



Scott Shanley  
General Manager

# *Town of Manchester*

## General Manager's Report

December 2019

Upcoming events in Town! Please contact us for further information on these and other Manchester events: 860-647-5235 or [customer@manchesterct.gov](mailto:customer@manchesterct.gov)  
We are open Monday–Friday, 8am – 5pm.

### **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 & Transfer Station will be closed on December 25 and January 1. Mary Cheney and Whiton Libraries will be closed on December 24, December 25, and January 1. Library hours for December 31 are 9am - 5pm.

**Winter Program Registration** begins at 9:00am on Wednesday, December 11 for residents and Friday, December 13 for non-residents.

<http://recreation1.townofmanchester.org/index.cfm/special-events1/>

**Downtown Manchester Christmas Tree Lighting** - December 5 at 6:30pm at St. James Church, 896 Main Street.

**Parking Ban** begins December 1<sup>st</sup>. Overnight parking is not allowed on public streets or municipal parking lots between the hours of 2am and 6am from December 1st to April 1st.

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

For those in search of unique “Manchester” gifts, please visit the Customer Service & Information Center Gift Shoppe in Town Hall, and support local non-profits at the same time! 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! Newer merchandise includes the Joe McCluskey T-shirt, Pipe Band T-shirts & tote bags, Art Association notecards, and the Pitkin Glass T-shirt. Our diverse selection of gifts includes Cruisin’ shirts and hats, DVD’s & Challenge Coins from The Wall That Heals, trivets, a variety of local T-shirts, hats, tote bags, mugs, historical books, note cards, MDOG hoodies, and much more! We also sell American Flags and flag kits. 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 & Collection**

Work on the Motor Vehicle Supplemental Grand List as of October 1, 2018 continues. This process assesses and taxes vehicles registered after the October 1, 2018 assessment date, but before July 31, 2019. Connecticut DMV provides a file to each municipality for vehicles to be

placed on Supplemental Grand Lists and sent this year's file the first week of October, continuing their recent trend of sending the data earlier than in past years. The number of vehicles on this year's Supplemental Grand List, both in Manchester and Statewide, is larger, continuing the growth in motor vehicles that we saw last year. The Supplemental Motor Vehicle Tax Bills will be mailed in late December, and will be payable by February 3, 2020.

We are anticipating arrival of the data for our Motor Vehicle Regular Grand List of October 1, 2019 in early December and are optimistic that data list file will arrive close to the December 1st statutory deadline. DMV believes it should be early in December, which has been the trend the past few years.

Work on the Personal Property Grand List of October 1, 2019 continues as well. Approximately 3,300 Declarations of Personal Property were sent in September 2019, with an on-time filing deadline of November 1, 2019.

Work on the Real Estate Grand List of October 1, 2019 also continues. During calendar year 2019, many more applications for assessment reductions due to defective concrete were filed with the Office of Assessment & Collection. We are applying those assessment reductions for the Grand List of October 1, 2019, meaning these will reduce the tax bills for the impacted property owners beginning in July 2020. We anticipate having at least 150 reduced assessments on the 2019 Grand List. The average assessment reduction for defective concrete, to date, is roughly \$68,700 per home, which provides nearly \$2,900 in annual tax relief to impacted property owners. Though the cost to replace a foundation is significantly higher than the amount of tax relief, the savings, in conjunction with other sources of relief, such as CRCOG's reimbursements for testing and engineering evaluations, and CFSIC's reimbursement for foundation replacement, combine to greatly assist impacted homeowners.

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 Monday, February 3, 2020 (February 1, 2020 is on a weekend), interest will be due from January 1, 2020 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, 2019 and contained both the first and second installment coupons. Any taxpayer who is unsure as to whether or not a tax payment is owed before February 3, 2020, or how much is owed, 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 8:30am and 5:00pm, and there is night drop box behind Town Hall for after-hour payments. Payments may also be made through the mail. Payments by E-check or credit card may also be made online (a convenience fee applies). We recommend that taxpayers who wish 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 3, the third of the four courses needed to become a Certified Connecticut Municipal Collector (CCMC).

**Department of Leisure, Family and Recreation**

Recreation Division – Events and Updates

***Time to prepare for Winter/Spring Registration! Stay tuned....beginning in December!***

**Swim with Santa!** Saturday, December 14 from 12 – 1pm at MHS. Recreation cards are required to attend the event. Participants are asked to bring a non-perishable food item to be donated to the MACC food pantry.

