



YESTERDAY AND TODAY

ANNUAL REPORT TOWN OF MANCHESTER

1978 - 1979

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FACTS ABOUT MANCHESTER

Date of Incorporation - May, 1823

Form of Government

Council-Manager
(Adopted 1947)

Area - 27.6 square miles

Population - Approximately 50,000

Population Density - 1811.5 per square mile

Dwelling Units - 15,443

Registered Voters - 27,641

School Enrollment - (Public) 8,830 as of June, 1979

Average Annual Precipitation - 42.8

Actual 1978-79 Precipitation 41.73

Fire Rating by New England Fire Rating Bureau - 5C

Public Schools:

1 High School

2 Junior High Schools

11 Elementary Schools

Regional Occupational Training Center
and Headstart

Roads:

Town - 176 miles

State - 25 miles

Churches - 31



Town of Manchester

Manchester, Conn. 06040

ROBERT B. WEISS, GENERAL MANAGER

STEPHEN T. PENNY, Esq., MAYOR
STEPHEN T. CASSANO, DEPUTY MAYOR
ELIZABETH J. INTAGLIATA, SECRETARY

DIRECTORS
THOMAS P. CONNORS
WILLIAM J. DIANA Esq.
PETER DIROSA Jr.
JOHN J. FITZPATRICK
JOSEPH T. SWEENEY, Esq.
CARL A. ZINSSER

TO THE HONORABLE BOARD OF DIRECTORS AND CITIZENS OF MANCHESTER

As we move closer to the 1980's, the hectic pace of governmental activities continues to increase. The Town administration diligently works to confront the mounting challenges which face us daily. As we reflect on the past and look toward the future, we are able to see patterns of progress emerge that serve to motivate the many conscientious Town employees as they strive to keep Manchester a vibrant City of Village Charm.

In light of rising inflation, local governments must be prepared to maintain the high level of services to which citizens have become accustomed while attempting to stabilize, if not reduce, the tax rate. In Manchester, the 1978-79 fiscal year general fund expenditures represented an increase of approximately 6.9% over the previous year while inflation rose 7.2%. The industrial tax base of the Town has been greatly enhanced with the sale of most of the property in the Buckland Industrial Park. Over the past two years I have, along with Town staff, spent considerable time marketing available sites. The economic rewards for the Town both in the form of jobs and taxes merit this effort.

In a time of general economic turmoil, the Town has shown it has the ability to maintain a sound fiscal picture by carefully monitoring spending, keeping alert to outside funding of local services or improvements and by attracting new industry. This demonstration of economic stability has resulted in the improvement of our bond ratings to AA with Moodys to equal the AA rating which we have with the Standard and Poors.

Working closely with the Board of Directors, appointed Board and Commission members and the full time personnel of the Town, we feel that we have been able to provide a high level of services at a minimum cost to the taxpayer. Looking to the future, we must all continue to work together to meet the new challenges which will confront us.

Sincerely,

Robert B. Weiss
General Manager

- BOARD HIGHLIGHTS -

1978

September	Approval of the recycling of Green School as a Senior Citizens Center.	February	Approval of a bond referendum subsequently approved by the voters for an appropriation not to exceed \$20,000,000.00 for the construction of a Water Treatment Plant on Town-owned land north of Spring Street adjacent to Mount Nebo Recreation Area and for the construction of various improvements to the water transmission and distribution system.
September	Approval of an allocation of \$5,000.00 from Community Development funds for Legal Aid Services under contract with Legal Aid Services of Manchester, Inc., a group established by the Manchester Bar Association.	February	Board accepted the concept of establishing the 911 Telephone System for various emergency notification.
October	Approval of an allocation of \$ 25,210 for a sewer evaluation study - a required first step toward updating our sewage treatment facility.	March	Approval of a lease with the Connecticut Firemen's Historical Society to use the Pine Street Firehouse as a fire museum.
October	Adopted a Resolution to establish a Commission for the Cheney National Historic District and the rehabilitation of the Cheney Mill Complex.	April	Received a petition for enactment of an Ordinance prohibiting Town participation in Community Development Block Grant Program for a two year period (1979-1981). This was subsequently approved by a referendum vote of the Town and became effective by action of the Board of Directors on April 26, 1979.
November	Instructed the General Manager that the 1979-80 overall budget submission be no greater than six (6) percent. Approved additional appropriation to Community Development Block Program for \$483,000.00.	May	Approved a revision in the 1978 Community Development Block Grant fund of \$90,000.00 for purchase of a fire truck.
December	Accepted a new Management and Mid-Management classification pay plan. Adopted a Resolution pursuant to Connecticut General Statutes, that the Town of Manchester allow the sale of alcoholic liquor on Sunday between the hours of twelve o'clock noon and eleven o'clock p.m. in hotels, restaurants, cafes, bowling establishments, clubs, golf country clubs, and places operating under charitable organization permits or a university permit.	May	Board approved an allocation of \$27,000.00 to conduct a management study by Public Administration Service.
December	Enacted curfew for several park and public areas in the Town of Manchester.	May	Adopted a \$27,497,100.00 General Fund budget for fiscal 1980, with a mill rate of 42.98. The total budget represents a modest 3.5% increase over the previous year's adopted budget. This includes a 5.5% spending increase for the Board of Education and a .6% increase for the general government.

1979

January	Approved the nomination of Mr. Peter DiRosa for appointment as a member of the Board of Directors to complete the unexpired term of Vivian F. Ferguson, who resigned as a Director.	June	The Board accepted a gift of \$23,000.00 from Mr. John Barnini as the Town's share for a consultant's study of the Cheney Historical District to match a state/federal grant of the same amount.
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BOARD MEMBERS



STEPHEN T. CASSANO, DEPUTY MAYOR



PETER DIROSA, Jr.



STEPHEN T. PENNY, Esq., MAYOR



WILLIAM J. DIANA, Esq.



ELIZABETH J. INTAGLIATA, SECRETARY



THOMAS P. CONNORS



JOHN J. FITZPATRICK



JOSEPH T. SWEENEY, Esq.

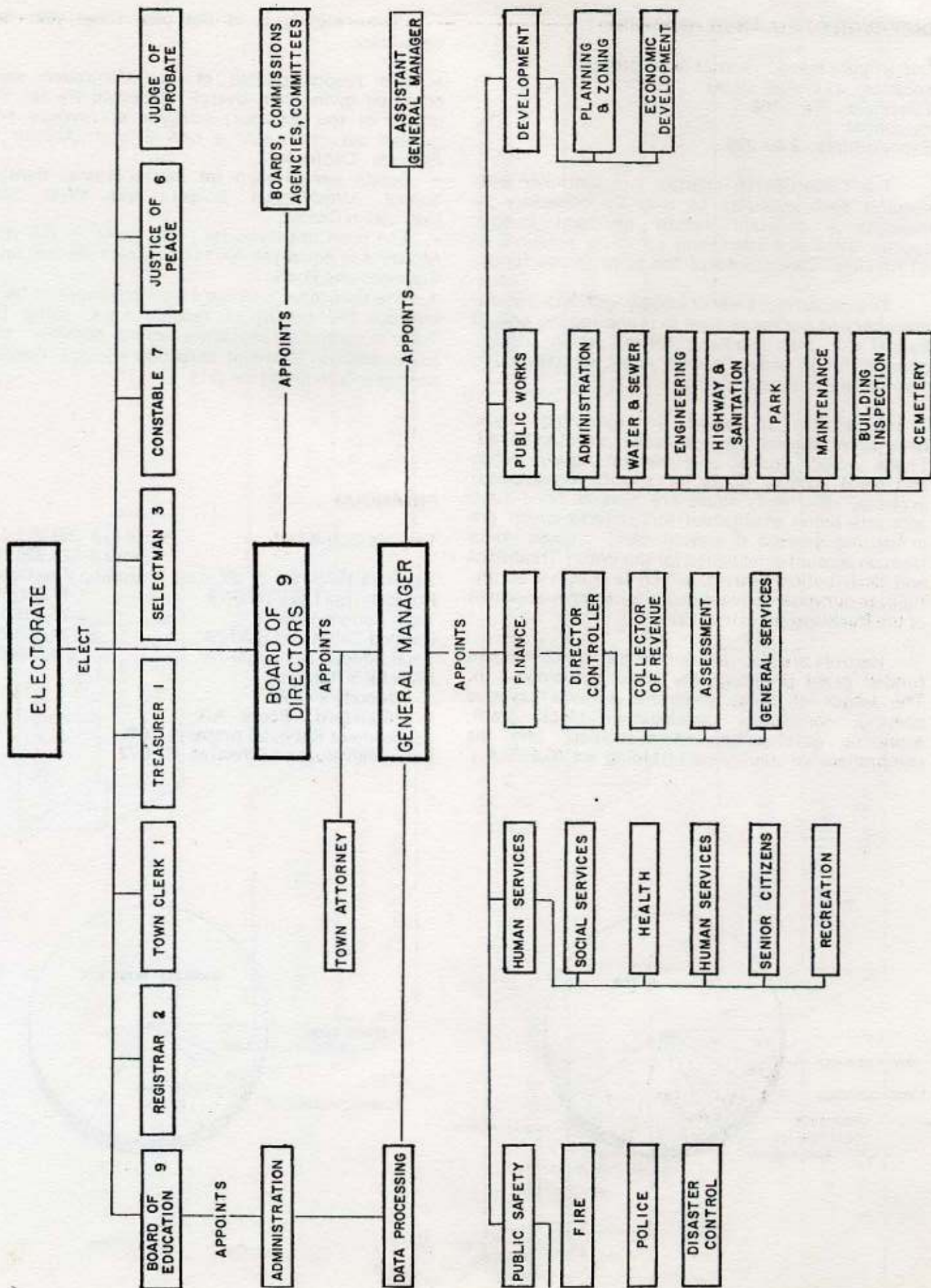


CARL A. ZINSSER



ROBERT B. WEISS, GENERAL MANAGER

MANCHESTER'S GOVERNMENT



DIRECTOR OF FINANCE - Controller

Department Head: Thomas S. Moore
Location: 41 Center Street
Telephone: 647-3102
Personnel: 7
Expenditures: \$ 89,290

The Town Charter charges the Controller with keeping such accounts as may be necessary to maintain a constant record of each budget appropriation and item, and complete accounts of all financial transactions of the town for all funds.

The department works closely with the general manager and budget analyst in preparing the annual budget for the operating funds, which include general fund, water, sewer, fire, special taxing district, and data processing.

In addition to records for operating funds, records for special purpose funds are maintained. These include capital improvement reserve funds and bond account funds for specific construction projects. Currently there are several bond fund accounts being maintained for projects which are in varying degrees of development. These range from an account established for the Water Treatment and Distribution System, which is inactive at this time, to our most active account for the development of the Buckland Industrial Park.

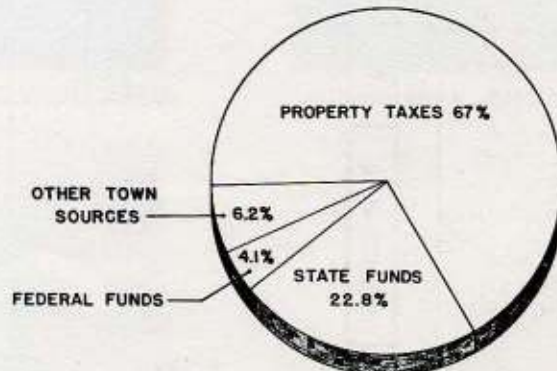
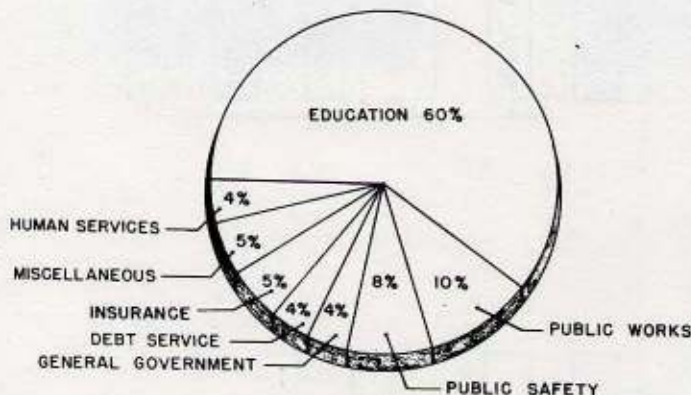
Records are also maintained for all government funded grant programs the town participates in. The larger of these programs include revenue sharing, community development block grant, economic development administration, and the comprehensive employment training act (C.E.T.A.).

