than last year, though last year's list had a number of vehicles that were initially left off the list and had to be added later by DMV. Supplemental Motor Vehicle Tax Bills will be mailed in late December.

We are anticipating the arrival of the data for our Motor Vehicle Regular Grand List of October 1, 2018 in early December. We are optimistic that data list file will arrive close to the December 1st statutory deadline, and the DMV believes it should be early in December, earlier than it has been the past several years.

Work on the Personal Property Grand List of October 1, 2018 continues as well.

Tax payments for all real estate, certain personal property accounts (over \$400) and Motor Vehicle supplemental tax bills are due in January. If payments are not made by Friday,

February 1, 2019, interest will be due from January 1, 2019 at 18% per annum with a \$2.00 minimum interest charge. It should be noted that there is no mailing for the second Real Estate and Personal Property bill installment. Real Estate and Personal Property tax bills were mailed on June 21, 2018 and contained both the first and second installment coupons. Any taxpayer who is unsure whether or not a tax payment is owed, or how much is owed, before February 1, 2019, should call the Tax Collector's Office at 860-647-3018, or check online on the Town's "Online Bill Pay and Tax Payment Look Up" page. Tax bills may be paid at Town Hall, weekdays between 8:30 AM and 5:00 PM, and there is night drop box behind Town Hall for after-hour payments. Payments may also be made through mail. Payments by E-check or credit card may also be made online (a convenience fee applies). We recommend that taxpayers wishing to pay online make their payments at least five days before the February 1st deadline as over the last few days of the payment cycle, user demand may exceed the available amount of customers that our off-site website can accommodate. Paying a few days earlier, will alleviate this problem.

Account Associate Laira Rehbein recently took and passed CCMC Course 1, the first of four courses needed to become a Certified Connecticut Municipal Collector (CCMC) Course II. Director of Assessment & Collection John Rainaldi received the CAAO (Connecticut Association of Assessing Officers) "Presidential Award" in November by CAAO President Chandler Rose (of Windham). The Presidential Award is given annually by the CAAO President to a CAAO member, based on that member's contributions to the organization during the president's administration.

## **Department of Leisure, Family and Recreation**

### Recreation Division

**Youth Basketball** practices and games will be starting with about 200 players participating in different leagues. Registration is being taken for our free basketball clinic, with 56 currently registered. Registration for our 5-8 yr. old soccer league is being taken, with 25 currently registered.

**Swim with Santa** will take place on Saturday, December 8 from 12:00-1:00 p.m. at the Manchester High School pool. In lieu of an entrance fee, participants are asked to bring a non-perishable food item to support the MACC Food Pantry.

**Flag Football/Dodgeball** will alternate week to week from flag football to dodgeball depending on participation. Bennet Leisure Center, ages 9-11, Mon., 10/01/18-12/17/18, 6:15 - 7:30 PM – no fee.

**Game Activity Club** - Participate in board, card, and strategy games while spending time with peers and recreation staff in a relaxing and communal environment. Bennet Leisure Center, ages 9-11, Thurs. 10/4/18-12/20/18, 6:15-7:30 PM – no fee.

**Indoor Soccer Club** - Participate in educational soccer classes that allow participants the opportunity to learn and play the game. Through staff instruction and practice participants will learn skills, strategies and gameplay. Bennet Leisure Center, ages 9-11, Wed. 10/10/18-12/19/18, 6:15-7:30 PM - no fee.

**Creative Arts Club** - Create projects using creative spirit and teamwork in this new look on arts and crafts. Using creative staff and programming youth will be able to plan, create, and even suggest brand new crafts and activities. Bennet Leisure Center, Instructor Jeff Slobodien, ages 9-11, M/W, 10/01/18 -12/19/18, 6:15-7:30 PM – no fee.

**Family Art Night - December 6 - Snow Person Band Part One** - Artists will start by sketching ideas of how their snow person will look, and what instrument or talent they will be showing off in the band! From singing and dancing to drumming and guitar strumming, our snow band will be the COOLEST around! After sketches are completed, cutting out our Snow Instruments and Snow Mounds to create our band-mates will begin! These Snow People will be child size, so we will need the next 2 classes for cutting, pasting and creating!

**December 13 - Snow Person Band Part Two** - Artists will continue working on their Snow Band Member - Cutting snowballs, adding paint, glitter, and other paper cut-outs creating and showcasing your Band Member's outfit and talent! Participants will look and talk about each other's band members so we can display them in a harmonious and hilarious showcase!

**December 20 - Snow Person Band Part Three** - We'll finish up any final accents/cut-outs/or painting we need on our band mates. For those who have finished up - or finish early- we will begin to hang our band around the class, "setting the stage" for our band to adorn the walls! We will create extra snowballs, music notes, festive accents and whatever else a Snow Band could need!