**Mahoney Recreation Center** – Open Monday-Friday from 6:00 – 9:30pm.

**Registration is on-going for Youth Basketball and Youth Soccer.** Please note that the Basketball Hall of Fame Clinic is *full*.

**Indoor Pickleball** will continue at Bennet Academy on Thursday evenings from 5:30 – 7:00pm for beginners and 7:00 – 9:00pm for seasoned players.

**Adult, Teen and Youth Leisure classes** continue to be offered in December. Classes will be conducted at Center Springs, the Community “Y” and the Office of Neighborhoods and Families.

Early Childhood

**Mommy & Me Playgroup** – Tuesdays 3:00 – 4:30pm

**Cradle to Crayons-** Thursdays 3:00 – 4:15pm

**Learn & Play Group-** Fridays 10:00am – 12:00pm

**Baby Babble: Infant Play Group** – December 5, 9:30 – 11:00am. This once a month baby group for caregivers with infants 1.5 and under will primarily be a social opportunity for mothers and caregivers to meet other locals who have infants!

Youth Services Bureau

**Teen Center - Monday-Friday, 2:30 to 5:30 pm, Ages 14-18** - offers a place for Manchester students to come and socialize with their peers in a structured, supervised environment. While at the Teen Center students can play video games, pool, ping pong, surf the internet, play foos ball, and enjoy some of our many board games. For the students in Teen Center we offer a group discussion every Wednesday starting at 2:30 and talk about different topics ranging from future goals, education, teen violence, employment, and anything that the students might have on their minds. After the group discussion we serve the students pizza. For more information call Pierre Brillant at (860) 647-5223.

**Manchester Youth Commission mini grant applications** are being accepted until December 6, 2019. The Commission is requesting proposals for Mini Grants of up to \$1,000 per application from 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, or Arts and Culture Initiatives.

**Manchester Youth Commission** meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at Town Hall in the Manchester Room. The Commission is gearing up for the annual retreat. As part of the warm up, they participated in the annual Waffle-Off on Election Day.

**Art.Lab Holiday Ornament Workshop – Wednesday, December 4, 5:00 – 7:00pm.** Create gorgeous glass ornaments using a variety of paints, inks, glitter, metallic foil and decorative embellishments while spending time with family and friends! Registration is required! Contact the YSB for more information.

**Family Paint Night – Tuesday, December 10 – 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!

**Empowered Grandparents – Wednesday, December 11 – 9:30 – 10:30am at Verplanck FRC.** Join us for supportive conversation and discussion around the joys and challenges of being a grandparent. The group will include guest speakers, educational and developmental resources and the opportunity to make connections with other grandparents and caregivers. Registration not required.

Youth Programs and Sports - Join us for fun and exciting activities! Fundamentals, Boys Pee Wee, Girls Pee Wee, Co-Ed Midget Basketball and Co-Ed Indoor Soccer.

**Helpful Herbs – Monday, December 2, 2019 – 6:00 – 7:30 PM - Center Springs Park.** Come learn more about how plants and herbs can help nurture our bodies and minds as the days get chillier. After our story, participants will get to use their senses (smell, touch, taste) to explore the properties of different herbs and then will help make two different types of tea bags and homemade scented bath bombs to bring home and gift to a loved one! Fee \$10.

**The Wonder of Woolies – Monday, December 9, 2019 – 6:00 – 7:30pm – Center Springs Park.** Don't be sheepish! Come down and learn more about the wonders of wool and other natural fibers! After our story, we will explore the differences between natural fibers and explore how people use them to make products for our everyday lives. Finally, we will be capping off our evening by making wet felted flowers from wool that the explorers can take home and gift to a loved one! Fee \$10.

**Bountiful Blooms – Monday, December 16, 2019 – 6:00 – 7:30pm – Center Springs Park.** Just because the flowers have gone away for the season doesn't mean that our lives need to be less colorful. Let's make a few everlasting blooms to decorate our holiday tables! After our story, we will explore the different features of different flowers (color, size, shape) and then we will make and take home small paper flower wreaths to enjoy for seasons to come. Fee \$10.

**Winter Solstice Celebration! - Saturday, December 21, 2019 – 2:00 PM – Center Springs Park.** Come join us for a day full of fun and festivities as we celebrate the Winter Solstice. This holiday was historically a day of great import because it celebrated the slow and incremental return of sunshine to our days. During this event we will discuss the importance of the holiday and enjoy some serious fun at Center Springs! We will be making paper lanterns, snowflakes, winter bird feeders, snow creatures (snow permitting) and hot cocoa! Fee \$10.