Some highlights of the past fiscal year are as follows:

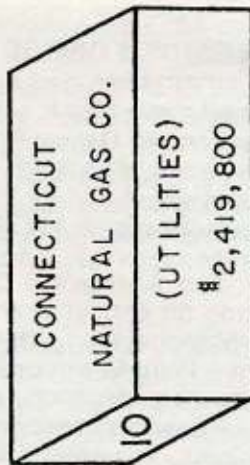
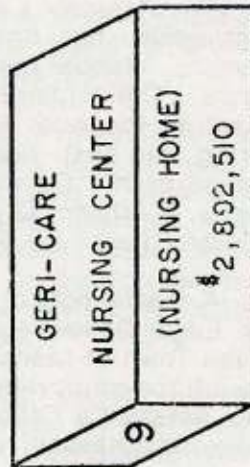
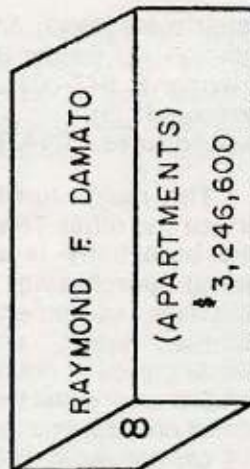
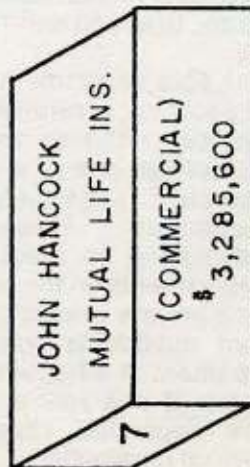
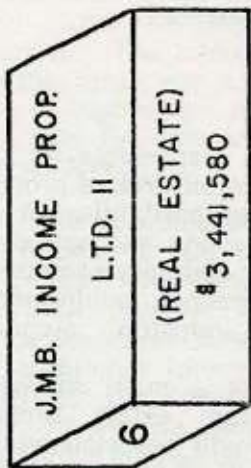
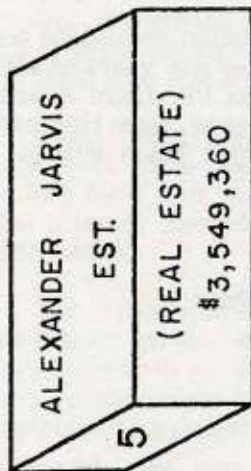
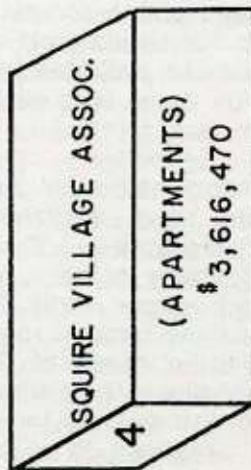
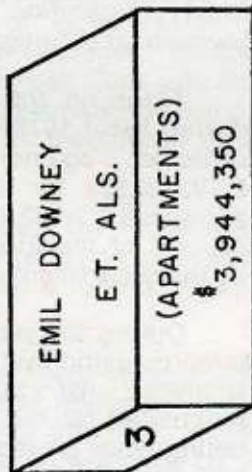
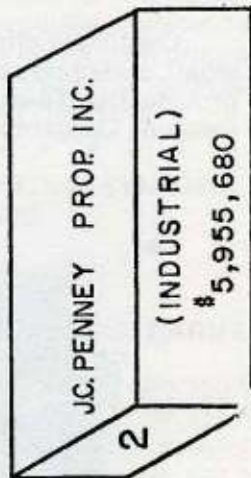
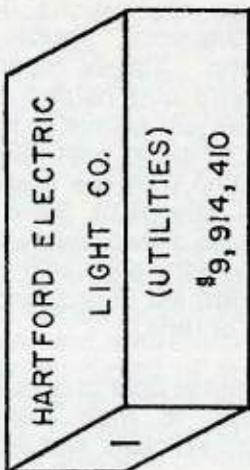
- The responsibilities of the Controller were enlarged giving him overall responsibility for the offices of the assessor, collector of revenue and general services under a new title of Director of Finance - Controller.
- Bonds were issued for storm drains, Bentley School, Washington School, and West Side Recreation Center.
- The town improved its bond rating to AA with Moody's to equal the AA rating which we had with Standard and Poors.
- The Controller's Office's goal continues to be to improve the quality of records kept, using the Town's computer capability where possible, and to furnish the Board of Directors and the General Manager with timely reports.

FINANCIAL

Taxable Grand List	Phase In \$ 359,011,124
	Gross \$ 523,526,834
Tax Rate 1978-79	57.22 mills (Including Fire Dept.)
Property Tax Levy 1978-79	\$ 17,588,723
Total Budget 1978-79	\$ 27,497,100
Bonded Debt Limit 6-30-78	\$ 137,573,562
Total Bonded Debt 6-30-78	\$ 8,840,000
Investor's Ratings:	
Moody's - AA	
Standard & Poors - AA	
Assessment Ratio, all property 70%	
Latest Revaluation Effective 10-1-77	



TEN LARGEST TAXPAYERS - TOTAL 42,266,360



ASSESSOR'S OFFICE

Department Head: (Acting) Michael Nimirowski
Location: 41 Center Street, Town Hall
Telephone: 647-3013
Personnel: 7
Expenditures: \$ 111,508

The Assessor's Office is responsible for preparing an annual Grand List of all taxable property in Manchester. Specific responsibilities of the Office include physically inspecting and appraising all new construction, applying statutory exemptions to all qualified assessment accounts, valuing motor vehicles, commercial and industrial accounts.

The Assessor's Office is a main source of information for lawyers, real estate brokers, veterans, elderly renters, credit associations and others. The continued growth of Manchester has added to the work load of the Assessor's Office during this past year. Notable areas of growth include Eighth District expansion, new residential homes, Cliffside Drive condominiums, Buckland Industrial Park - J.C. Penney.

A special note of appreciation should go out to Mr. Edgar Belleville who, after 8½ years of service to the Town of Manchester as the Town Assessor, has left for employment in Keene, New Hampshire. The Assessor's Office and the Town wishes Mr. Belleville the best of luck.

GENERAL SERVICES

Department Head: Maurice Pass
Location: 41 Center Street
Telephone: 647-3031
Personnel: (5)
Expenditures: \$ 94,052

The major function of this department is to service the other Town Departments. The principal area of activity is central purchasing. Through central purchasing the Town can procure all materials, equipment and services to satisfy department needs. Under this system the Town is able to combine needs, enter into annual contracts, prepare and advertise bids and obtain competitive quotes on all items requested. Participation in state and capitol region bids also make available to the Town very favorable prices on items such as light bulbs, tires and anti-freeze.

This department is also responsible for central duplicating, central mailing and switchboard services. During the past year a new A.B. Dick 360 offset press, a semi-automatic collator, lever operated paper cutter and paper drill were purchased. These acquisitions enable central duplicating to meet the printing needs of Town departments on the same professional level achieved by a private printer. Much of the material formerly sent outside is now being produced in this department at a fraction of the cost. The printing and setup of this year's annual report is an example of the expanded capabilities now available from central duplicating.

COLLECTOR OF REVENUE

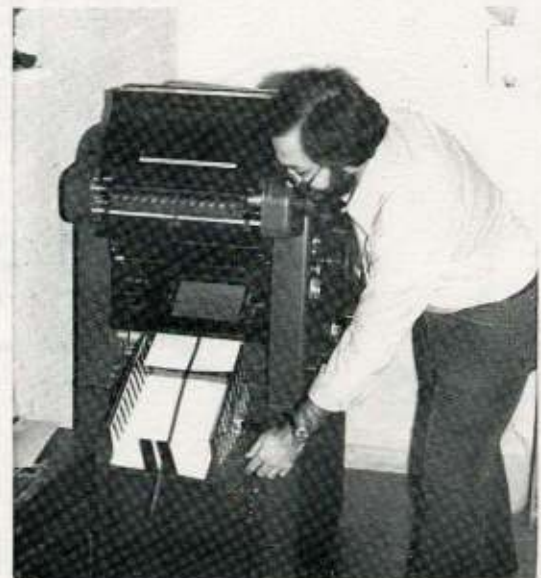
Department Head: James A. Turek
Location: 41 Center Street
Telephone: 647-3018
Personnel: 6
Expenditures: \$ 91,200

The Revenue Office is charged with the collection of all property taxes, cemetery fees, water and sewer billings and sewer assessments. Responsibility extends to safeguarding taxpayer funds by insuring their proper application and timely disposition to the Treasurer to maximize investment earnings for the Town.

Taxes on the list of 1977 due and payable during fiscal 1978/79 and prior years were 100.6% collected, against estimates, for a total of \$ 18,176,521 for the Town's general fund. An additional \$ 1,982,787 was collected and allocated for support of the Fire Department. Total collections by the department exceeded \$ 22.7 million.

During the year, steps were taken to refine the teleprocessing system. Lien notifications, lien list, suspense list and delinquency notices were automated for the first time. Timely reporting of delinquency on motor vehicle bills helped increase collections of this very important source of revenue. Extra efforts were made to trace past-due motor vehicle owners in cooperation with the Manchester Police Department and Connecticut State Motor Vehicle Department. Because of increased efficiency using data processing to expedite an ever-increasing workload, followup on current list delinquencies can be done in a shorter period of time.

Continued efforts to utilize data processing and legal collection procedures to their fullest will provide the Town with an efficient and economic Revenue Department.



New A.B. Dick 360 Offset press in operation

TREASURER'S OFFICE

Department Head: Roger M. Negro
 Location: 41 Center Street
 Telephone: 647-3023
 Personnel: 4
 Expenditures: \$ 38,020

As stated in the Town Charter, "the Town Treasurer shall have all powers and perform all the duties which are vested by Statute in Town Treasurers. He shall have custody of and disburse all funds belonging to the town and shall deposit the same in such banks and trust companies as may be designated by the Board of Directors on the recommendation of the General Manager. He shall be the Treasurer of the Town Deposit Fund and shall have the authority to invest and reinvest the same in securities legal for investment of trust funds under the General Statutes".

In the 1978-79 fiscal year, the Treasurer's Office yielded \$ 582,709.15 in interest on investment of General Fund monies and a grand total of \$ 1,669,166.93 on all funds.

The Town of Manchester went to the bond market May 3, 1979 for general obligation bonds totaling \$ 4,180,000.00. Prior to this sale, a great deal of work and financial updating was done by the Treasurer's Office and CBT who was handling this issue with the full cooperation of the General Manager, Town Controller and all department heads. As a result of this work and a tour of Manchester by Moody's, the Town's bond rating by Moody's was upgraded from A1 to AA. Some reasons cited for this new rating were: the excellent present and future financial picture for the Town; a consistent record of budget surpluses; outstanding tax collection record; aggressive investment program by the Treasurer; and a past history of stringent budgets prepared by the Board of Directors.

The upgrading of Manchester from A1 to AA by Moody's and retaining of the AA rating by Standard and Poors are accomplishments to be well proud of since many towns and cities in Connecticut and across the country have had their ratings lowered. The interest rate received by the Town on this issue was 5.60 and 5.70 in contrast to the 6% or higher rate the Town may have received if the new AA rate and the AA rate retained were not achieved.

The continuation of competitive bidding on Certificates of Deposit by the Connecticut Bank and Trust Company, Colonial Bank and Trust, Hartford National Bank and Trust, Manchester State Bank and United Bank and Trust has resulted in additional interest earned this fiscal year of \$ 287,561.00. This program has been in effect since 1972-73 and has resulted in a total of \$ 501,842.00 additional interest earned by the Town.

An active savings account program is utilized by the Treasurer using passbook accounts and also telephone wire transfer accounts. This enables the Treasurer to invest idle checking account balances but still have immediate access to funds for any immediate vendor or pension payments. The interest earned by these savings accounts for this fiscal year was \$ 43,104.50.

Since fiscal year 1972-73, several investment procedures have been instituted by the Treasurer for idle fund and short-term investments with the total interest earned to fiscal year 1978-79 being \$ 355,849.00.

The Treasurer's Office continues to look for innovations which will allow the Town to realize greater yield in its investments, as well as to continue to cooperate in developing new methods of financial management and control.

INTEREST REALIZED ON INVESTMENTS ALL ACCOUNTS

Fiscal Year 1978-1979

FUND	INTEREST EARNED
General Fund	582-709.15
Water Department	27,414.38
Sewer Fund	16,166.91
Fire District Special Fund	21,557.37
Dog License	204.84
Special Tax District	2,198.62
Capital Improvement	6,322.56
Whiton Library Trust	15,959.83
Water Reserve	7,746.30
Sewer Reserve	6,279.19
Data Processing	3,146.05
Revenue Sharing	41,691.29
Sewer Escrow	5,359.64
Special Tax District Reserve	2,288.73
Cooper Hill Treatment	45.24
Grace Robertson Trust	271.56

Town Deposit Fund	221.51
Mary Cheney Library	43.95
Cemetery Trust	43,732.90
Manchester Public Library	747.96
Retirement Allowance Fund	418,376.77
Laurel Lake	2,312.50
Highway Construction/Reconstruction	97.83
Regional Occupational Training Center	467.40
Storm Drainage	35,648.98
Buckland Fire Station	536.12
Anti-recession Fund	57.11
Buckland Industrial Park	309,146.53
Clearing Account	916.83
Fire District Reserve	86.66
Newton Taggart Fund	93.68
SBM Library Appreciation Account	792.42
Bentley/Washington Schools	73,633.64
Waste Water Collection	28,180.33
Highway Improvement	7.00
Sanitary Sewer	6,561.02
Wilma Marlow Book Fund	15.42
Fire District Escrow	8,128.71
TOTAL ALL	\$ 1,669,166.93

Town of Manchester



1979 - 1980

The Town Manager's Recommended Budget



THE ANNUAL BUDGET PROCESS

One of the major responsibilities of the General Manager and his staff is the preparation of the proposed annual budget for the Town. And, one of the major responsibilities of the Board of Directors is reviewing, amending and adopting a final Town budget for the forthcoming fiscal year. This process occurs between January and May of each year. The Town Charter prescribes certain procedures and deadlines which must be followed in the budget process.

The first official step is the submission of requests to the General Manager, not later than February 21 of each year, by the Board of Education and each office, department and agency of the Town which requires an appropriation. The General Manager and his staff then launch a detailed review of requests from all Town government agencies.

The Manager must submit the proposed budget document to the Board of Directors at least 95 days before the beginning of the new fiscal year (July 1).

This due date comes during the last week in March. At this time a summary of the Manager's proposed budget and budget message is advertised in a local newspaper and copies of the full document are available to the public. Approximately a week later, the Board of Directors holds a public hearing for any interested persons to comment on the Manager's proposed budget, including the Board of Education's request. At this hearing, public comment is also received on how the Town intends to use its Federal Revenue Sharing Funds in the upcoming year.

After the public hearing, the Board of Directors conducts a series of workshop meetings on various aspects of the Manager's budget recommendations.

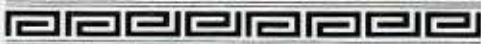
The last step, adoption of the final budget by the Board of Directors, must occur not less than 55 days prior to the beginning of the fiscal year. This occurs during the first week in May. When the final budget is adopted, tax rates are set for the Town's General Fund, the Fire District Fund, and the Special Parking District Fund. Also adopted are budgets for the Water and Sewer Divisions, and rates are set accordingly.

DATA PROCESSING!!

DATA PROCESSING CENTER

Department Head: Paul K. Juttner
Location: Bennett Junior High School
Telephone: 647-3072
Personnel: 8
Expenditures: \$ 220,031

The Manchester Data Center's primary objective is to provide information to town departments and the Board of Education, so that they can provide efficient as well as economical services to the people of Manchester.



The following list of systems are not only processed on a daily or weekly basis but are also improved and expanded as required.

Payrolls (4)
Accounts Payable (2)
Budget Reporting (2)
Revenue Accounting
Personnel Reporting (2)
Tax Assessments (3)
Property Revaluation
Water/Sewer Billing Accounting
Tax Billing and Accounting
Voter Registration
Jury Lists
Vehicle Inventory and Reporting
Health Department Inspections
Employee Attendance
Teacher Attendance
Federal Census Reports
Student Report Cards
Student Scheduling
Student Projection Reports
Student Classroom Attendance
School Census
Student Data Processing Instruction

The Data Center's objectives for 1979-80 include:

- Developing an Energy Monitoring System for the Town and Board of Education.
- As well as expanding on-line capabilities to cover.

