



Town of Manchester

General Manager's Report

Scott Shanley
General Manager

March 2020

Customer Service and Information Center

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

Yard Waste Collection is scheduled to resume on Monday, March 16th, weather permitting. Leaves, grass clippings, and shrubbery trimmings that are placed in paper bags will be collected on your regular garbage collection day every week beginning on the 3rd Monday in March. Any left over Christmas trees, as well as bundled brush, (prepared to no longer than 4 feet in length and 4 inches or less in diameter) can also be placed at the curb for collection. Both paper bags and bundles of brush must weigh less than 40 lbs. to ensure collection. A separate truck picks up yard waste materials for composting at the Town's Landfill and Transfer Station site. Paper bags are available for purchase at the Landfill Office, Senior Citizens Center, Community Y, and Town Hall Customer Service & Information Center during regular business hours. More information on Yard Waste Collection is available online at <http://sanitation1.townofmanchester.org/index.cfm/residential-collection/curbside-yard-waste-collection/>

Income Tax Forms - Limited copies of basic state and federal tax forms are available at the Town Libraries and the Town Hall Customer Service and Information Center. Forms and publications can be downloaded from www.ct.gov/drs (state) and www.irs.gov (federal). You may also request Federal forms to be mailed directly to you by calling 1-800-829-3676.

No-cost Income Tax Services Offered in 2020 - There are several options available to file your simple income tax returns FREE OF CHARGE. Simple income tax returns ONLY, for low to middle income families, older adults and individuals making no more than \$56,000 per year. The details are available on the Town's webpage at <http://eitc.townofmanchester.org>

Kindergarten Registration & Jump Start Kindergarten - The kindergarten registration window for the 2020-2021 school year is now open. Information flyers are available at Town Hall Customer Service. <https://www.mpspride.org/registration>

Manchester Scholarship Foundation - Applications for the Traditional Scholarship for High School Seniors are due by March 15th. <http://www.manchesterscholarship.org/>

SBM Charitable Foundation scholarship program - The deadline for applications is March 31, 2020. <http://sbmfoundation.org/>

Manchester Little League registrations end March 5th! - <http://www.manchesterlittleleague.org>

Manchester Gifts!

For those in search of unique “Manchester” gifts, please visit the Customer Service and Information Center Gift Shoppe in Town Hall and support local non-profits at the same time! Newer merchandise includes the Joe McCluskey T-shirt, Pipe Band T-shirts & Tote bags, Art

Association note cards, and the Pitkin Glass t-shirt. Our diverse selection of gifts include Cruisin' shirts (reduced to \$5) 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

The Grand List of October 1, 2019 was signed on January 29, 2020 as required. Assessment notices for all real estate accounts with increased assessments and all personal property accounts were mailed on January 31, 2020, within the ten days after the signing of the Grand List as required by statute. More details of the Grand List were provided previously.

Board of Assessment Appeals hearings for the Grand List of October 1, 2019 began at the beginning of March. The statutory deadline for taxpayers to file an appeal for a hearing with the Board of Assessment Appeals was February 20, 2020. Hearings will be scheduled for

Tuesday, March 3, 2020 at 6:30 pm

Thursday, March 5, 2020 at 6:30 pm

Saturday, March 7, 2020 at 8:30 am

Tuesday, March 10, 2020 at 6:30 pm (if necessary)

Thursday, March 12, 2020 at 6:30 pm (if necessary)

Monday, March 16, 2020 at 6:30 pm (if necessary)

Thursday, March 19, 2020 at 6:30 pm (if necessary)

Saturday, March 21, 2020 at 8:30 am (if necessary)

Saturday, September 12, 2020 at 8:30 am (motor vehicle appeals only)

After every Grand List, taxpayers have the right to appeal their assessment to the Board of Assessment Appeals. Manchester's Board of Assessment Appeals consists of six people at this time: David Dumaine (Chair), Stephanie Knybel (Secretary), Jeffrey Sullivan, David Wichman (alternate), Robert Sulick (alternate) and Cyril D'Auria (alternate). An update on the number of appeal hearings will be provided at the conclusion of the schedule.

January and early February were busy months for Assessment & Collection staff due to tax bill installments that were due by Monday, February 3, 2020. This year's tax payments included the second installment on real estate and personal property (where applicable), and Supplemental motor vehicle tax bills. These tax bills, along with the completion of the Grand List, always results in a very busy time in the Assessment & Collection Office.

Human Services

Volunteer Income Tax Assistance (VITA) appointments are still being taken. Our program offers appointments on Thursdays from 6-8 and Saturdays from 9-4 at the Manchester Senior Center. This year, our VITA program will run until April 11th. Call 860-647-3092 or visit <http://eitc.townofmanchester.org/> for information and appointments.

