

Assessors' Quarterly Report to the City Council
Beginning July 1, 2021 – September 30, 2021
"TO DISCOVER LIST & VALUE ALL TAXABLE AND TAX EXEMPT PROPERTY IN THE CITY"

First Quarter

The Assessor's office remains open to the public, however we are continuing to do as much business as we can electronically due to the Covid-19 pandemic.

- Board of Assessment Appeals - The board met on September 22, 2021 to hear motor vehicle appeals. There were 3 appeals taken and two changes were made.
- Real Estate – New owner transfers and sales ratio reports are being done daily. Building permits are continually monitored and logged, as well as certificates of occupancy and letters of compliance for pro-rates to value. We continue to serve many attorneys, title searchers, and real estate appraisers with property record cards and maps via email as well as in person.
- Exemptions – Exemptions are continually monitored and updated as properties are both bought and sold by residents who have, or are entitled to exemptions. Reports are filed with the State of Connecticut and Office of Policy and Management when required.
- Personal Property – We have finalized the personal property listings and mailed our annual declarations. We have 1869 accounts currently for the 2021 grand list. The declarations are due back to the office for November 1st 2021. We continue to field daily questions about past and present personal property accounts.
- Motor Vehicle – Motor vehicle tax bills were sent out by the Norwich Tax Collector for July 1st 2021. We handled thousands of phone calls, emails, and walk-in customers seeking information on or adjustments to their motor vehicle tax bills. The Assessor's office received proper proof and made 630 adjustments in the month of July alone and 514 in the months of August & September.
- Court Appeals – Of the 61 tax appeals filed to date on the 2018 revaluation values we have 9 appeals outstanding. In the first quarter we have had 8 pretrial hearings before the court and settlement was reached on 7 properties.
- Exempt Organizations – This year is the quadrennial filing year for any exempt organizations. Every 4 years all organizations seeking to remain exempt must renew their tax exempt organization application with the Assessor. We have mailed out renewal applications to everyone that was classified as exempt on the 2020 grand list. These applications are due back before November 1st 2021.
- Mapping – Continuing to research and fix mapping problems brought to our attention daily. As well as updating our maps based on recorded surveys and deeds

William M Lee, CCMA II
Assessor

Department of the City Clerk

This department performs numerous duties the chart below tracks the majority of revenue. Below you will find some additional information on some of the duties that are not mainly tracked based on revenue through the cashing system, but are definite integral parts of this Departments work flow. (These figures are based on the first quarter of 2021 (7/1/2021 to 9/30/2021)).

Land Record Subscriptions –78= \$9,070.00

Phone Vital requests – 142@ \$27. = \$3,834.00

Legal Notices Published - 19

Claims, Summons and Fire Loss Claims –21

Trade Names – 23 @ \$10. = \$2,300.00

Liquor Permits – 12@ \$20. = \$240.00

Genealogy Requests –12 (average 1.5 hour each)

FOI Requests (Freedom of Information) - 29

Justice of the Peace Appointments - 92

Cremation & Burial Permits – 236 @ \$5. = \$1,180.00

Absentee Ballots – 63

Agendas and Minutes – 256

Paternity/Adoption Records – 83 (average 1 hour each)

Scanned/Printed/Verified/Mailed Back - Land Records – 26 Books @ 350 pages each (average 11 hours per book)

Description	Date Range 7/1/2020 – 9/30/2020	Date Range 7/1/2021 – 9/30/2021	Fiscal Year 7/1/2019 - 9/30/2020	Fiscal Year 7/1/2020 - 9/30/2021
Recorded Land Records	1,385	2,033	6,081	6,096
Dog Licenses	233	216	1,470	1,162
Fish & Game Licenses	213	27	224	153
Notarized Documents	4	46	471	26
Local Conveyance Tax	230	287	923	961
Vitals- Birth/Marr/Deaths	589	679	3,605	3,381
*Customer Counts	*2654	*3601	*14744	*14358
Total Local Conveyance Tax	195,846.72	365,425.00	960,194.63	1,266,857.26
Total State Conveyance Tax	302,473.75	589,342.00	1,522,585.60	1,932,327.90
Town Doc Preservation	2,961.00	7,386.00	14,520.00	33,306.00
State Doc Preservation	43,428.00	54,164.00	212,960.00	244,244.00
Town General Fund Fees	12,642.00	16,543.00	38,395.00	72,619.00
State Treasurer Fees	33,786.00	45,467.00	123,138.00	202,133.00
Town Fish & Game Licenses	57.00	26.00	687.00	468.00
State Fish & Game Licenses	517.00	702.00	6,190.00	4,805.00
Town Marriage Surcharge	1,200.00	1,120.00	4,832.00	4,736.00
State Marriage Surcharge	2,550.00	2,380.00	10,268.00	10,064.00
State Totals	382,754.75	692,055.00	1,875,141.60	2,393,573.90
Town Totals	212,706.72	390,500.00	1,018,628.63	1,382,986.20
Combined State & Town Totals	595,461.47	1,082,555.00	2,893,770.23	3,775,560.01
Grand Total of Funds Collected	681,166.97	1,199,136.93	3,342,987.53	4,258,130.42