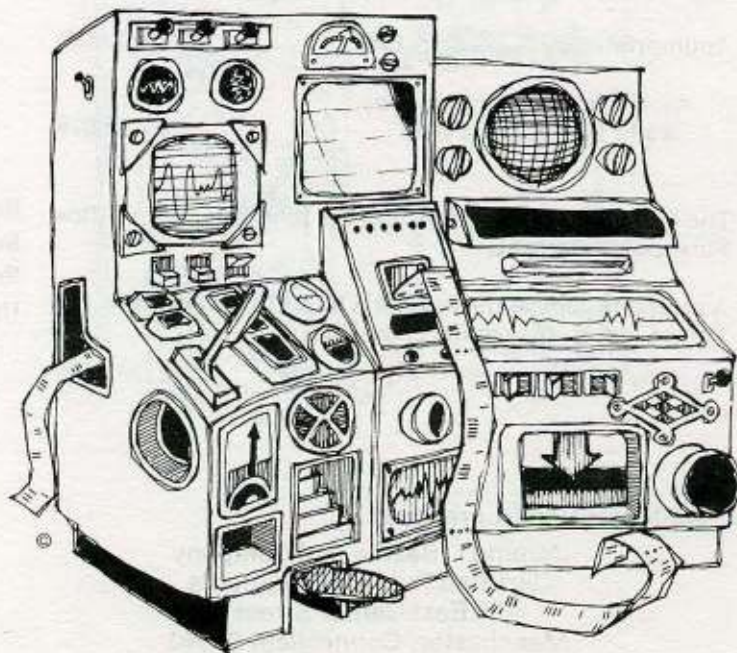
Assessors Real Property Files
Student Files
Selected Accounting, Payroll and Personnel Files plus Student Career Guidance System

Some of the Data Center's latest accomplishments are as follows:

- Processing of all revaluation data
- Implemented a system to handle the complicated revaluation phase-in
- Implemented on-line information retrieval and payment processing system for taxes, water/sewer and miscellaneous revenues
- Developed new employee attendance system
- Kept up to date on all new and revised municipal, state and federal projects
- Implemented some important school system applications

Looking toward the future, the following is a list of systems that could be developed within the next two years:

- On-line updating and information retrieval of assessment data
- Input/Display terminals in finance offices of Town and Board of Education for updating and information retrieval
- Social Services Department files.
- On-line student records



AUDITOR'S REPORT

Town of Manchester
General Fund
Statement of Revenue, Expenditures,
and Changes in Fund Balance
For the Year Ended June 30, 1979

Town of Manchester
General Fund
Balance Sheet
June 30, 1979

Revenues - A-2	\$27,341,759
Expenditures - A-3	26,559,036
Excess of Revenues Over Expenditures	782,723

Other Financing Sources (Uses):	
Cancellation of Prior Years Accounts Payable and Encumbrances	34,852
Reduction of Account Receivable from Housing Authority	35,000
Increase in Reserve for Accounts Receivable	(14,789)
Increase in Reserve for Industrial Guidelines	(134,565)
Cancellation of Prior Years Accounts Receivable	(29,030)
Cancellation of Prior Years Interest Due from Buckland Industrial Park	(197,604)
Prior Years Accounts Payable	(51,674)
Post Closing Adjustments	(70,852)

Total Other Financing Sources (Uses) (428,662)

Excess of Revenues and Other Sources Over Expenditures and Other Uses 354,061

Fund Balance, July 1, 1978 666,967

Fund Balance, June 30, 1979 - A \$ 1,021,028*

Fund Balance, June 30, 1979 - As Above \$ 1,021,028*

Appropriations FY June 30, 1980 (983,000)

Available for Appropriation,
Audit Report Issue Date \$ 38,028

The accompanying Notes are an integral part of this Financial Statement.

A complete copy of the Auditor's Report is available in the Town Clerk's office at the Town Hall.

Auditor's Report prepared by:

Jerome I. Baskin and Company
Certified Public Accountants
63 East Center Street
Manchester, Connecticut 06040

Assets

Cash on Deposit	\$ 92,847
Petty Cash	2,630
Items in Transit	118,350
Accounts Receivable, Net - Note 1	221,716
Investments - Note 1	1,298,000
Due from - Dog License Fund - H	18,866
- Town Clerk	11,589
- Trust Funds - Cc	3,037
- Water Department Operating Fund - O	553
- Community Development Block Grant Program - I	295,500
Property Taxes Receivable - Schedule 1	\$ 638,512
Less: Allowance for Uncollected Accounts	\$(638,512) 0
Total Assets	\$2,063,088

Liabilities, Reserves, and Fund Balance

Accounts Payable - FY 6/77	\$ 832
- FY 6/79	486,447
- Other	1,050
Advance Tax Collections	104,630
Tax Over-Collections	63,540
Advance Receipt of Other Revenue	4,300
Payroll Withholdings	97,162
State Sales Taxes	339
Due to - Fire District - B	20,504
- Special Taxing District - C	1,254
- Water Department Operating Fund - O	357
- Trust Funds - Cc	1,465
- Buckland Industrial Park - N	30,000
- Special Education Grants Fund #41 - D	226
- Total Liabilities	812,106

Reserve for Petty Cash	2,630
Reserve for Industrial Guidelines	204,392
Reserve for Dog Fund Deficit - H	22,932
Unreserved Fund Balance - A-1	1,021,028

Total Liabilities, Reserves,
and Fund Balance \$2,063,088

PUBLIC WORKS

PUBLIC WORKS DEPARTMENT - Administration

Department Head: Jay Giles
Location: Lincoln Center, 494 Main Street
Telephone: 647-3142
Personnel: 5
Expenditures: \$ 319,672

Through its various divisions, the Public Works Administration is responsible for providing essential public works services to the citizens of Manchester.

As a result of actively pursuing available grant funds, the Administration Division was involved in various stages of ten federally supported grant projects including three involving sewers, one recreational facility, five highway programs, one storm drainage program and a major sidewalk restoration program. The staff of the Division is exploring additional sources of funding in the areas of recreation, sanitation and transportation.

This past year the Administration Division, in cooperation with Northeast Utilities, completed the replacement of all incandescent street lights with more modern mercury vapor and sodium lights. This program enabled us to provide 1.3 million lumens of additional street lighting while consuming less electricity. The Town currently provides street lighting through 3,720 fixtures.

During the past year, the Public Works Department authored, edited and distributed a brochure outlining the snow removal plan as an information aid to our citizens.

Despite the concern over buildings, programs and plans, the key to a successful Public Works Department is people. Director Jay Giles in May of 1979 recognized Mr. Floyd Totten, of the Cemetery Division, as the Outstanding Public Works Employee.



ENGINEERING DEPARTMENT

Department Head: Walter J. Senkow
Location: Lincoln Center, 494 Main Street
Telephone: 647-3152
Personnel: 6
Expenditures: \$ 138,916

The Engineering Department is open to the public daily on matters relating to correction of a storm water problem, fixing a curb, road, or sidewalks, and surveying. The department also provides topographical information, as well as up to date maps and engineering drawings of public facilities.

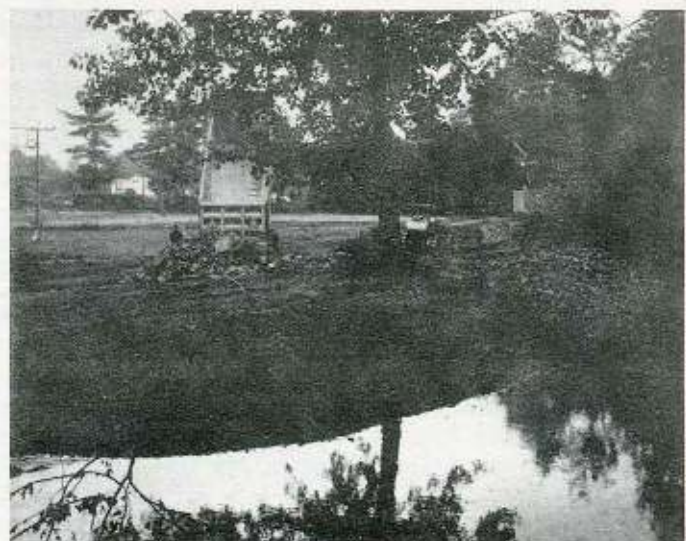
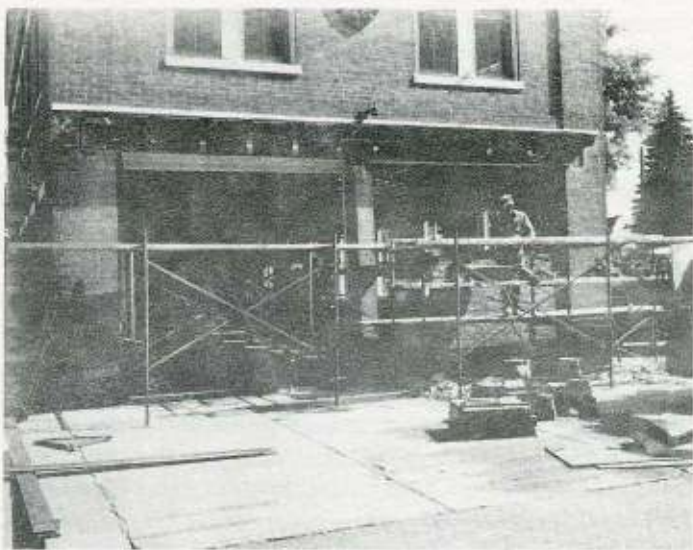
Review of subdivisions, parking lots, and other development plans are made, and comments and recommendations are provided to conform with Town Standards of good engineering fundamentals. After the department prepares or approves plans for public improvements, they administer the inspection of such work to check for conformity.

Some highlights of the past fiscal year are as follows:

- A \$ 150,000 project for an additional ballfield, parking, tree planting and dike to keep Hop Brook out of the Charter Oak Recreation Park, is now under construction.
- Another project under construction is a new concrete slab for the Park Street Bridge. An approximate savings of \$ 100,000 was incurred when, after a structural analysis of the bridge, the department discovered an alternative form of structure could be used for less cost.
- The division also prepared plans for the reconstruction of Chapel Street and American Legion Drive, and worked in the construction of drainage pipes and additional inlets on Oxford Street.
- Realignment of an existing culvert in Cone Street is presently being done.



PUBLIC WORKS PROJECTS





SANITATION DEPARTMENT

Department Head: Frederick F. Wajcs, Jr.
 Location: Lincoln Center, 494 Main Street
 Telephone: 647-3248
 Personnel: 8
 Expenditures: \$ 575,043

The Sanitation Department administers a twice-a-week curbside refuse collection service provided by a contractor. The department also handles the landfill operation which efficiently disposes of approximately 59,000 tons of refuse plus tens of thousands of cubic yards of brush and demolition materials to the satisfaction of the Connecticut State Department of Environmental Protection.

The purchase of a new Tana solid waste compactor, a tractor and a 25 ton capacity trailer will help out greatly in the landfill operation, as well as the addition of a fulltime foreman overseeing the operation.

The department's greatest need is that of more land for expanding the landfill operation. A permit application for expanding the landfill operation is now in process, the completion of which and the creation of the expanded landfill will provide a refuse disposal facility which should carry Manchester into the 21st century.

Another department problem is the lack of available sufficient cover material for the landfill operation.

During the next fiscal year there are three areas which require our attention to assure economical disposal of our refuse. The first is the continuation of the permit and application process to expand the landfill. The second is the handling and disposal of hazardous wastes generated in Manchester. The third is the regional solid waste management plan, which may hinder or help the expansion of our landfill depending on the economic growth of the region.

The next few years should be a turning point for solid waste management in Manchester.



HIGHWAY DEPARTMENT

Department Head: Frederick Wajcs
 Location: 263 Olcott Street
 Telephone: 647-3233
 Personnel: 32
 Expenditures: \$ 791,663

The top priority of the Highway Department is the maintenance of 170 miles of approved town roads and over 6 miles of unapproved and unimproved roads. To protect the town's vast capital investment in their roadway system, the roads are armor coated, overlaid, bermed, patched and reconstructed throughout the year.

Some of the work completed this past fiscal year included:

- The laying of over 15,900 tons of asphalt by town crews and by contractors, plus 6,116 linear feet of berm (black curbing) was installed.
- Town crews applied 14,482 gallons of emulsion and 1,002 tons of stone to surface treat (armor coat) town roads.
- The intersection of Avery and Deming Streets and the intersection of Gardner and Highland Streets were revised and improved by highway personnel.
- The town hall parking lot was enlarged and American Legion Drive was reconstructed.
- The Highway Department also stripped the black top off the Park Street Bridge to reveal the extent of deterioration.
- A total of 4,629 cubic yards of leaves were collected during the fall leaf removal program.
- This year the town crews installed 1,111 linear feet of new storm water sewers, 3 new manholes and 21 new inlets.

Several changes in Highway Department personnel and equipment were made during this past year. A new superintendent was hired and a new master mechanic was promoted. The department also purchased a new self-propelled loader/snow blower and five liquid calcium dispensers to help melt ice and snow.

Four major needs of the Highway Department are: scheduled replacement of equipment, a motor vehicle repair facility, an equipment storage facility and a salt storage facility. If such needs are met, a savings of time and fuel would be realized.

PARK DEPARTMENT

Department Head: Ernest J. Tureck
Location: Lincoln Center, 494 Main Street
Telephone: 647-3222
Personnel: 24
Expenditures: \$ 439,086

The Park Department is a division of Public Works and has five functions, namely: administration, tree care, maintenance of parks and facilities, maintenance of vehicles and equipment, and maintenance of recreation buildings and grounds. The department maintains all parks and parklets, all trees on public grounds, and all recreation facilities, including swimming pools. They also prepare and maintain the ski slope, skating rinks, and coasting areas.

No new programs were initiated during this fiscal year, however, the Park Department continued to assist various civic groups in their programs such as the Memorial Tree Program, and utilized our parks for various events, including the annual Christmas Carol Sing in Center Park.