### Special Events

**Snowcial - 5TH & 6TH GRADE SOCIAL** - Join us for a wonderful night filled with music and dancing and celebrate the most wonderful time of year while building relationships and connecting with peers just before the winter break. Music by DJ Dale. Friday, 12/14/18, 6:30-8:30 p.m. Fee: \$10.00 pp includes meal (Rec Youth Membership/Student ID Required)

**Team Fit After Work** provides participants with challenging, yet motivating, strength and cardiovascular conditioning sessions that include a variety of innovative exercises to improve overall fitness. This program is designed for all fitness levels, customized to each individual. Team Fit After Work is held at Center Springs on Monday and Wednesday evenings.

**Walk 15** - Exciting, motivating music along with four basic steps make Walk 15 fun and suitable for all fitness levels! This program is available at both the Community Y Rec Center and Center Springs.

**Pickleball** - There's less ground to cover than other racket sports, making Pickleball easier for players of all ages! Players say it's easier on the body, while still getting in a full workout. The indoor season will be held at the Bennet Leisure Center on Monday, Tuesday and Thursday evenings from 5:45 – 7:45pm.

### Office of Neighborhoods and Families Division

**Peace Love Workshop** - Friday, December 7, 5:00 – 7:00 pm - PEACELOVE Expressive Arts Workshop for young children will include three sessions of expressive art through various modalities including art, music, and movement. Children will have the opportunity to be creative while they express who they are and how they see the world. Please plan to get messy!

**Pop-Up Vendor Shop** - Saturday, December 8, 11:00 am – 3:00 pm - Come support local artists and artisans in this pop-up vendor shop. Whether you're shopping for yourself or a loved one there will be something for everyone. Gallery 153 at the EastSide Neighborhood Resource Center (153 Spruce Street).

**Write Out Loud Youth Open Mic** - Friday, December 21, 5:00 – 8:00 pm - BE A SUPERSTAR in a safe space environment as you engage in an uplifting experience centered on youth voice through poetry, song, music, rap and dance. Perform and/or cheer on others who display their talent and creativity in front of a supportive audience. Youth performers only. Gallery153 at the EastSide Neighborhood Resource Center (153 Spruce Street).

Upcoming (Save the Dates)

Indoor Gardening Workshop - Tuesday, 1/15, 6:00 – 8:00 pm

Where Does Our Food Come From Workshop - Tuesday 1/22, 6:00 – 8:00 pm

A History of Trash Workshop - Tuesday 1/29, 6:00 – 8:00 pm

Write Out Loud Youth Open Mic – Friday, 1/25, 5:00 – 8:00 pm

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](mailto:CMcnamara@manchesterct.gov).

**Holiday Drop-Off Event** - December 1, 10am-2pm - Drop off your children ages potty trained and self-sufficient (2/3years) - 5 years old. Children will have an opportunity for holiday gift making, a movie and playtime while you enjoy a few hours to shop children-free for the holidays! Children will have the opportunity to make a picture frame, magnet, or ornament craft and enjoy a non-denominational winter themed children's movie. A pizza lunch is provided free of charge. This event only has space for 15 children with a permission slip filled out at drop-off. Northwest Park Early Childhood Center, 448 Tolland Turnpike, Activity Building 1. Please contact Caitlin to register at (860) 647-5269 or [CMcNamara@manchesterct.gov](mailto:CMcNamara@manchesterct.gov).

**Open Play Day** - December 17 from 4-5:30pm - 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](mailto:CMcnamara@manchesterct.gov).

**PFLAG** – 1st Tuesday of every month, 6:30-8:00pm at 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](mailto:ksheridan@manchesterct.gov)

**Family Paint Night** – Tuesday, December 11, 2018, 5:00-7:00pm at 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](mailto:ksheridan@manchesterct.gov).

**Winter Craft Extravaganza** – Friday, December 21, 2018, 12:30-3:30pm (Half Day for MPS Students) at YSB - Join us for an afternoon of arts and crafts! Choose from a wide variety of craft projects for all ages and abilities. Finished projects make great gifts for the holidays! Feel free to drop-in and stay as long as you'd like. Cookies and hot chocolate will be served. This event is recommended for ages 7 and up. Registration is required and space is limited. For more information, please contact Kellie Sheridan (860) 647-5262 or [ksheridan@manchesterct.gov](mailto:ksheridan@manchesterct.gov).