Extended Office Hours – In order to better serve the community, Effective March 4, 2020, the offices of the Manchester Health Department and Manchester Senior, Adult & Family Services at 479 Main Street will be open each Wednesday until 7pm until further notice.

Department of Leisure, Family and Recreation

Recreation Division – Events and Updates

Summer Camp Registration will begin Wednesday, April 1st – Mark your calendars!

The Town of Manchester would like to invite softball teams (residents and non-residents) interested in joining our league to contact us for the coming season! Feel free to send an email (rec@manchesterct.gov) or give us a call at 860-647-3084. We look forward to hearing from you!

Mahoney Recreation Center is open Monday-Friday from 6:00 – 9:30pm and Saturday from 10:00 am – 5:00 pm.

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

Leisure, Family and Recreation is having a Job Fair! Please join us on Tuesday, March 10 from 4:00 – 7:00pm at Work Space – 903 Main Street and learn about job opportunities available in Manchester! Positions include: Lifeguards, Swim Instructors, Camp Counselor, Park Ambassador, Recreation Leader, Group Leaders, Front Desk Staff and more!

Early Childhood

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

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

Wonder Years – Tuesday and Thursday sessions available. Call now to register!

Wee Two – Tuesday, Thursday and Friday sessions available. Call now to register!

Happy Together – Monday and Wednesday sessions available. Call now to register!

Start Smart Baseball – Call now to register - two morning sessions available in April!

Youth Services Bureau

Mother Daughter Circle meets Wednesdays from 5:30 – 7:30pm. This circle promotes a healthy and sustaining bond between mothers/guardians and their daughters during the transitional years from girlhood to young womanhood. This is an opportunity for ONE daughter and ONE mother/guardian or significant adult woman to have the essential one-on-one time to connect. Mother/Daughter Circle provides a safe, consistent, and strengths based approach to supporting mothers and daughters on their relationship journey. Dinner provided. No cost. Contact the YSB for more information.

Manchester Youth Commission meets the 1st and 3rd Tuesday of each month in the Manchester Room at Town Hall.

Family Paint Night -Tuesday, March 10, 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 at (860) 647-5262.

Youth Programs and Sports - Join us for fun and exciting activities!

Jukido and Indoor Tennis sessions begin in April – Sign up soon as spots fill fast!

Aquatics

Life Guard Training and Water Safety Instructor Training will begin in March. Sign up now before it's too late!

Neighborhood and Families/Adult Learnshops

Planting Peas and Other Cold Weather Crops – Wednesday, March 4 – 6:00 – 7:00pm – 153 Spruce Street. Many vegetable plants like the cold weather of early Spring. Come learn about these hearty plants and try some for yourself! No cost. No registration is required.

USIC First Friday Film Series, Friday, March 6, 6:00 – 8:30pm. Film showing 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. No registration required.

Fathers Talk – Saturday, March 7, 12:00 – 2:00pm - a round table event for fathers and male role models. Men will use this platform to network, connect, learn, motivate and encourage each other. No cost. No registration is required.

Family Fun Night: Marvelous Marven's Laugh Count - Friday, March 13 at 6:30pm. Family Fun Nights are based on the idea that, when it comes to creating connections, "Fun comes first." These drop-in events provide families a positive, no-cost opportunity for connection, recreation and fond memories to last a lifetime! This month's show blends magic, juggling, comedy and audience participation. Juggling props, balancing sticks, spinning plates, flip-and-flyers, hula-hoop, rhythm sticks and romper stompers!

Write Out Loud Youth Open Mic Night - Friday, March 27, 5:00 – 9:00pm. 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. No registration required.

Adult Fitness

A variety of favorites return for the Winter/Spring sessions! Classes such as: Walk 15, Team Fit, Total Body Plus, Pickleball, Jukido, Strength 4 Life, Yoga for Active Lifestyles and Power Yoga will be returning with sessions beginning in April! Be sure to register soon, spots fill up quickly!

**Manchester Fire Rescue EMS
Monthly Activity Statistics**

January	January
2019	2020

Types of Incidents

Medical Rescue	585	577
Fire	11	13
Hazardous Condition (No Fire)	39	31
Public Service	37	31
Good Intent	43	42
Fire Alarm Activations – No Fire	40	32
 Total Incidents	 755	 726

Change Your Clocks – Change Your Batteries – March 8, 2020

As Daylight Saving Time approaches on Sunday, March 8th, we'd like to remind you to make another change that could save your lives — changing the batteries in your smoke alarms and carbon monoxide detectors. Communities nationwide witness tragic home fire deaths each year. An average of three children per day die in home fires and 80 percent of those occur in homes without working smoke alarms. Non-working smoke alarms rob residents of the protective benefits home fire safety devices were designed to provide. The most commonly cited cause of non-working smoke alarms: dead or missing batteries. The simple yet powerful act of changing the batteries in smoke alarms and carbon monoxide detectors when you change your clocks on March 8th is one of the simplest, most effective ways to reduce these tragic deaths and injuries. If you have purchased the newer smoke and carbon monoxide detectors that have sealed batteries that last 10 years Congratulations! You have made a wise investment in the safety of your family! All you need to do is press the "TEST" button and ensure that it's working. Please replace any smoke alarm or carbon monoxide detector that is more than 10 years old.