Park Department tree pruning operation

CEMETERY DIVISION

Department Head: Robert D. Harrison
Location: 240 East Center Street
Telephone: 647-3081
Personnel: 8
Expenditures: \$ 155,500

- Some of the projects completed this year were:
- The sandblasting and epoxy painting of Salters Pool.
 - At Verplanck Pool, a sump pump was installed in the filter room and the concrete apron surrounding the bathhouse was replaced.
 - In the Park Garage, a masonry oil storage room was built in order to adhere to OSHA regulations.
 - Park crews graded and seeded a large area of excess fill in Robertson Park to create a play area after the sewer line was installed.
 - Charter Oak Park had more parking installed, a playfield built and an earthen berm built along Hop Brook to alleviate the floodings and washouts of the ballfield and skating rink during January thaws.

Vandalism continues to be a serious problem. Most of the vandalism is malicious and there is very little success in restitution.

The greatest needs of the Park Department are those of staff and equipment as recreational programs and public demands are increasing.



The Cemetery Division's goal is to provide and maintain suitable grave space in the community and to perform dignified internments. With this in mind, work has started on the preparation of additional burial spaces on the Glenwood Street side of the East Cemetery. Although this project was not budgeted this year, with extensive help from the Highway, Park and Sewer Departments, considerable progress was made.

Statistically there has been an increase in services billed, this year over last.

End of Fiscal Year	This Year	Last Year
Internments	242	235
Cremations	27	43
Grave Spaces Sold	279	290
Overtime Charges	\$ 2,693.18	\$ 2,363.41
Total Fees and Charges	\$ 85,107.18	\$ 77,404.56

In addition, there will be collections for annual care charges in excess of \$ 7,000.00. The cemetery perpetual care fund has grown to more than \$ 600,000.00, the interest from which should exceed \$ 32,000.00.

Future needs of the Cemetery Division are primarily those of additional space for cemetery use.



DIRECTORY OF HEALTH & SOCIAL SERVICES FOR MANCHESTER

HOW TO USE THIS DIRECTORY:

1. Agencies are listed under the problem areas they provide services in.
2. If the reader has any questions about the type of service he/she is looking for or which agency would be best to call - then please call INFOLINE 521-7150 which will listen to your question and refer you to the proper agency.
3. Addresses are Manchester unless stated otherwise.

[Insert may be
pulled out and used
for reference.]

ABORTION

Child & Family Services
(Counseling)
110 Main Street
643-2761

Hartford Hospital Family Planning
80 Seymour Street
Hartford
524-2774

Hartford Hospital Pregnancy
Termination Unit
79 Retreat Avenue
Hartford
524-2770

Mt. Sinai
500 Blue Hills Avenue
Hartford
242-4431

Planned Parenthood
297 Farmington Avenue
Hartford
522-6201

ADOPTION

Catholic Family Services
896 Asylum Avenue
Hartford
522-8241

Child & Family Services
1680 Albany Avenue
Hartford
236-4811

Open Door Society of Connecticut
999 Asylum Avenue
Hartford
521-7150

Jewish Family Service
of Greater Hartford
740 N. Main Street
W. Hartford
236-1927

Conn. Adoption Placement Project
1680 Albany Avenue
Hartford
236-3428

ALCOHOLISM

Alcoholics Anonymous
12 Diane Drive
646-2635

Alateen
102 Norman Street
646-2355

Al-Anon Family Group
Haynes Street
Hartford
525-0013

Crossroads
33 Park Street
646-2015

Blue Hills Hospital
51 Coventry Street
Hartford
566-3554

CHAP-Combined Hospitals
Alcoholism Inc.
500 Vine Street
Hartford
243-8931

New Hope Manor, Inc.
48 Hartford Road
643-2701

Center for Mental Health
104 Haynes Street
646-1222 Ext. 242

Greater Hartford Council
on Alcoholism
179 Allyn Street
Hartford
547-1300

BLIND (See Handicapped)**CANCER**

American Cancer Society
237 E. Center Street
643-2168

CLOTHING

Exchange Shop
376 W. Middle Turnpike
649-1225
Penny Saver
46 Purnell Place
649-3297

Rummage Corner
43 Purnell Place
647-9307

CHILD ABUSE & NEGLECT

Child Abuse Care-Line
60 Lorraine
W. Hartford
1-800-842-2288

Manchester Police Dept.
239 E. Middle Turnpike
646-4555

Protective Services
Court Street
Rockville
872-6222

CHILD CARE

Child & Family Services
110 Main Street
643-2761

Manchester Area Conference
of Churches
736 E. Middle Turnpike
649-2093

Manchester Community College
Child Development Center
11 Center Street
649-9608

CONSUMER PROTECTION

Better Business Bureau
250 Constitution Plaza
247-8700

Greater Manchester Chamber
of Commerce
257 E. Center Street
646-2223

Health Dept. (Town)
66 Center Street
647-3173

State Dept. of Consumer
Protection
165 Capitol Avenue
566-2294

Consumer line: 1-800-842-2649

COUNSELING

Catholic Family Service
896 Asylum Avenue
Hartford
522-8241

Child & Family Services
110 Main Street
643-2761

Community Child Guidance Clinic
317 N. Main Street
643-2101

Crossroads
33 Park Street
646-2015

Jewish Family Service of
Greater Hartford
740 N. Main Street
W. Hartford
236-1927

COUNSELING (cont.)

Center for Mental Health
104 Haynes Street
646-1222 Ext. 242

School Guidance Dept.
Manchester High School
647-3532
Bennett Junior High
647-3571
Illing Junior High
647-3400

Youth Services
494 Main Street
647-3494

COURTS

Court of Common Pleas
(Criminal Cases)
497 Tolland Street (Police Station Bldg.)
E. Hartford
289-8605

Family Relations
65 E. Center Street
643-2481

Court of Common Pleas
(criminal case)
497 Tolland Street
(Police Station Bldg.)
E. Hartford
289-8605

Family Relations
65 E. Center Street
643-2481

Juvenile Court
Box 225, Wells Road
Talcottville
646-3141

Probate Court
41 Center Street
647-3227

Superior Court
(small claims over \$ 750.00,
divorce, criminal cases from the
Court of Common Pleas)
95 Washington Street
Hartford
566-8160

CULTURAL EVENTS

Manchester Recreation Dept.
Garden Grove Drive
647-3084

Library - Mary Cheney Library
586 Main Street
643-2471

Whiton Memorial Library
85 N. Main Street
643-6892

Manchester Community College
60 Bidwell Street
646-4900

DENTAL

Public Health Nursing (referral)
150 N. Main Street
647-1481

DRUGS

Crossroads
33 Park Street
646-2015

EMPLOYMENT

Department of Vocational Rehabilitation
806 Main Street
646-3232

State Employment Services
806 Main Street
649-4558

EMPLOYMENT (cont.)

Youth Services
494 Main Street
647-3494

ELDERLY

A.A.R.P.
(American Association of Retired Persons)
Chapter 1275 (meet at S. Methodist Church)
649-0491

Chapter 604
(meet at Knights of Columbus Hall)
646-6154

Chapter 2399
(meet at Community Baptist Church)
649-0524

Elderly Outreach
66 Center Street
647-3096

Manchester Human Services Dept.
(Nutritional program-VISTA Outreach)
41 Center Street
649-5281

Senior Citizens Center
63 Linden Street
647-3211

R.S.V.P.
(Retired Senior Volunteer Program)
875-4371

ENVIRONMENT

Inland Wetlands
494 Main Street
647-3044

Town Health Department
66 Center Street
647-3173

Rubbish Removal
263 Olcott Street
647-3248

Conservation Commission
41 Center Street
647-3000

FINANCIAL ASSISTANCE

Conference of Churches
736 E. Middle Turnpike
649-2093

State Welfare
364 W. Middle Turnpike
647-1441

Social Services Dept.
494 Main Street
647-3061

FOOD

Food Stamps: State Welfare
330 Broad Street
647-1441

School Social Services Office
(For School Lunch)
45 N. School Street
647-3473

FOSTER AND/OR GROUP HOMES

Catholic Family Services (Foster)
896 Asylum Avenue
522-8241

Child & Family Services
110 Main Street
643-2761

FOSTER AND/OR GROUP HOMES (cont.)

Jewish Family Service (Foster)
740 N. Main Street
W. Hartford
236-1827

New Hope Manor
(residential drug center for teen-age girls)
48 Hartford Road
643-2701

HANDICAPPED

Camp Kennedy (Day Camp)
Manchester Recreation Dept.

Dept. of Vocational Rehabilitation
806 Main Street
646-3232

Red Cross (Transportation)
39 Haynes Street
643-5111

State Board of Education
for the Blind
170 Ridge Road
Wethersfield
249-8525

State Library
(Books for the Blind)
90 Washington Street
Hartford
566-3028

Handicapped Services
66 Center Street
647-3092

Sheltered Workshop
494 Main Street
646-5718

Easter Seals Rehabilitation Center
80 Coventry Street
Hartford
243-9741

Organization of the Handicapped
215 N. Main Street
646-5015

Society for the Prevention
of Blindness
1-800-842-0692

HEALTH SERVICES

Cancer Society (Transportation)
237 E. Center Street
643-2168

American Heart Association
310 Collins Street
Hartford
522-6155

Hospital
71 Haynes Street
646-1222

Public Health Nursing Association
150 N. Main Street
647-1481

Town Health Department
66 Center Street
647-3173

HOMEMAKER SERVICES

River East Homemaker
Home Health Aide Services, Inc.
353 Center Street
643-9511

HOMOSEXUALITY

Gay Switch Board
200B Sigourney Street
Hartford
522-5575

HOMOSEXUALITY (cont.)

George C. Henry Foundation
45 Church Street
Hartford
522-2646

INFORMATION AND REFERRAL

Info-Line
521-7150

LEGAL AIDE

Legal aid in Manchester may be
obtained by calling Town Clerk's office
647-3037

Connecticut Civil Liberties Union
57 Pratt Street
Hartford
247-9823

MARRIAGE COUNSELING

Catholic Family Services
896 Asylum Avenue
Hartford
522-8241

Child & Family Services
110 Main Street
643-2761

Jewish Family Service
740 N. Main Street
W. Hartford
236-1927

Conference of Churches
736 E. Middle Turnpike
649-2093

MENTAL RETARDATION

Board of Education
Special Education Program
45N Main Street
647-3484

Sheltered Workshop
494 Main Street
646-3232

Mansfield Training School
Social Services Dept.
Mansfield
429-6451

MILITARY AND VETS

V.A. Hospital
555 Willard Avenue
Newington
666-6951

M.C.C. Veterans Center
P.O. Box 1046
646-4900 Ext. 325

NURSING

Manchester Public Health
Nursing Association
150 N. Main Street
647-1481

PREGNANCY

Manchester Memorial Hospital
71 Haynes Street
646-1222

Manchester Public Health
Nursing Association
(well child conference)
150 N. Main Street
647-1481

PSYCHIATRIC SERVICES

Community Child Guidance Clinic
317 N. Main Street
643-2101

Center for Mental Health
104 Haynes Street
646-1222 Ext. 242

Newington Children's Hospital
181 East Cedar Street
Newington
666-2461

RAPE

Sexual Assault Crisis Service
Y.W.C.A.
522-6666

Manchester Memorial Hospital
71 Haynes Street
646-1222

Manchester Police Department
239 E. Middle Turnpike
646-4555

RECREATIONAL SERVICES

Manchester Recreation Department
Garden Grove Drive
647-3084

Senior Citizens Center
63 Linden St.
647-3211

Y.W.C.A.
78 North Main St.
647-1437

REHABILITATION SERVICES (See appropriate headings)**RUN-AWAYS**

Crossroads
33 Park St.
646-2015

Local Care Line
60 Lorraine
West Hartford
1-800-842-2288

Manchester Police Department
239 E. Middle Tpke.
646-4555

Juvenile Court
Wells St.
Talcottville
646-3141

Youth Services
494 Main St.
647-3494

SINGLE PARENTS

Parents Without Partners
153 B Downey Dr.
289-8055

SOCIAL SECURITY

Social Security Office
657 Main St.
East Hartford
244-3717

SPEECH & HEARING

Newington Children's Hospital
181 East Cedar St.
Newington
666-2461

Public Health Nursing Association
150 North Main St.
647-1481

UConn Health Center
263 Farmington Ave.
Farmington
674-2000

Manchester Board of Education
Speech Clinic
45 North School St.
647-3488

Child Development Clinic
79 Elm St.
Hartford
566-3619

SUICIDE

Child & Family Services
110 Main St.
643-2761

Child Guidance Clinic
317 North Main St.
643-2101

Crossroads
33 Park St.
646-2015

Info-line
999 Asylum Ave.
Hartford
521-7150

TRANSPORTATION

Elderly Transportation
128 E. Center St.
646-2774

Connecticut Transit
53 Vernon St.
Hartford
525-9181

American Cancer Society
237 East Center St.
643-2168

FISH
Vernon Circle
Vernon
646-3474

Red Cross
39 Haynes St.
643-5111

Senior Citizens Center
(to & from Center & related programs)
63 Linden St.
647-3211

UNEMPLOYMENT

State Employment
306 Main St.
649-4558

Town Social Service Dept.
494 Main St.
647-3061

UNWED MOTHERS

Catholic Family Services
896 Asylum Ave.
Hartford
522-8241

UNWED MOTHERS (cont.)

Child & Family Services
110 Main Street
643-2761

VENERAL DISEASE

Manchester Memorial Hospital
Preventative Medicine Clinic
104 Haynes St.
646-1222

VOCATIONAL COUNSELING

Board of Education Guidance Dept.
Manchester High School 647-3532
Bennett Junior High 647-3571
Illing Junior High 647-3400

D.V.R.
806 Main St.
646-3232

Hartford Y.M.C.A.
160 Jewel St.
Hartford
522-4183

M.C.C. Career Planning
60 Bidwell St.
646-4900

VOLUNTEER SERVICE

M.C.C. Voluntary Action Program
60 Bidwell St.
649-3064

R.S.V.P. (Retired Senior Volunteer Program)
875-4371

WELFARE (See Financial Assistance)**WOMEN**

M.C.C. Women's Center
60 Bidwell St.
646-4900

Y.W.C.A.
78 North Main St.
647-1437

YOUTH

Big Brothers of Manchester
45 North School St.
646-4487

Child & Family Services
110 Main St.
643-2761

Community Child Guidance Clinic
317 North Main St.
643-2101

Crossroads
33 Park Street
646-2015

Juvenile Court
Wells St.
Talcottville
646-3141

Manchester Police Department
239 E. Middle Tpke.
646-4555

Recreational Department
Garden Grove Dr.
647-3084

Youth Services
494 Main St.
647-3494



The following is a breakdown of the activities of the department:

Number of Permits	Estimated Cost
98 Dwellings (single family)	\$ 4,091,900
7 Dwellings (two family)	248,696
22 Garages (private)	120,300
208 Miscellaneous Buildings	2,608,502
890 Alterations and Additions	4,659,710
56 Swimming Pools	153,996
589 Electrical Permits	2,305,419
304 Heating Permits	1,427,446
308 Plumbing Permits	544,131

The total value of all building permits for 1978-1979 was \$ 16,717,942 and a total of \$ 81,511 collected for fees.