**Illing School Social** - December 14, 2:45-5:30 pm at The Teen Center - Every month, the Teen Center puts on a social for middle school students only. It is a chance for middle school students to experience the Teen Center without upper classmen. It is open to all middle school students who live in Manchester. Transportation is only for Illing students from Illing to the Teen Center at the Youth Service Bureau. Parents are responsible for pick up. A snack will be provided as well as a craft. Registration is required. To register please call, Catrina at (860) 647-5213 or [cbelton@manchesterct.gov](mailto:cbelton@manchesterct.gov)

**Teen Center Discussion & Pizza** - Wednesday 2:45-3:30 at The Teen Center (ages 13-18) Discussions are facilitated by Pierre Brillant. Group discussions cover a range of topics from education and career goals to local and other news, where students are able to discuss their experiences and express their ideas in a structured, supervised environment. Pizza is served after group discussion. The Teen Center is available for students to come and play video games, pool, ping pong, foos ball, board games, surf the internet or just hang out with friends. Registration is not required.

### **Manchester Fire Rescue EMS**

Monthly Activity Statistics - October 2018

#### Types of Incidents

Medical/Rescue	602
Fire	13
Hazardous Condition (No Fire)	26
Public Service	25
Good Intent	55
Fire Alarm Activations – No Fire	69
Total Incidents	790

### **Holiday Safety**

Please enjoy your holiday season safely! Many fires, burns and other fire-related injuries occur at this time of year. The National Fire Protection Association reports a high incidence of home candle fires each year in the month of December. Increased use of candles and fireplaces, combined with an increase in the amount of combustible, seasonal decorations present in many homes means more risk for fire.

- Never leave burning candles unattended or sleep in a room with a lit candle
- Keep candles out of reach of children
- Make sure candles are on stable surfaces
- Don't burn candles near trees, curtains or any other flammable items
- Don't burn trees, wreaths or wrapping paper in the fireplace
- Check and clean the chimney and fireplace area at least once a year (Keep Santa safe!)

### Recent Police Activity – October 2018

#### Monthly Stats

Total Calls for Service	5,651
Total Police Cases	1,123
Total 911 Calls	1,984

#### Emergency Calls

8 <sup>th</sup> District	207
Town Fire	804
PD	4,640

### Town Clerk's Office

	<i>Month End Report October 2018</i>	<i>July 2018 – June 2019 (Fiscal Year to date)</i>
Total Customers Serviced	2,548	9,301
Land Records	603	2,472
Vitals	659	2,689
Marriage Licenses	21	134
Dog Licenses	73	819
Notarizations	40	255
Trade Names	9	39
Dissolution Trade Names	6	13
Foreclosure Registrations	30	102
Total Revenue	\$137,107.45	\$520,079.41

### Employee News

#### Recently Promoted

Chief William Darby – Manchester Police Department

#### Recently Hired

John DiBiasi – Assistant Town Engineer

Joseph Ireland – Maintainer 1, Highway

Michelle Miranda – Librarian

Corey Fullana – Police Officer

Wesley Aleria – Public Safety Dispatcher

## **December 2018**

### **Building Committee Meeting**

December 3, 2018, 7:00 p.m.  
Breakout Room, Town Hall

### **Youth Commission Meeting**

December 4, 2018, 6:00 p.m.  
Manchester Room, Town Hall

### **Board of Directors Meeting**

December 4, 2018, 7:00 p.m.  
Hearing Room, Lincoln Center

### **DMSSD Board of Commissioners Meeting**

December 5, 2018, 8:00 a.m.  
WORK\_SPACE, 901 Main Street

### **Redevelopment Agency Meeting**

December 6, 2018, 7:30 a.m.  
Hearing Room, Lincoln Center

### **Board of Education Meeting**

December 10, 2018, 7:00 p.m.  
Manchester High School, Room 293

### **Planning and Zoning Commission**

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

### **Cheney Hall Foundation Meeting**

December 12, 2018, 6:00 p.m.  
Cheney Hall, 177 Hartford Road

### **Economic Development Commission**

December 13, 2018, 8:00 a.m.  
Directors Room, Lincoln Center

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

December 18, 2018, 7:30 a.m.  
Manchester Room, Town Hall

### **Manchester Youth Commission**

December 18, 2018, 6:00 p.m.  
Manchester Room, Town Hall

### **Manchester Conservation Commission**

December 18, 2018, 7:00 p.m.  
Directors Room, Lincoln Center

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

December 20, 2018, 5:00 p.m.  
Hearing Room, Lincoln Center

### **Manchester Land Conservation Trust**

December 20, 2018, 7:00 p.m.  
20 Hartford Road

### **Pension Board Meeting**

December 27, 2018, 4:00 p.m.  
Directors Room, Lincoln Center