**Let it Snow! - Monday, December 22, 2019 – 6:00 – 7:30pm – Center Springs Park.** This is the perfect event for bringing the winter wonderland indoors! After our story, we will be talking more about what animals do in winter in order to survive and why we only get snow during this time of year. Then we will be making recycled snow globes and decorating our own candle holders with natural products to make flameless candle holders. Fee \$10.

Neighborhood and Families

**USIC First Friday Film Series**, Friday, December 6, 6:00 – 8:30pm - sponsored by United for a Safe and Inclusive Community. Followed by a facilitated conversation in a safe and inclusive environment. Film titles will be announced several weeks in advance on Facebook. No cost.

**Write Out Loud Youth Open Mic Night**, Friday, December 20, 5–9pm. 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. No cost.

<b>Manchester Fire Rescue EMS</b>	October 2018	October 2019
<u>Monthly Activity Statistics</u>		
<b>Types of Incidents</b>		
Medical Rescue	602	559
Fire	13	15
Hazardous Condition (No Fire)	26	46
Public Service	25	24
Good Intent	55	50
Fire Alarm Activations – No Fire	69	53
Total Incidents	790	747

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 2019**

Monthly Stats

Total Calls for Service	5,728
Total Police Cases	1,189
Total 911 Calls	2,069
Emergency Calls	
8 <sup>th</sup> District	200
Town Fire	739
PD	4,789

**Town Clerk's Office**

	<i>Month End Report October 2019</i>	<i>July 2019 – June 2020 (Fiscal Year to date)</i>
Total Customers Served	2,096	9,419
Land Records	682	2,492
Vitals	570	2,670
Marriage Licenses	18	122
Dog Licenses	69	877
Notarizations	45	198
Trade Names	13	49
Dissolution Trade Names	7	12
Foreclosure Registrations	27	84
Total Revenue	\$176,229.99	\$984,489.90

**Employee News**

Recently Hired

Brianna Smith – Communications Manager – General Manager's Office  
Jessica Bennett – Police Officer – Police Department  
Rebecca Fellows – Police Officer – Police Department  
Kristen Hunt – Police Officer – Police Department  
Elizabeth Trobe – Police Officer – Police Department  
Sara Benigni – Data Operator – Police Department  
Rachael Freeman – Public Safety Dispatcher – Police Department

Promotions

Christopher Hall – Fire Lieutenant – Fire Department  
Nathan Scott – Maintainer III – Parks Division  
Thomas Testa – Maintainer II – Parks Division

Retirements

Daniel Hall – Maintainer III – Highway

## **December 2019**

### **Building Committee Meeting**

December 2, 2019, 7:00 p.m.  
Manchester Room, Town Hall

### **Board of Directors Meeting**

December 3, 2019, 7:00 p.m.  
Hearing Room, Lincoln Center

### **Planning and Economic Development Special Meeting**

December 3, 2019, 7:00 p.m.  
Hearing Room, Lincoln Center

### **Zoning Board of Appeals**

December 4, 2019, 7:00 p.m.  
Hearing Room, Lincoln Center

### **Redevelopment Agency Meeting**

December 5, 2019, 7:30 a.m.  
Hearing Room, Lincoln Center

### **Senior Center Advisory Committee**

December 6, 2019, 9:00 a.m.  
549 East Middle Tpke

### **Board of Education Meeting**

December 9, 2019, 7:00 p.m.  
Hearing Room, Lincoln Center

### **Manchester Arts Commission**

December 12, 2019, 6:00 p.m.  
WORK\_SPACE, 903 Main Street

### **Planning and Zoning Commission**

December 16, 2019, 7:00 p.m.  
Hearing Room, Lincoln Center

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

December 17, 2019, 7:30 a.m.  
Manchester Room, Town Hall

### **Conservation Commission Meeting**

December 17, 2019, 7:00 p.m.  
Directors Room, Lincoln Center

### **Redevelopment Agency Meeting**

December 19, 2019, 7:30 a.m.  
Hearing Room, Lincoln Center

### **Pension Board Meeting**

December 19, 2019, 4:00 p.m.  
Directors Room, Lincoln Center

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

December 19, 2019, 5:30 p.m.  
Hearing Room, Lincoln Center

### **Land Trust Board Meeting**

December 19, 2019, 7:00 p.m.  
20 Hartford Road

### **Board of Education Professional Learning Meeting**

December 23, 2019, 5:30 p.m.  
BOE Central Office