BUILDING DEPARTMENT

Department Head: Francis J. Conti
Location: Lincoln Center, 494 Main Street
Telephone: 647-3052
Personnel: 9
Expenditures: \$ 123,619

The Building Department is mandated by state statutes to administer and to enforce the State of Connecticut Basic Building Code. The provisions of the code apply to all buildings and structures. No construction, structural or mechanical, can legally be started without first obtaining a building permit from this office. The Building Department also is the enforcing agent for zoning and the enforcement officer is active all year to insure compliance with the zoning regulations.

During the past year the Building Code has been amended many times, including the adoption of an energy conservation standard that regulates the design of buildings to provide for energy conservation. These changes and additions have resulted in our inspectors attending many schools and meetings, including a thirteen week course to understand and administer the new Energy Conservation Standards which cover the heating, insulation, ventilation, cooling and lighting of all new buildings. We have been informed that in the near future all the buildings and structures in Connecticut will be assigned, for their use and occupancy, a measure of energy for a given period of time and that the Building Department will enforce this regulation.

The rising costs of construction have adversely affected the building trades and the end result and bottom line cost for new homes is in the range of \$ 90,000 to \$ 140,000 in Manchester.

MAINTENANCE AND SIDEWALKS DIVISION

Department Head: Herman J. Passcantell
Location: Lincoln Center, 494 Main Street
Telephone: 647-3145
Personnel: 7
Expenditures: \$ 235,125

The Maintenance Division is responsible for the care of ten municipal buildings as well as assisting in caring for the two buildings which house the Whiton and Mary Cheney Libraries. In addition to planned maintenance activities in these buildings, the Division responded to approximately 900 requests for service calling for plumbing, electrical and carpentry repairs.

Cabinets were built, floors repaired, walls constructed and the exterior of the buildings at the Nike Site painted by the Division's busy crew.

The sidewalk crew repaired and replaced approximately 16,000 square feet of sidewalk under the Town's spot repair program.

Maintenance has also undertaken a refitting and upgrading of the older boilers so as to increase the fuel efficiency of the heating systems and conserve the use of heating fuel.

One of the Division's major needs is a new home for its carpentry shop, which had to be removed from the old Pine Street Firehouse because of its transformation into a Fire Museum.

WATER AND SEWER DEPARTMENT

Department Head: Frank Jodaitis
Location: Lincoln Center, 494 Main Street
Telephone: 647-3115
Personnel: Water 27 Sewer 32
Expenditures: Water: \$ 1,347,233
 Sewer: \$ 1,067,676

The Water Division is responsible for protecting the public health and safety by preserving water quality within the watersheds of the Town's water sources. Other objectives of the division include: providing equitable customer service, maintaining accurate records of expenditures and billings, and planning for future expansion of both water and sewer systems.

The high point of the past fiscal year was the authorization by the voters of the Town of Manchester for a \$ 20 million bond issue to improve the water treatment and distribution system. The proposed improvements will provide the Town with safe drinking water and a much improved supply of water for fire protection.

Due to the Water Division's ongoing meter replacement program there was a sizeable reduction in the amount of unaccountable water delivered through our system. In all, 1,492 vintage water meters were replaced this past fiscal year.

Other highlights of the past year are as follows:

- Approximately \$ 14,000 was realized from the harvest of timber on 65 acres of the Porter Reservoir Watershed.
- Forestry crews planted 12,000 trees in the watershed areas.
- Two employees completed State Police training and are now working to protect our reservoirs.
- The Love Lane well was redeveloped to its original pumping capacity and the pumps and electrical system were overhauled.
- 500 feet of wooden pipeline was replaced by ductile iron pipe which will be incorporated in the Town's replacement pipe schedule.

• • • • •

The Water Division has its own laboratory which is responsible for the continuous monitoring of the Town's water supply. Testing capabilities of the laboratory involve the basic sanitary examinations of water including bacteriological, physical and chemical analyses. Last year the lab assisted the Water Distribution Division in locating main and service breaks as well as processing bacteriological samples taken from new main installations before they were put into service.

In the forthcoming year, the planned addition of a new laboratory technician will enable the laboratory to expand its testing programs, thereby increasing the protection of the public health. The lab will also be working with the Water Treatment Division in the collection of special inorganic and organic sampling of the reservoirs and wells, and assist in handling customer questions and complaints concerning their water quality.

The Sewer Division's major objective is to protect the public health and environment by treating the Town of Manchester's domestic sewage, industrial waste water and septage.

After receiving approval from the State and Federal environmental agencies for its long range facility plan, the Sewer Division has applied for design funding to upgrade the Sewage Treatment Plant. Also, construction of the Upper Hockanum Trunk Sewer and the New State Road Trunk Sewer has begun and is in accordance with the facilities plan.

The Sewer Maintenance Section has been making preparations for the Sewer System Evaluation Study which is federally funded. They have cleaned the sewer easements from Union Street to North Main Street and have made a major effort in raising manhole frames and covers to street grade for easy access.



"That government of the people, by the people,
for the people, shall not perish from the earth."
Abraham Lincoln



J.C. Penney warehouse takes shape

PLANNING DEPARTMENT

Department Head: Alan F. Lamson
 Location: Lincoln Center, 494 Main Street
 Telephone: 647-3044
 Personnel: 4
 Expenditures: \$ 60,315

The Planning Department provides a service function both indirectly and directly to the public. The department provides staff services to the Planning and Zoning Commission, Zoning Board of Appeals, and the Inland Wetlands Agency. As such, it augments the services of these agencies in controlling and directing physical growth and development of the Town.

Additionally, the staff of the department provides information to the public regarding the regulations, the authority of the various agencies, and applications under consideration by those agencies.

During the past year the Planning and Zoning Commission considered fifteen zone change

applications, thirteen subdivision applications, five special exception applications, five amendments to the Zoning Regulations, one amendment to the Subdivision Regulations, twelve statutory mandatory referrals and twelve miscellaneous applications. The Inland Wetlands Agency considered eighteen applications to conduct regulated activities in wetland areas. The Zoning Board of Appeals heard forty-seven requests for variances, fifteen special exception applications, two appeals from orders of the Zoning Enforcement Officer and two miscellaneous applications. These 147 applications represent a continued trend of increased activity for the Commission and Board. Applications have increased by 63% since 1975-1976 and by 27% during the last year alone.

The Planning Department has continued to provide technical staff functions for the Economic Development Commission in developing the Buckland Industrial Park. The Department also provides staff support to the Downtown Coordinating Committee and the Cheney National Historic District Commission. Activity with the latter has increased with the selection process and choice of a consultant to prepare a preservation plan for the district.

PUBLIC SAFETY

FIRE DEPARTMENT

Department Head: Chief John C. Rivosa
Location: 75 Center Street (Headquarters)
Telephone:
Emergency: North Manchester 911
 South Manchester 911
Routine: North Manchester 643-7373
 South Manchester 649-2808

Personnel: 69
Expenditures: \$ 1,997,481

The Town of Manchester Fire Department responded to 1,541 alarms during the fiscal year July 1, 1978 to June 30, 1979. This represents an increase of 420 alarms over the previous year.

	1977-78	1978-79
Buildings	137	120
Brush, grass, etc.	105	153
Vehicular or other outdoor equipment	78	106
Other types of fires	93	100
Calls other than fires	580	912
Rescue and emergency	64	74
False	64	76
Total	1,121	1,541

The total value of all property, both real and personal, at risk to fire damage was estimated at \$ 31,225,055; fire damage to all property was estimated at \$ 1,067,040.

The fire at the Manchester Community College Student Center was the largest loss of the past fiscal year. High winds hampered attempts to save the building, which was constructed with only one fire wall. Upon completion of a new Student Center, a direct tie to the municipal fire department has been planned, which will enable the Fire Department to respond immediately upon receiving an alarm.

The false alarms have been leveling off at approximately 65-75 calls per year. The false alarm rate in the public schools has decreased slightly during the fiscal year, but an increase in telephone false alarms has occurred during the same period. Measures are being taken to apprehend those making calls of a malicious nature.

The fire alarm system will be updated and expanded during the present fiscal year. Plans are to remove all the old Peerless type alarm boxes and to replace them with the self-grounding modern type.

During the past fiscal year, the Department has purchased, with Community Development Block Grant funds, a new 1500 GPM, automatic transmission, American LaFrance Pumper. This vehicle carries 500 gallons of water - 100% more than the pumper it is replacing.

Presently, the Town is planning to initiate a "911" system as a method of calling for emergency services. This method should make it easier for the community to place emergency calls as it requires that only three numbers be dialed in order to reach the emergency dispatcher.

Another improvement in the Fire Department has been the purchase of portable radios for each engine company. This will increase efficiency as the first arriving units can evaluate the situation and relay the information. Once on the scene, the radios will provide faster and more direct communications between the firefighters and the officers.

The Pine Street Fire Station, built at the turn of the century and located in the historical district, has been leased to the Connecticut Fireman's Historical Society for renovation to its original state. Once completed, the fire station will house the first fire museum in the State of Connecticut. Antique fire apparatus will be displayed as well as thousands of pieces of memorabilia.

Future needs of the Fire Department include the continuation of the upgrading of present equipment and a mechanic for the maintenance of department vehicles.



**New American LaFrance Pumper,
alongside older vehicle**

POLICE DEPARTMENT

Department Head: Robert D. Lannan
Location: 239 East Middle Turnpike
Telephone: 646-4555
Personnel: Uniform 90; Civilian 21
Expenditures: \$ 2,080,202

The Manchester Police Department's primary objective is service to the community. The types of services provided by the department reflect the needs of our citizenry, requiring the department to remain a flexible and progressive organization. Departmental summaries for this fiscal year are as follows:

- The Patrol Division is the largest and most visible division, providing 24-hour a day service. The protection of lives and property and prevention of criminal and anti-social behavior are the primary functions of this division.

- The Detective Division is responsible for investigation of complex criminal incidents. During the past year, a number of detectives have been trained in fingerprint classification. The Youth Services Bureau of the Detective Division investigates and refers juvenile offenders to the social agency best suited to provide assistance. This approach attempts to divert youth away from the criminal justice system towards more applicable social agencies.

- The Traffic Services Unit attempts to reduce the number of accidents within town. Techniques employed by this unit include: targeting of high incident areas, radar, and high visibility.

- The Communications Division's duties include the expeditious and orderly handling of telephonic requests made to the department and maintains control of patrol division personnel in the field.

- The Community Relations Unit, through such activities as "Operation Identification", drug information programs, home security, and bicycle and personal safety programs, disseminates the latest safety and crime prevention program to the people of Manchester. During fiscal year 1978-79, over 8,000 citizens were contacted by this unit.

- Fiscal 1978-79 produced a number of changes which had significant impact upon the Police Department. The greatest change was the completion of the new addition to the Police Department's building. Another change occurred with authorization to begin the process of bringing a "911" Emergency Service Center to the Police Department.

The Manchester Police Department will continue to strive for professional excellence and optimum service to the community.

Departmental Statistics	1977-1978	1978-1979
Complaints	30,260	30,926
Investigations	17,420	8,552
Motor Vehicle Accidents	2,400	2,356
Dog Warden Incidents	1,512	1,341
Criminal Arrests	1,793	1,834
Motor Vehicle Incidents	7,064	6,987
Parking Violations	5,664	5,436*
Patrol Mileage	734,079	599,739
Burglaries and Attempts	794	856

*\$ 17,823.00 Revenue

"As soon as public service ceases to be the chief business of its citizens, and they would rather serve with their money than with their person, the state is not far from its fall."

J.J. Rousseau

Statistical Comparison

Incident	1977-1978	1978-1979	% Of Change
Complaints	30,260	30,926	2.2%
Motor Vehicle Accidents	2,400	2,356	-1.8%
Burglaries	794	856	7.8%
criminal Arrests	1,793	1,834	2.2%

DISASTER CONTROL AGENCY

Department Head: James Fogarty

Location: 41 Center Street

Telephone: 647-3031

Personnel: 2

Expenditures: \$ 22,822

The Disaster Control Agency is established to assist townspeople in any and all emergencies through the use of manpower, equipment and other available resources. The responsibilities of the agency include the refining, coordinating and activating of the Emergency Operations Plan. This entails training and directing volunteer civil preparedness forces, coordinating outside forces if necessary, maintaining data on resources and opening shelter facilities if required.

1979 was a fairly quiet year, free of any major disasters. During the winter, the biggest concern was local flooding due to early thawing and heavy rains. This office was able to assist fire departments in pumping and providing sandbags.

Since greater emphasis has been placed upon nuclear accidents, the state has provided seminars and courses which have been attended by Disaster Control personnel to enable us to understand and deal with such an incident if one should occur.

A Public Information Officer has been added to our staff to release bulletins to the various medias when advising or alerting Manchester people becomes necessary.

The agency's ambulance, manned by local volunteers, was busy this past year standing by during football games for both junior highs and the high school, midget football, flu clinics and various other town events upon request.

As a result of a recommendation by the State Civil Preparedness Agency, that a new form of disaster preparedness organization be provided for each community, a new local ordinance was passed. This ordinance called upon various department heads, local civic organizations and disaster control personnel to serve on a Civil Preparedness Advisory Committee. This is all part of the continuing effort to respond efficiently and effectively to any emergency.

TOWN CLERK

Department Head: Edward Tomkiel
Location: 41 Center Street
Telephone: 647-3037
Personnel: 5
Expenditures: \$ 88,154

Elections ... elections, was the story for this year. The statutory duties of preparing and conducting elections are imposed on the Office of the Town Clerk. This year included a state primary for the Office of Governor, a Republican primary for Representative in the 12th Assembly District, a state election with an opinion question concerned with the sale of liquor on Sunday, eleven proposed Charter Amendments, a special election with local questions concerned with an appropriation of \$ 20,000,000 for construction and improvements to the Town water system, a vote on an ordinance concerned with Community Block Grant Programs with the United States Department of Housing and Urban Development and two other questions concerned with the use of Town funds for completion of projects started under Block Grants and HUD.