Recent Police Activity – January 2020

Monthly Stats

Total Calls for Service	5,940
Total Police Cases	1,152
Total 911 Calls	1,936
Emergency Calls	
	8 th District 195
	Town Fire 721
	PD 5,024

Town Clerk's Office

	Month End Report January 2020	July 2019 – June 2020 (Fiscal Year to date)
Total Customers Served	1,984	14,876
Land Records	624	4,200
Vitals	748	4,676
Marriage Licenses	7	163
Dog Licenses	42	999
Notarizations	65	362
Trade Names	8	77
Dissolution Trade Names	4	24
Foreclosure Registrations	31	160
Total Revenue	\$114,624.57	\$1,320,868.38

Employee News

Recently Hired

John Stankus – Firefighter/Paramedic – Fire

John Albini – Firefighter/Paramedic – Fire

Jared Gaudino – Dispatcher – Police

Promotions

Chris Holt – Fleet Manager – Fleet Maintenance

Lori Dusza – Account Associate – General Services

Retirements

Thomas McGowan – Police Officer - Police

Daniel Hoehn – Police Officer – Police

Scott Garman, Assistant Recreation Director – Leisure, Family & Recreation

March 2020

Building Committee Meeting

March 2, 2020, 7:00 p.m.
Manchester Room, Town Hall

Planning and Zoning Commission

March 2, 2020, 7:00 p.m.
Hearing Room, Lincoln Center

Budget Presentation to Board of Directors

March 3, 2020, 7:30 a.m.
Manchester Room, Town Hall

Youth Commission Meeting

March 3, 2020, 6:00 p.m.
Manchester Room, Town Hall

Board of Directors Meeting

March 3, 2020, 7:00 p.m.
Hearing Room, Lincoln Center

Budget Workshop #1

March 4, 2020, 5:30 p.m.
Hearing Room, Lincoln Center

Redevelopment Agency Meeting

March 5, 2020, 7:30 a.m.
Hearing Room, Lincoln Center

Budget Workshop #2

March 5, 2020, 5:30 p.m.
Hearing Room, Lincoln Center

Senior Center Advisory Committee

March 6, 2020, 9:00 a.m.
549 East Middle Tpke

Board of Education Meeting

March 9, 2020, 7:00 p.m.
Hearing Room, Lincoln Center

Budget Workshop #3

March 10, 2020, 5:30 p.m.
Hearing Room, Lincoln Center

Public Hearing - Budget

March 11, 2020, 7:00 p.m.
Hearing Room, Lincoln Center

Economic Development Commission

March 12, 2020, 8:00 a.m.
Directors Room, Lincoln Center

Budget Workshop #4

March 12, 2020, 5:30 p.m.
Hearing Room, Lincoln Center

Planning and Zoning Commission

March 16, 2020, 7:00 p.m.
Hearing Room, Lincoln Center

Budget Workshop #5

March 17, 2020, 5:30 p.m.
Hearing Room, Lincoln Center

Youth Commission Meeting

March 17, 2020, 6:00 p.m.
Manchester Room, Town Hall

Conservation Commission Meeting

March 17, 2020, 7:00 p.m.
Directors Room, Lincoln Center

Redevelopment Agency Meeting

March 19, 2020, 7:30 a.m.
Hearing Room, Lincoln Center

Cheney Brothers National Historic District

March 19, 2020, 5:30 p.m.
Hearing Room, Lincoln Center

Budget Workshop #6

March 19, 2020, 5:30 p.m.
Hearing Room, Lincoln Center

Advisory Rec and Park Commission

March 19, 2020, 6:00 p.m.
39 Lodge Drive

Board of Education Meeting

March 23, 2020, 6:00 p.m.
Hearing Room, Lincoln Center

Budget Workshop #7 (as needed)

March 24, 2020, 5:30 p.m.
Hearing Room, Lincoln Center

Zoning Board of Appeals

March 25, 2020, 7:00 p.m.
Hearing Room, Lincoln Center

Pension Board Meeting

March 26, 2020, 4:00 p.m.
Directors Room, Lincoln Center