***Actual Paying Customers (not counting customers with questions or phone calls)**

Norwich Fire Department Quarterly Report – Q3

July 1, 2021 through September 30, 2021

Operations:

The city continues to experience a variety of types and severity of calls for emergency services. Total incidents for this quarter: **710** with the following breakdown: **25** fires, **443** rescue/emergency medical calls, **80** service calls, **162** misc*. Mutual/automatic aid was given **7** times and received **6** times.

Stations remain closed to the public due to COVID, however we have begun training and meetings with local agencies and partners. In place COVID guidance/procedures have been amended to reflect current CDC, State and Local Health District guidance.

Significant incidents:

- 29JUL: Fire at 117 Prospect St. 2nd floor kitchen fire with fire and smoke damage to second floor, water damage to 1st floor of 3-family residence. 6 (2+4) people displaced. No civilian or FF injuries reported. Building is salvageable.
- 08AUG: Fire at 32 Spaulding St. Fire in exterior wall of an older multi-family apartment building. This particular building is a known hazard to us because of the age and condition of the building. Rapid response and extinguishment were key in this having a positive outcome. No civilian or FF injuries reported, no residents displaced.
- 26AUG: West Thames St. Oil spill on roadway. The oil was from a hydraulic line failure on a Willimantic Waste Truck and spanned about a 3 mile stretch of road. The road was temporarily closed while the spill was identified. DEEP notified and responded to oversee clean up. No civilian nor FF injuries reported.
- 23SEP: Boat call in the river near buoy 48. Received a call of a sinking boat. Marine-1 and Battalion-1 responded to the area. An approximately 40' vessel was found tied to a mooring partially submerged, no personnel onboard. USCG and DEEP notified. No hazard to navigation, no environmental hazard noted. USCG to follow up with boat owner and removal of boat.

Fire Marshal Office:

- Investigated 20 fires: 20 Origin and Cause investigations, 0 Arson investigations. There were 5 vehicle fires, and 15 structure fires.
- Conducted 134 Fire Code Compliance Inspections/re-inspections, 6 Plan Reviews, and 20 consultations.*
- Services provided for 2 fireworks shows.
- The Norwich Fire Department is continuing to process the incidence of fire in collaboration with State and Local Police support.
- COVID 19 remains an issue for inspections, particularly residential inspections as there is a fear of spread from owners, tenants, and staff.
- Vacant Fire Marshal position was filled 02AUG. Member is currently attending the State Module on Fire Investigation.
- Marshals completed continuing education hours towards maintaining their State certification, as well as continuing education hours for EMT.

*A complete breakdown is available upon request

Training Division:

- Joint Search and Rescue (JSAR) training (classroom and practical exercises) completed for all platoons.
- Forcible entry training completed for all 4 platoons.
- Fire Streams / Aerial Operations training completed for all 4 platoons.
- NPU Electrical and Gas Safety Training completed for all 4 platoons.
- Fire Officer training on size-up and case studies completed for all current and acting Officers.
- Fast Board Train the Trainer completed for Norwich and Mohegan Tribal FDs to incorporate new safety equipment recently purchased.
- Rope Rescue refresher training completed for 3 of the 4 platoons.
- Daily Training for this reporting period included in-house and external courses, assigned Target Solutions programs, and multiple company level trainings totaling 3648 man hours of training.*
- 1 member completed the LNG/LPG Gas Training course at the Mass Fire Academy.
- 1 member completed Rope Rescue training in Syracuse, NY.
- 1 member currently attending Fire Service Instructor I course. Part of required training after promotion.
- 1 member currently attending Fire Officer 1 course. Part of required training after promotion.
- Completed Blood Borne Pathogen training for members of the Recreation Department.
- We continue with our district preplanning, attack planning and building review activities as limited by COVID procedures.