Daily activity of the office includes the recording and filing of land records; birth, death and marriage certificates; hunting, fishing and trapping licenses; dog licenses, liquor identification cards and various permits and applications. Also, service records of members of the military, publication of various legal notices and the filing of certain boards and commissions notices and minutes.

Vital statistics for the year were as follows:

Births1,456
Deaths.....688
Marriages 684



REGISTRARS OF VOTERS

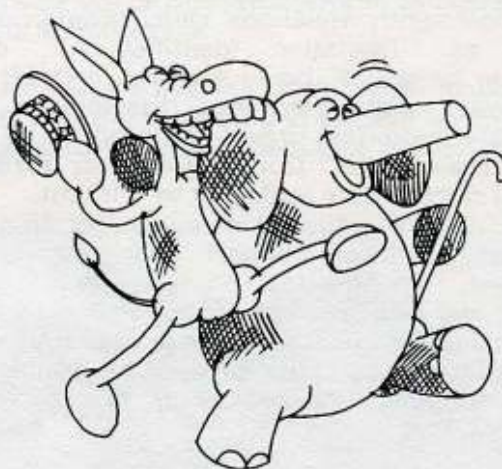
Department Head: D-Herbert Stevenson
Department Head: R-Frederick Peck
Location: 41 Center Street
Telephone: 647-3025
Personnel: 4
Expenditures: \$ 76,440

The Office of the Registrars of Voters is responsible for the conduct of all primaries and regular elections, the registration of voters and the maintenance and revision of a complete voter list for the town.

The Registrars Office considers itself as the facilitator of every individual's right to vote. It keeps on top of all regulations and changes in the voting laws in order to be a ready source of voter information. It also visits convalescent homes, Manchester Community College, all local high schools and other community centers and supermarkets in order to make new voters. It makes use of all media sources in the town so that people may be kept up to the minute on registration and voting procedures.

Total registered voters as of June 1, 1979 amounted to 27,641. The breakdown is as follows:

Democratic	11,503
Republican	8,047
Unaffiliated	8,091
Total	27,641



PROBATE COURT

Department Head: Judge William E. Fitzgerald
Location: 41 Center Street
Telephone: 647-3227
Personnel: 3
Expenditures: \$ 7,287

Empowered with administration and disposition of estates of deceased residents, the primary objective of the probate system is to insure that all assets are preserved and distributed to those entitled to receive them by bequest or operation of law.

The probate court also supervises trust accounts, conservatorships and guardian accounts. In addition, the court processes adoptions and makes commitments to mental institutions.

Approximately 500 deceased estates were processed by the court during 1978-1979 with aggregate value in excess of \$ 20 million. These figures show some growth from the previous year.

SOCIAL CONCERNS

HUMAN SERVICES

Department Head: Diane Wicks
Location: 66 Center Street
Telephone: 647-3092
Personnel: 6
Expenditures: \$ 16,290

The Human Services Department is responsible for developing and administering programs designed to meet the wide variety of human service needs of our citizens.

Transportation for the elderly and handicapped is a need the department tries to meet through its Phone-A-Ride program. This program utilizes two new buses, both equipped with wheelchair lifts, which have transported people to medical appointments, shopping centers, nutrition sites, etc.



The Elderly Outreach program is another way in which the department aids our elderly citizens. Staff, summer aides and volunteers provide friendly visiting door-to-door outreach, information and referral, and assistance in filling out forms, including working on tax relief forms for elderly renters.

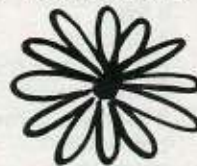
During this past year the Housing Rehabilitation Loan Program, which is run by this department and funded through Community Development monies, provided no-interest and low interest loans for the rehabing of homes and apartments. So far 128 homes and apartments have been rehabed at a total cost of \$ 456,878.

Other projects funded with Community Development funds this past fiscal year include:

- Rehabilitation of the Green School for a new Senior Citizens Center.
- Purchase of new fire equipment.
- Hiring of a Fair Housing Coordinator.
- Improvements to Charter Oak Park.

- Purchase of playground equipment for the handicapped.
- Rehabilitation of the Nathan Hale School playground.
- Pitkin-Porter Streets storm sewers.
- New trash containers for downtown improvement.
- Legal aid services.

The Human Services Department is in a transition stage at this point as a result of the April 17th Referendum on Community Development funds and the resignation of the Director of Human Services. Town involvement with all Community Development funds ended June 30, 1979 as a result of the above referendum. Activities not affected by the Referendum vote are continuing until further study is done on human service needs in the community and the structure of the department.



DEPARTMENT OF SOCIAL SERVICES

Department Head: Miss Mary DellaFera
Location: Lincoln Center, 494 Main Street
Telephone: 647-3061
Personnel: 7
Expenditures: \$ 243,327

A multi-level role in the community best describes the activities of the Social Services Department which serves a variety of financial and social needs of local residents.

People in Manchester must run to this department first in a crisis, as it is the only department in a position to offer immediate financial help.

It is also called upon to provide a wide variety of counseling services and referrals to other social service agencies that deal with specific types of problems.

Social service caseloads comprise all types, from the young school dropouts to the retirees, families, married couples, and single adults from all classes of society, make up our caseloads.

The Director of Social Services also serves as agent of the elderly, and has been contacted many times by seniors in need of the counseling services offered by the department. After initial counseling, they are sometimes referred to the Outreach Program for continued services.

Through the Work Relief Program, many clients in need of employment are given temporary work in the various town departments. This program has been beneficial to people in helping them find permanent private positions, as it provides them with needed job experience and training.

Under Work Relief, clients are given credit for the Work Relief hours listed. This is reflected as a credit on their account for aid received. The total Work Relief hours for the fiscal year ending June 30, 1979, is 3,811½ hours with a total of \$ 10,534.02 work credits.

The following is a breakdown of work performed under our Work Relief Program for the past fiscal year:

Department	Number of People	Hours Worked
Data Center	1 Man	2½
General Services	4 Women	107
Highway	4 Men	214
Library	1 Woman	16
General Manager's Office	1 Woman	161
Park	8 Men	542
Registrar of Voters	4 Women	254
School	7 Women, 5 Men	1,809½
Senior Citizens	2 Men	279
Social Services	3 Women, 2 men	388
Tax Collector's Office	1 Woman	37½
Youth Services	1 Woman	1

Hospital care assistance, holiday activities and sponsorship for youths at summer camp are a few other services offered through our department. The Title 20 program, designed to help states develop social service programs with the assistance of federal monies, is also administered entirely through this office.



SENIOR CITIZEN'S CENTER

Department Head: Walter J. Fortin
 Location: 63 Linden Street
 Telephone: 647-3211
 Personnel: 5
 Expenditures: \$ 72,240

The Senior Citizens Center operates a flexible system of programs and activities for Manchester residents 60 years of age and older, who are retired or semi-retired. The Center works to organize recreational, social and informational programs, as well as providing meals and transportation to meet some of the needs of the elderly community.

So far, 9,054 gold membership cards have been issued and it is estimated that at least 7,000 of these cards are active today. From January through May, 15,659 seniors visited the center to participate in its many programs. Some of the services the Senior Citizens Center offers are as follows:



- The Center teaches crafts including ceramics, oil painting, crewel embroidery and many others. Seniors can also participate in pinochle, bridge and setback.
- A Friendship Circle is organized that meets once a week for members to chat and visit one another.
- A mini health exam is offered once a week as well as meals every noon for a very reasonable price. On Thursdays, the Center delivers hot meals to shut-ins.
- A bus and mini-bus are in action five days a week, bringing seniors to and from the Center for meals and programs.
- The Senior Citizens Center is anticipating a move to the Green School, which will provide more room to add programs. They expect to have a hobby shop, dart league, horseshoes, a garden, dance lessons and a store where people can drop in to purchase articles made by our senior citizens.

Senior citizens have been helping out in the renovation of the Green School by doing various jobs such as carpentry, electrical and painting as well as working at raising money to purchase furniture and equipment for their new center.



Senior Citizens busy at work in their new center

EDUCATION

BOARD OF EDUCATION

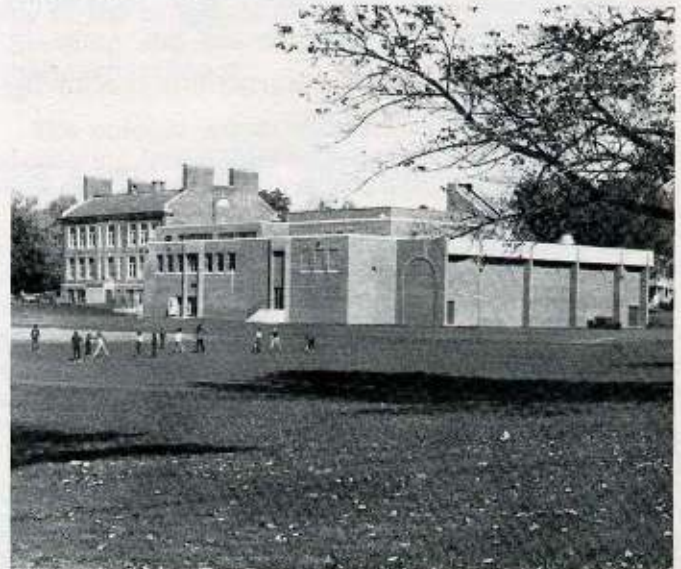
The 1978-79 school year was a busy one for the over 500 teachers, supportive staffs and almost 9,000 pupils who work and learn in the fourteen schools that make up the Manchester public school system. School highlights include:

- The 1978-79 school year was one of study and analysis at Manchester High School. The faculty conducted an exhaustive self-analysis prior to the October 1979 scheduled evaluation by the New England Association of Secondary Schools and Colleges. A Principal's Committee of parents and resource people from the community examined the high school's climate, staff, curriculum and discipline; and a Citizen's Advisory Subcommittee examined the curricular and physical needs of the high school.
- Illing Junior High School students have renewed their commitment to provide service to the less fortunate people within the community. Although academic excellence continues to be their number one goal, the school recognizes that service activities, such as performing for shut-ins and raising funds for leukemia victims, provide important learning experiences for its students.
- Begun in 1965, the Head Start program now serves 88 children from 3 to 5 years of age. Five members of the Head Start staff attended training in Parkersburg, West Virginia to learn how to implement a new home based program for children from 3 to 3½ years of age. Mainstreaming pre-school children with handicapping conditions in the Head Start classrooms during 1978-79 proved very successful.
- After a year of construction, the opening day of the Washington School found all the renovations nearly complete. The new Media Center, which offers areas for individual and group instruction, audio-visual presentations and small dramatic presentations, is now running smoothly. The recreation section of the building, including the gymnasium-auditorium, art, music and game rooms, is used by Washington students and faculty during the school day and open for full community use after 2:30 p.m.
- Highland Park School celebrated a busy "Year of the Child" during the 1978-79 school year. Some of the educational activities that took place included a regional conference for over 300 early childhood parents, teachers and administrators in the State of Connecticut, to discuss pertinent issues and curriculum areas that focused upon the young child.

Other activities included a Mansfield State Training School Holiday Drive, where all grades made and contributed gifts for Mansfield Training School people. The children learned about the positive contribution that the retarded have made and can make to our society.

Highland Park School was also involved in raising \$ 125.00 to "adopt" a penguin at the New England Aquarium for one year. The school's contribution helps to pay for the penguin's food and lodging while the children develop a more personal awareness of the importance of protecting the environment and sustaining all species of life.

- During last February vacation, the Waddell School Media Center was remodeled, doubling its former size. The remodeling work, done entirely "in-house", included specialized shelving, study carrels, new lighting and carpeting. This was the culmination of plans begun by the school staff, Mr. Maxwell Morrison, Principal, and the Waddell School PTA, six years ago.
- Last year, Nathan Hale School had its entire interior painted by Board of Education painters. The school also reports that 27 Laotian children were enrolled by last June.
- The Bowers School PTA sponsored a health fair for parents, children and friends, which included exhibits and booths by the American Cancer Society, the Red Cross, local dentists and the UConn Nutrition program. A Primary Special Education Team was formed last year to provide instruction and help for those Grade 1-3 children in Manchester who have severe learning problems because of a disability, emotional disturbance or mental retardation.
- The major event at Bentley School during the past year was the dedication of the newly renovated building on Sunday, October 22, 1978.
- The activities and accomplishments of the Speech, Hearing and Language Department included the instituting of two parent programs at Bentley School, one of which involved the use of volunteer parents who worked directly with selected cases. In an effort to provide a more cohesive and comprehensive Early Childhood Special Education Program, the Language Kindergarten was moved to Martin School, where a new model for delivery of services to pre-school children is to be instituted.



Washington School's new addition

YOUTH SERVICES CENTER

Department Head: Robert Digan
Location: Lincoln Center, 494 Main Street
Telephone: 647-3494
Personnel: 5

The Manchester Youth Services Center is the oldest in the state, beginning a continuous year-round operation in 1967. Founded by the Board of Education, the Center provides services to all local youth and families.

The primary purpose of the Youth Services Center is to provide service to all youth who may be in conflict with home, school or community.

The Youth Services Center's office, located at 494 Main Street, handles referrals from schools, police, parents, agencies and self referrals.

Responsibilities for the center include:

School-Police Liaison
School Attendance
Court Diversion
Youth Employment
"Network" Shelter Care
Big Sister Program and
Delinquency Prevention through Positive Youth Development

The Center presently needs a data processing record keeping system, which is being installed this summer under state grant funds.



HEALTH DEPARTMENT

Department Head: Alice J. Turek, M.D.
Location: 66 Center Street
Telephone: 647-3173
Personnel: 8
Expenditures: \$ 129,483

The Health Department is divided into two sections to serve Town residents, each with a specific area of responsibility. The environmental health services section is responsible for housing and restaurant inspection, protection of drinking water and air quality, school sanitation and Town safety programs. The second section, community health services, deals with communicable and chronic disease control, family health and community health education programs.

Several programs were started this year by the Health Department, including:

- A nutrition program for women, infants and children (W.I.C.)
- A reduced cost dental program
- Stop smoking clinics
- Family forums on alcohol abuse.

The Advisory Board of Health has provided leadership in areas such as the reduced cost dental program, which has been established to reduce the cost of dental services to eligible families.