Apparatus / Equipment update:

- Squad-A scheduled for major service in October. Arrangements with EGP have been made to borrow Engine-52 should the need arise.
- The new FM vehicle was received and is currently at Fleet Maintenance for installation of equipment.
- Rough project costs and specs on the CAD/RMS/FD Radio upgrade project were provided to City Manager. There are still meetings to be had and final specs to be decided before submission of the combined project.

Station update:

- Overhead doors for three of the bays at HQ were replaced. The openers and safety features are nearing the end of their useful life and will need replacing. We will try to them in groups so not to encounter one large expense.
- Taking quotes on repair work needed for shower area of Firefighter quarters.

Emergency Management:

- With the reinstatement of a mask mandate for all City buildings, provided building maintenance with 4,000 masks for employee and visitor use.
- 09JUL: Tropical Storm Elsa – planning and prep meetings, EOC readied but not activated. Storm turned out to be much less than predicted with minor flooding, minor localized flooding and power outages. No known injuries or significant damage reported.

*A complete breakdown is available upon request

- 21AUG: Tropical Storm Henri – planning and prep meetings, EOC activated and staffed for approximately 9-hours. The storm did not prove to be as impactful as forecast. At the peak there were approximately 3,000 NPU customers without power, minor flooding, no known injuries or significant damage.
- 02SEP: Ida Remnants – remnants from Hurricane Ida brought significant rainfall which produced major flooding and pooling around the City. The EOC was activated and staffed for approximately 9-hours. There were a number of residences, properties, and businesses that sustained major damage. Numerous people were displaced with some using the Shelter at Rose City Senior Center until they were able to receive assistance from Red Cross and City Human Services. There will be ongoing collection of information of property damage and losses in an effort to secure FEMA and/or State assistance for property owners that did not have flood insurance. DEMD is working with DEMHS and FEMA on this. With the extensive flooding and damage, a number of people rescued from stranded vehicles, as well as other storm related calls, I am pleased to report that there were no civilian nor FF injuries reported. Fire services reported more than 70 calls for service related to the storm.
- We assisted Uncas Health District with storage of some of their COVID PPE supplies at the EM building.

Attended, virtually or in person:

- Quarterly Radiological Millstone meeting
- ESF-20 Marine Group meetings
- Governor's Statewide calls
- RESP meetings

Administration:

- Met with City Manager and Fire Chiefs on two occasions and with the Chiefs on one other occasion to discuss ongoing matters relating to operations, communications, and recommendations in the fire study. Meetings have gone well and will continue. There are many challenging topics ahead of us. The Chiefs have all been given a master street list to work on Automatic Aid Response assignments.
- COVID procedures updated for personnel who are fully vaccinated. We had one breakthrough case of a vaccinated member, no significant medical issues.
- We continue to work with Uncas Health District and other agencies to provide the best guidance and resources for our personnel to keep them, their families, and our mission safe.
- The Fire Code Clerk position was filled 30AUG. I am pleased to say that we were able to bring Robin Dauda back to the position. She is an excellent fit in the office and was able to hit the ground running at a critical time.

Respectfully submitted by:

Tracy Montoya

Chief of Department

Human Resources Department

July 1, 2021 – September 30, 2021

Human Resources is responsible for recruitment • testing • realistic job previews/interviews • pre-employment backgrounds • benefits administration of medical, dental, and life for employees, retirees and outside agencies including Otis Library, Golf and Housing Authorities • FMLA • worker's compensation • safety coordination including annual OSHA 300 reporting • retirement and pension administration • collective bargaining • grievance, mediation, and arbitration coordination and resolution • labor and employee relations • unemployment • contract and Merit System Rules interpretation and administration • Affordable Care Act compliance • ADA compliance • training • performance evaluations • wage rates and step changes • diversity initiatives • payroll certification • participation of numerous City committees • federal and state mandated reporting • drug/alcohol testing • Police Accountability Act Testing.

Description	Number	Description	Number
Recruitment and Testing		Drug/Alcohol/Mental Health Testing	
Requisitions processed	20	CDL monthly random	3
Position announcements	16	Pre-employment (P, S & T)	19
Applications processed	525	Police Accountability Act	0
Applicants tested	164	Workers Compensation/Safety	
Exams administered	10	Claims reviews	1
Realistic job previews/Interviews	74	Claims processed/FRI	75
Lists extended	1	OSHA 300 Filing & Posting	0
Advertisements	9	Disability Wage Statements	7
Employees		Committees	
New hire background checks (P, S & T)	15	Personnel & Pension Board	2
Orientations	12	Volunteer Firefighters Relief Fund	1
Evaluations	16	Safety Committee	2
Step increases	20	Persons with Disabilities	1
FMLA	10	Mandatory Reporting	
Unemployment processing and hearings	7	State - DOL Employment Statistics Report	3
Full Time Permanent Hires	12	State - DOL Multiple Worksite Report	1
Seasonal hires	10	EEO-4 Report	0
Temporary hires	5	Labor Relations	
CDL Physical Recertification's	4	Contract/pension negotiations	0
Benefits Administration		Grievances/mediations/arbitrations/CHRO	7
Insurance changes processed	10	Training	
COBRA elections processed	5	Munis BOE payroll Conversion	Ongoing
Voluntary Benefits	28	CIRMA	12
Insurance billings	12	Sexual Harassment Prevention Training	12
Insurance waivers	31	Checklists/Procedures	1
Open Enrollment	0	Record Keeping	
Pension Administration		Organize/Digitize Active Personnel Files	5
Pension processing	34		

- Numerous hours spent on • COVID19 related issues including: safety/schedules/ leaves of absences/worker's compensation/government mandates and more • navigating through collective bargaining agreements and Merit System Rules • interpretation • enforcement • collaboration with union representatives to resolve labor matters to avoid grievances • coaching department heads on employee relations matters • prepping for arbitrations, CHRO complaints, unemployment hearings, workplace investigations • resolving insurance issues.

ADULT AND FAMILY SERVICES

	JULY	AUG	SEPT	TOTAL Q1	OCT	NOV	DEC	TOTAL Q2	JAN	FEB	MARCH	TOTAL Q3	APRIL	MAY	JUNE	TOTAL Q4
# WALK-INS SEEN	170	128	220	518				0				0				0
# NEW CASES APPLYING FOR ASSISTANCE	223	229	158	610				0				0				0
# TOTAL CASES ASSISTED	160	157	120	437				0				0				0
# Households receiving RENT MORTGAGE ASSISTANCE	158	156	119	433				0				0				0
DIVERSION	15	22	15	52				0				0				0
RAID RE-HOUSING	4	4	2	10				0				0				0
FOOD	1	1	1	3				0				0				0
EMERGENCY Rx	1	2	11	14				0				0				0
JOB RELATED INCIDENTALS	4	4	3	11				0				0				0
UTILITY ASSISTANCE	1	0	0	1				0				0				0
GOLDEN WISHES	4	24	39	67				0				91				0
KIDS FUND	0	0	0	0				0				0				0
RENTERS REGATE APPLICATIONS COMPLETED	0	0	0	0				0				0				0
KINSHIP/RESPIRE GRANT'S RECEIVED	0	0	0	0				0				0				0
# HOUSEHOLDS DISPLACED DUE TO CONDEMNATION	20,050.00	4	2	20,050.00				0				0				0
ADULTS	6	5	5	12				0				0				0
CHILDREN	9	9	9	9				0				0				0
% HOUSED	5	5	5	40%				0				0				0
FARWAM FUND DOLLARS RECEIVED	0	0	0	0				0				0				0
NUMBER OF WIDOWS ASSISTED	0	2	1	3				0				0				0
NORWICH WORKS																
# people screened for employment services	13	13	0	26				0				0				0
# of people getting a job	6	5	0	11				0				0				0
people in and not in training	1	1	4	6				0				0				0
% people completed job training	10%	34%	0	0.44				0				0				0
% people getting job after training	0%	10%	0	0.1				0				0				0
% increase in wages	0%	80%	0	0.8				100%				0				0
ave of starting wage vs ave of ending wage	-	-	0	0.8				3000				0				0
GRANT DOLLARS received FOR JOB TRAINING			60,000.00	60,000.00				\$0.00				\$0.00				\$0.00
TOTAL GRANT DOLLARS RECEIVED FOR DIVISION				\$46,891.00				\$0.00				\$0.00				\$0.00