The Health Department has been providing clinics, workshops and education to help people change unhealthy behavior, such as smoking, improper nutrition, alcohol and drug abuse and lack of exercise. Six stop-smoking clinics were held, as well as three forums on problem drinking and a two session workshop on stress.

Withdrawal from the Community Development Program forced a \$ 24,000 reduction in Health Department funding, which resulted in the elimination of several positions as well as the Employee Assistance Program. Housing code inspections will also be limited due to the lack of Community Development funds.

A one year CETA project ended last December and was successful for both the department and the participants. Four CETA staff members found jobs directly related to their project work at the end of their CETA employment. Also a CETA Staff Nurse has found other employment and funding for a permanent staff nurse has become the first staffing priority for the Health Department.





Mary Cheney Library on Main Street

- Connecticut - A special Connecticut State Library mobile service is used to return materials borrowed from other Connecticut libraries.
- Books, Etc. - Local library mobile unit that stops at various locations in the community including individual shutins, convalescent homes, the Early Learning Center and Camp Kennedy.
- Nelinet - A computerized cataloging system used to speed up the processing of newly acquired book titles.
- Manchester Greenwich Fiction List - A catalog listing some 25,000 titles available from the holdings of these two public libraries.

Other services available include:

- Reference Services - Answers are found for a wide variety of questions received by phone, in person, and sometimes by mail.
- Children's Services - Geared to the educational, informational, and leisure time needs of the children of the community, a wide variety of programs including films, story hours and reading programs are offered.
- Adult Services - Provides adults with extensive collections of fiction and non-fiction titles, magazines, framed art prints and pamphlets.

LIBRARIES

Department Head: John Jackson
 Location: Mary Cheney 586 Main Street
 Whiton 85 North Main Street
 Telephone: Mary Cheney 643-2471
 Whiton 643-6892
 Personnel: 27
 Expenditures: \$ 446,607

The goal of our libraries is to provide public library services and programs to meet the informational, educational and leisure time needs and interests of the community. Today there are three library units in Manchester; the Mary Cheney Library, Whiton Memorial Library and Books, Etc., a mobile library unit.

During the past fiscal year, 396,894 items were circulated from the three units, which was an increase of 7,951 over last year. Of these items, two-thirds were borrowed by adults.

There are 24,747 registered borrowers in the community which is a slight decrease from last year. Of these borrowers, 17,622 are adults and 7,125 are children.

Local residents have access to 194,621 volumes of books ranging from juvenile fiction to telephone directories. This shows a gain of 6,439 volumes over last year.

Special services offered by the libraries include:

- Connecticut - Manchester patrons may borrow books and selected materials from other Connecticut libraries.

RECREATION DEPARTMENT

Department Head: Melvin Siebold
 Location: Garden Grove Drive
 Telephone: 647-3084
 Personnel: 6
 Expenditures: \$ 257,601

The Recreation Department is responsible for planning and presenting a varied year-round recreational program to the residents of Manchester. Because the use of town schools is so important for many of the programs offered, much time is spent in planning and coordinating the use of facilities with the school board.

The outdoor winter sports, ice skating, skiing, and coasting found little activity this past winter due to lack of cold temperatures and light snowfall.

The department provided organized adult volleyball and basketball leagues for males and females at Illing Junior High School throughout the winter months. The indoor recreation centers, (East Side Rec, Community "Y" and Verplanck) were also heavily attended with youth basketball leagues, bowling, ping pong and swimming being offered.

The new West Side Recreation Center opened in April, thereby allowing the extension of the indoor recreation season to cover the entire year. Activities include basketball, kickball, gymnastics and arts and crafts.

From May through August, the adult slow pitch softball program (1,200 participants) continued to be the largest organized adult program offered by the department.

In June and July, the youth baseball alumni and alumni junior programs offered organized baseball leagues for youths 13-17 years old. The summer basketball leagues, at Charter Oak, provided exciting basketball for participants during July and August.

The summer playground program also presented youths with activities from track meets to a bike rodeo. Swimming pools provided a place to beat the heat, as well as offering swimming instructions for beginners through water safety instructor trainer.

Camp Kennedy, a six weeks day camp for handicapped people, provided swimming, arts and crafts, music, nature trail, games, sports events and dancing. The camp is staffed with five part-time employees and approximately 80-100 volunteers during the six weeks period.

The youth junior soccer program continued to grow by leaps and bounds from 1200 in 1977-78 to

over 1400 this year. This program, which is co-ed, is the largest organized youth program in Manchester.

One of the most popular programs the Recreation Department has offered is the cultural program, which provides area adults a place to learn new crafts and to make new friends. This program, which utilizes Manchester school classrooms, includes courses in ceramics and pottery, and has created so much enthusiasm that some sessions have tripled in attendance.

Another popular program is the children's summer craft explosion program. The children come to class, have a good time and leave with a project that is theirs to enjoy.

The department also offers day and evening tennis instructions for adults, as well as recently providing instruction for children.

The Recreation Department's greatest needs are facilities to run programs and obtaining interested, qualified, part-time employees. Because of the size of their programs, about 250 part-time employees and 300 volunteers are needed each year.



TOWN ATTORNEY

Town Attorney: David Barry, Esquire
Location: 41 Center Street
Telephone: 647-3132
Expenditures: \$ 80,000

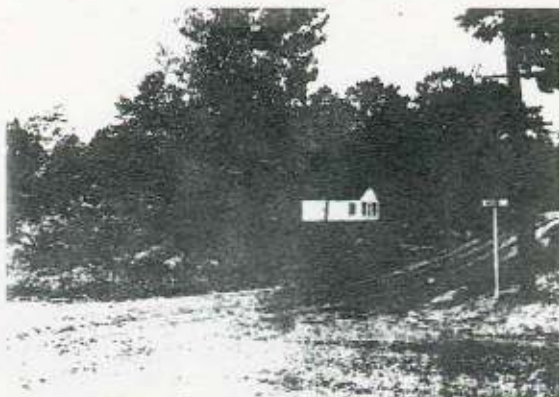
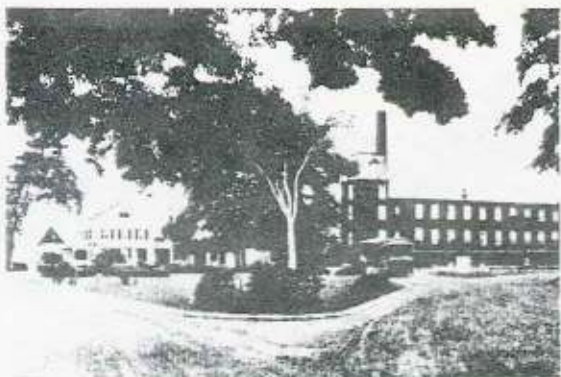
The Office of the Town Attorney is staffed by four part-time attorneys and one full-time secretary. It is the legal advisor to all town departments and agencies and, in this capacity, renders formal and informal legal opinions on a continuing basis. One of the attorneys attends the regular meetings of the Board of Directors.

The addition to providing legal opinions, all of the attorneys represent the town and its employees, boards and agencies in State and Federal Courts.

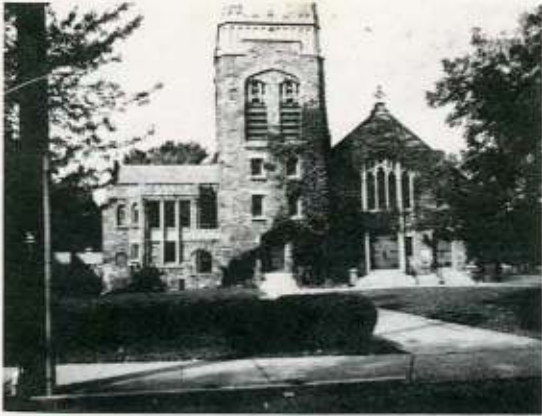
The case-load of this office grows annually and, at the present time, there are approximately ninety-five negligence claims against the town, approximately twenty of which are pending in court. There are approximately three hundred tax appeals pending against the town, as well as other appeals from administrative agencies.

In addition to the above, there are also pending against the town several complicated and time-consuming cases, notably the lawsuits regarding The Community Development Block Grant Program, the "Phase In" legislation and The Eighth Utilities District.

MANCHESTER THEN



MANCHESTER NOW



DIRECTORY OF BOARDS AND COMMISSIONS 1978-79

ELECTED BY THE VOTERS

BOARD OF DIRECTORS

Stephen T. Penny, Esq.,
Chairman and Mayor
Stephen Cassano,
Deputy Mayor
Mrs. Elizabeth J. Intagliata, Secretary
Thomas P. Connors
William J. Diana, Esq.
John J. FitzPatrick
Joseph T. Sweeney, Esq.
Carl A. Zinsser
*Peter DiRosa, Jr.
*Replaced Mrs. Vivian Ferguson
who resigned on December 31, 1978

BOARD OF EDUCATION

John Yavis, Esq., Chairman
Mrs. Eleanor Coltman
Mrs. Carolyn Becker
Nicholas Costa
Peter Crombie, Jr.
Joseph Camposeo
replaced Paul Greenberg
Mrs. Verna Hublard
Leonard Seader
Robert Heavisesides
replaced Earl Odum in 1978
*Dr. James P. Kennedy,
*Superintendent of Schools
*Appointed by Board of Education

SELECT PERSONS

Chester Bycholski
Mrs. Irene Pisch
Joseph Reynolds

APPOINTED BY THE BOARD OF DIRECTORS

ADVISORY BOARD OF HEALTH

Dr. Walter Schardt, Chairman
Mrs. Irene Smith
John Cratty, Jr.
Mrs. Mary Willhide
replaced Walter Joyner
Dr. Kenneth Wichman

ADVISORY RECREATION AND PARK COMMISSION

Joel Janenda, Esq., Chairman
Joseph Sylvester
Fred Ramey, Jr.
Mrs. Dorothy Brindamour
John DiDonato

BOARD OF TAX REVIEW

Roger McDermott, Chairman
Mrs. Elizabeth Sadloski
Harry Deegan

BUILDING COMMITTEE

Paul Phillips, Chairman
Donald Kuehl
Fred Brunoli
Robert Kenniff
Richard LaPointe
Salem Nassiff
replaced Timothy Moynihan
Frank Stamler
Thuenis Werkhoven
Robert Samuelson
replaced James Spencer

COMMISSION ON CHILDREN AND YOUTH

Mrs. Toni Frese, Chairwoman
Kevin Moriarty
Ms. Ingrid Jacobson
Thomas Conran, Jr.
Frank Pisch, Jr.
Ms. Mary Mistretta
Robert VonDeck
Michael Neubelt
Michael Pohl
Michael Fraser
Ms. Carrie Winter
Roger Peck
Richard Blinn
Terry Capshaw

CHENEY NATIONAL HISTORIC DISTRICT COMMISSION

Durward Miller, Chairman
William FitzGerald, Esq.
Ms. Louise Nathan
Ms. Constance Adams
Nathan Agostinelli
Ms. Glynis Berry
Raymond Damato
John DeQuattro
Ms. Gail Krawic
Francis Mahoney
Mrs. Alyce Rawlins
James Reardon
Robert Smith

COMMISSION ON AGING

Mrs. Celeste Sheldon, Chairwoman
James Watt
Mrs. Helen Lynch
Mrs. Mildred Schaffer
Reverend Ronald Fournier
John Dormer
William Rice
Ms. Genevieve Shanahan
Mrs. Bernice Rieg

COMMISSION ON THE HANDICAPPED

Roger Ouellette, Acting Chairman
Ms. Gertrude DeLeo
Ms. Sue Hodge
Barry VanCamp
Richard Lawrence
Mrs. Kathy Pastva
Robert Tardiff
Ms. Margaret Churchill
Ms. Jacquilyn Billey

CONSERVATION COMMISSION

Mrs. Theresa Parla, Chairwoman
John R. FitzGerald, Esq.
Mrs. Jacqueline Aronson
Dr. Frederick Spaulding
Mrs. Ditta Tani
Frank Sheldon
Ms. Elizabeth Payton
James Poole, III
replaced J. Costello
Malcolm Barlow, Esq.
Mrs. Marion Chapin
Arthur Glaeser
replaced L. Metivier

ETHICS COMMISSION

William FitzGerald, Esq., Chairman
Mrs. Eileen Stern
Sol Cohen
M. Adler Dobkin
Mrs. Marion Mercer
Paul Willhide
Alan Anderson
replaced Terry Capshaw

HOUSING AUTHORITY

Pascal Mastrangelo, Chairman
James Murphy
replaced Dr. Joseph Danyliw
Walter Sinon
Richard Schwolsky
Mrs. Ada Sullivan
Patrick Donlon
replaced Robert Brown

HUMAN RELATIONS COMMISSION

Mrs. Lee Ann Gundersen, Chairwoman
Frank Livingston
Roy Craddock
Carl Chadburn
David Call, Esq.
Durward Miller
Richard Dyer, Esq.
Ms. Mary Ann Roy
Ms. Janet Damron

LIBRARY BOARD

Leo Diana, Chairman
Dr. William Buckley
Mrs. Ruth Tucker
Roger Bagley
Mrs. Margaret Flynn
Mrs. Mary LeDuc

PENSION BOARD

Fred Geyer, Chairman
Jon Norris
Herman Passantell
Richard Woodhouse, Esq.

PLANNING AND ZONING COMMISSION

Alfred Sieffert, Chairman
John Hutchinson
Joseph Swensson
Ronald Gates
Leo Kwash

ZONING BOARD OF APPEALS

Kenneth Tedford, Chairman
Mrs. Harriet Haslett
Edward Coltman
John Cagianello
Paul Rosetto

MAYOR'S COMMITTEE ON WATER SUPPLY

Harry Reinhorn, Chairman
Mrs. Eileen Stern
Mrs. Gertrude Schwedel
Fred Thrall
Mrs. Rebecca Janenda
Philip Rubins
Robert Brown

ECONOMIC DEVELOPMENT COMMISSION

James Quigley, Chairman
Robert Blanchard
Jack Hunter
Ms. Helen McMullen
Mrs. Louise Nathan
William Anderson
Robert Charnas
Donald Genovesi
William Cavanaugh
Philip Harrison
John DeQuattro
William Sleith
John Diccio
William Thornton
James Breitenfeld

MANCHESTER TRANSPORTATION COMMISSION

William Massett, Acting Chairman
Mrs. Jane Curtis
Ms. Katherine Giblin
Joseph Garman
Frank Strano
William Sleith
Ralph Gray

PERMANENT MEMORIAL DAY COMMITTEE

Harold Osgood, Chairman
Theodore Fairbanks
Walter VonHone
Mrs. Emma Swanson
Mrs. Lois Harmon

PARKING AUTHORITY

Robert Gorman, Chairman
Leo Juran
Joseph Garman
Robert Brock
Edward Pagani

JURY COMMITTEE

Mrs. Elizabeth Emerson, Chairwoman
James McAuley
Mrs. Calvin Taggart



Smoke billows from the windows and eaves of the Ninth District School, as it was completely destroyed in an October 23, 1913 fire. 1,000 pupils and teachers narrowly escaped injury through the aid of an efficient fire drill. The blaze, largest in the town's history, also burned the public library, the Rogers Block, the South Manchester Fire Department's Co. 4 firehouse and 4 dwellings. Special thanks go out to Carl Priess for the use of his photograph of the fire.

CREDITS

This report is prepared annually by the General Manager, Robert B. Weiss. The contents were compiled by Stephen R. Olshewski, Management Intern, with guidance from Steven R. Werbner, Personnel Supervisor for the town. The material for the report was provided by town departments.

This year, for the first time, the set-up and printing of the annual report was handled in-house by the Town's General Services Department. Special thanks to Maurice Pass, Director of General Services; John Raymond, Central Duplicating; and Manchester Press, Inc. for their help in this effort.

Credit for photography goes to Salem Nassiff, the Manchester Evening Herald and town employees Gerald Dupont and George Blake. Thanks also to Mary Cheney Library, who supplied us with historical photographs, and to Francis Ferrigno, Engineering Division, for help in construction charts and diagrams.

INFORMATION DIRECTORY

EMERGENCY CALLS

911 - Emergency Medical Services (Ambulance)
911 - Fire
911 - Police

A

647-3013 - Assessor's Office 41 Center St.

B

647-3130 - Board of Directors
- Board of Education - see Education Dept.
647-3052 - Building Department 494 Main St.

C

647-3081 - Cemetery Department 240 E. Center St.
- CIVIL PREPAREDNESS -
649-9068 - Civil Defense Emergency Operating Center
- 41 Center St.
646-4209 - CD React Control 3375 Garden Grove Dr.
- COLLECTOR OF REVENUE
647-3018 - Administration Office 41 Center St.
647-3020 - Payment Information
647-3102 - Controller's Office 41 Center St.
649-7922 - Credit Union 66 Center St.

D

647-3071 - Data Processing 1146 Main St.
643-6642 - Dog Pound 195 Olcott St.
646-4555 - Dog Warden 239 Middle Turnpike E.
646-2015 - Drug Advisory Center 33 Park St.

E

EDUCATION DEPARTMENT - Board of Education

646-4088 - Adult Evening School
- 134 Middle Turnpike E.
647-3486 - Art and Music Director 45 N. School St.
647-3514 - Buildings and Grounds 22 School St.
647-3445 - Business Manager 45 N. School St.
647-3453 - Accounts Payable
647-3457 - Payroll
647-3456 - State Federal Grants
647-3455 - Student Insurance
647-3461 - Cafeteria Manager 45 N. School St.
647-3071 - Data Processing 1146 Main St.
647-3501 - Head Start 247 South Main St.
647-3473 - Psychological Examiner 45 N. School St.
647-3448 - Pupil Personnel Services - Director
- 45 N. School St.
647-3487 - Reading Coordinator 45 N. School St.
647-3495 - Regional Occupational Training Center
- 665 Wetherell St.
647-3473 - School Health 45 N. School St.
647-3473 - School Social Services Office
- 45 N. School St.
647-3484 - Special Education 45 N. School St.
647-3488 - Speech Clinician 45 N. School St.
647-3442 - Superintendent's Office 45 N. School St.
647-3440 - Asst. Supt. Admin./Personnel 45 N. School St.
647-3447 - Asst. Supt. Curriculum/Instruction
- 45 N. School St.
647-3494 - Youth Services 494 Main St.

ELEMENTARY SCHOOLS

647-3324 - Bentley 57 Hollister St.
647-3313 - Bowers 141 Princeton St.
647-3302 - Buckley 250 Vernon St.
647-3342 - Highland Park 397 Porter St.
647-3354 - Keeney 179 Keeney St.
647-3367 - Martin Dartmouth Rd.
647-3346 - Nathan Hale 160 Spruce St.
647-3372 - Robertson 45 N. School St.
647-3501 - South School 247 South Main St.
647-3383 - Verplanck 126 Olcott St.
647-3392 - Waddell 163 Broad St.
647-3332 - Washington 94 Cedar St.

HIGH SCHOOLS

647-3521 - Manchester high 134 Middle Turnpike E.
647-3532 - Guidance Dept.
646-4088 - Adult Evening School

JUNIOR HIGH SCHOOLS

647-3571 - Bennet Junior High 1146 Main St.
647-3400 - Illing Junior High
- 229 Middle Turnpike E.
647-3096 - Elderly Outreach 66 Center St.
646-2774 - Elderly Transportation
643-1212 - EMERGENCY MEDICAL SERVICES
647-3152 - Engineering Dept. 494 Main St.

F

FIRE DEPARTMENTS
Manchester-North End-Eighth Utilities District
643-7373 - Routine Calls
643-7373 - Fire Marshal
Manchester-South End
649-2808 - Routine Calls Hdqtrs.
649-2808 - Fire Marshal

G

647-3123 - General Manager's Office 41 Center St.
647-3031 - General Services 41 Center St.

H

647-3092 - Handicapped Services 66 Center St.
647-3173 - Health Department 66 Center St.
647-3233 - Highway Department 263 Olcott St.

HOUSING AUTHORITY

643-2163 - 24 Bluefield Dr.
643-6628 - 22 N. School St.
647-3092 - Human Services 66 Center St.

I

647-3044 - Inland Wetlands 494 Main St.

M

647-3123 - Manager's Office 41 Center St.
647-3121 - Mayor's Office 41 Center St.

O

647-3321 - Oak Grove Natural Science Cntr., Oak Grove

P

647-3222 - Park Department 494 Main St.
647-3126 - Personnel Department 41 Center St.
646-2774 - Phone-A-Ride 66 Center St.
647-3644 - Planning and Zoning 494 Main St.

POLICE DEPARTMENT

646-4555 - Headquarters 239 Middle Turnpike E.
647-3227 - Probate Court 41 Center St.

PUBLIC LIBRARIES

643-2471 - Mary Cheney 586 Main St.
643-6892 - Whiton Memorial 85 N. Main St.
647-3142 - Public Works 494 Main St.
647-3031 - Purchasing Department 41 Center St.

R

RECREATION DEPARTMENT

647-3084 - Director's Office Garden Grove Dr.
- Recreation Centers
647-3089 - Arts Building Garden Grove Dr.
647-3165 - Charter Oak Street
647-3164 - Community Y 80 N. Main St.
647-3163 - East Side (Nights Only)
646-9400 - Teen Center Garden Grove Dr.
643-4700 - Sports Information
- Garden Grove Dr.
647-3166 - West Side (After 3:00 p.m.)
647-3025 - Registrars of Voters 41 Center St.
647-3248 - Rubbish Removal 263 Olcott St.

S

647-3248 - Sanitation Department 263 Olcott St.
Schools (see Education Dept.)

647-3211 - Senior Citizens Center 63 Linden St.

SEWER DEPARTMENTS

647-3115 - Town South End 494 Main St.
647-3135 - Billing Information
647-3111 - Sewer Emergencies all hours
643-6192 - Eighth Utility District North End Sewer
- Emergencies all hours

647-3245 - Snow Removal 263 Olcott St.
647-3061 - Social Services Department 494 Main St.

T

647-3018 - Tax Collector 41 Center St.
647-3132 - Town Attorney 41 Center St.
647-3037 - Town Clerk 41 Center St.
647-3132 - Town Counsel 41 Center St.
647-3023 - Treasurer's Office 41 Center St.
647-3222 - Tree Warden 494 Main St.

W

WATER DEPARTMENT

647-3115 - Administrative Office 494 Main St.
647-3135 - Billing Information
647-3111 - Water Emergencies all hours

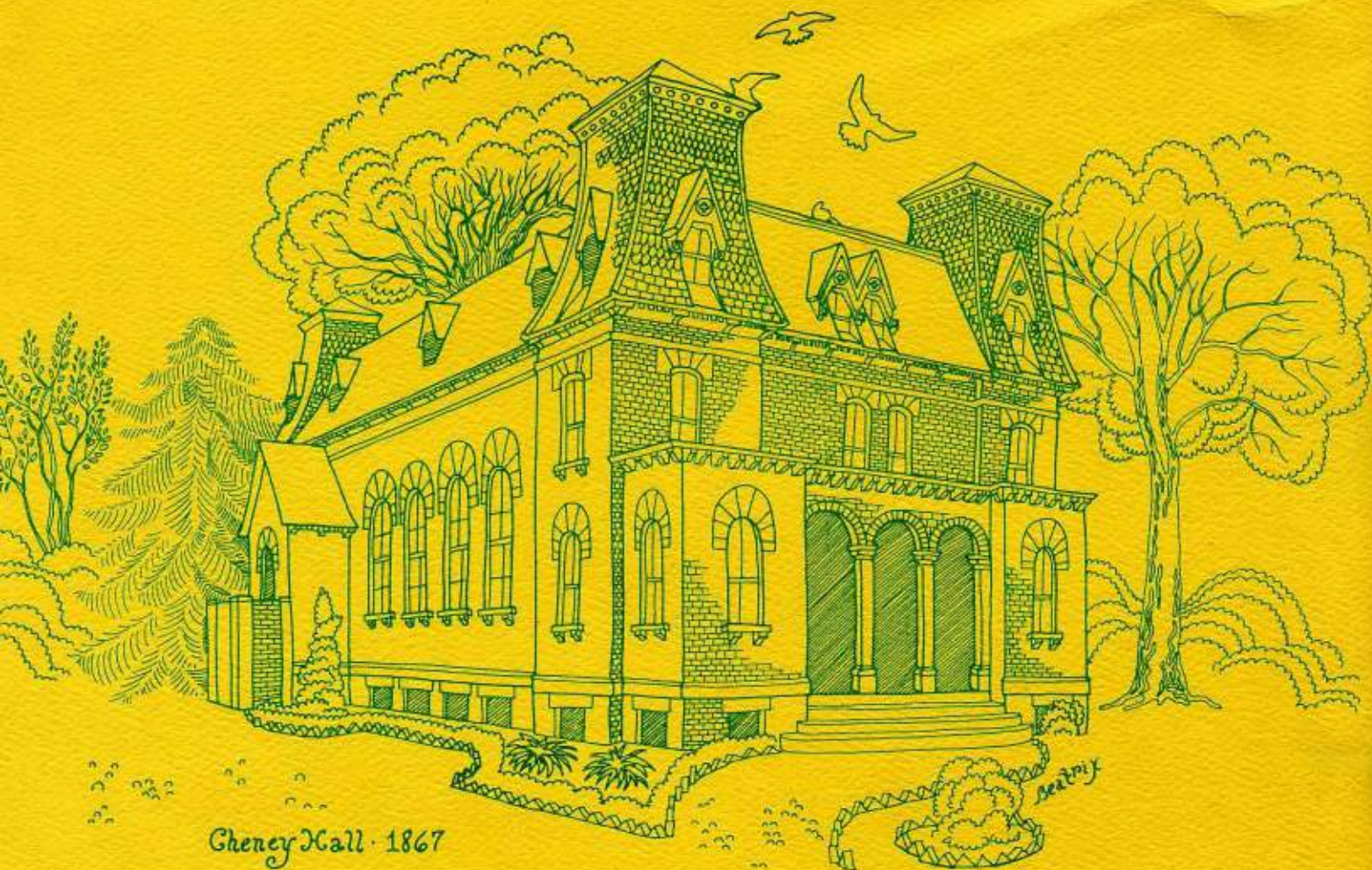
Y

647-3494 - Youth Services Center 494 Main St.

Z

ZONING DEPARTMENT

647-3044 - Main Office 494 Main St.
647-3057 - Zoning Enforcement 494 Main St.
647-3000 - FOR ALL DEPARTMENTS NOT
LISTED ABOVE



Cheney Hall · 1867

Cheney Hall occupies a very special place in the history of Manchester. Designed by Billings of Boston in 1867, the brick and brownstone building on Hartford Road served as the town's social and cultural center for more than fifty years. Its elaborate Victorian architecture is an attestation to the values of late 19th century America - prosperity, permanence and elegance.

The echoes of yesteryear still persist in this once vibrant gathering spot for town residents. Reminders of bygone times are evident in the mansard roof, high ceilings and solid brick walls, in the carved mahogany banisters, old-fashioned pipe organ and small, sturdy stage. Just imagine what the Hall must have been like at the turn of the century! Stately elms and rich green lawns. Fancy dress balls dominating the social scene; women's demand for the vote firing the political climate; eloquent preachers transforming a thousand separate souls into a spellbound body of one; battle-wise veterans re-creating poignant scenes of the Civil War.

Cheney Hall, a building of many faces. Elegantly coifed ladies dancing primly under the glow of gas chandeliers as the silken edges of their gowns swished lightly over the springy, herringbone-patterned floor. And warm summer nights with the golden window curtains swaying.... "when all the windows were open you could hear the music distinctly, the German waltzes, the Polish polkas, the Irish jigs, the Swedish and Italian music, sounding clear as a bell." Cheney Hall...where sumptuous dinners of chilled Blue Point oysters and succulent native turkey were served on silver-laden tables in the cellar banquet room. Where Susan B. Anthony stirred audiences with her campaign for women's rights while townspeople were left in awe by Henry Ward Beecher's and Horace Bushnell's memorable religious sermons. Cheney Hall. A wine velvet curtain ornamenting the stage for performances by the St. Bridget's Dramatic Club; boxing, baseball and greasy pig chases drawing in the sports crowd.

But then came the serious time. Manchester did not have a hospital when the great flu epidemic of 1917 swept the nation and the Cheney Brothers opened the Hall to care for the sick. Rows of beds replaced the smells of spun sugar candy; ripping linens for bandages replaced clapping.

Today, Cheney Hall stands dark, silent, a monument of its past. But perhaps golden curtains will once again fly in a summer wind and music filter over new green lawns, clear as a bell....