ROSE CITY SENIOR CENTER

	July 1, 2021-Sept. 30, 2021 1Q-Current Results	October 1, 2021-December 31, 2021 2Q-Results	January 1, 2022-March 31, 2022 3Q-Results
New Memberships	57		
Program scan-ins	5951		
Senior Center Transports	2,810		
Med Ride Transports (out-of-town)	262		
Completed Outreach appointments	995		
Preventative health (includes all exercise classes, screenings, appointments with nurse & podiatrist) completed-Dentists Co-ordinating appointments	1660		
Completed Home visits	41		
	28		
GRANTS:			
	Received : 2 Grants from Sr. Resources thru Older American Act totaling \$14,315		
	State if CT Medride Grant-\$75,150		
	Received \$10,000 from the Lord Foundation for the Golden Wishes Program		
	Received \$1,000 from Marie's Treasures for the Golden Wishes Program		
SPECIAL EVENTS:			
	Farmers' Market Coupon Distribution-450 booklets=\$8,100		
	Renter's Rebate Assistance provided		
	Re-opened for in-person programs on July 6, 2021		

NORWICH RECREATION DEPARTMENT 21-22	
	July 1, 2021 - September 30, 2021
Number of program hours	1629
Hours reserved for field usage	2141
Number of youth registrations	2864
Number of adult registration	209
Number of hours reserved on fields/facility	2141
Number of sports leagues using fields/facilities	12
Revenue brought in through programming	\$ 69,256.00
Revenue brought in through sponsorship	\$ 250.00
Revenue from grant applications	\$ 50,000.00
Number of non-duplicated youth participating in activities	N/A
Special Event/Beach Patrons	5483
Site improvements (narrative)	Jennings football field went through a field expansion to 100 yds. Goal post and light posts moved, fence removed, loam brought in to level field. Fields prepped and lined for the fall sports season. 3-4 fields reseeded, aerated. 155 acres of grass cut weekly, Still seeing increased usage on fields, tracks and parks due to Covid-19. Lights at Ouelett field and Stanton tennis courts repaired. Met with contractors for asphalt and project quotes.
Partnerships (narrative)	Partner with NFA basketball clinics and the free backpack programs. Partner with BOE for camp and extensions camp. Partner YFS on events and programs.
	BOE for free Summer food, Otis Library on Summer Reading
	Grants Applied for: P, G, D
	State of CT Enrichment Grant
	Swim Grant
	USTA Tennis
	Activities to Remember

	<p>Again we opened camp during COVID-19 to offer our camp and child care services for the community. We extended hours and weeks due to grant funding. We used grant fund to give out scholarships. We saw higher than typical participants in our different camps and sport programs. We followed all CDC and DPH guidelines and offered a safe, fun COVID-19 free programs to hundreds of kids this summer. We partnered with BOE on their summer enrichment program and extension camp and offered recreational and field trips for kids. We opened Mohegan Park beach, served hundreds of families and kept them safe and cool. We offered swim lessons with wait lists. This fall we are experiencing higher than usual registrations in our sports programs and are opening up new sessions and hiring more instructors to meet the changing community demand.</p>
	<p>Kindercamp did very well and had waitlists throughout the summer.</p>
	<p>Re-certified lifeguards in Red Cross lifeguarding course</p>
	<p>Ran a safe and successful season at the beach with no life threatening incidents and no COVID-19 outbreaks,</p>
	<p>Started fall programs, moved many programs outside due to continuing COVID-19 concerns.</p>

		7/1/21-9/30/21	
		1Q-Results	
New Counseling cases		4	New Counseling cases
New Case Management cases		4	New Case Management cases
In-school Youth employment		4	In-school Youth employment
Summer youth employment (plus y-r)		123	Summer youth employment (plus y-r)
# of Leadership Initiatives (defined as specific initiatives where leadership skills are being taught & practiced)		31	# of Leadership Initiatives & what were they (defined as specific initiatives where leadership skills are being taught & practiced)
# of youth who participated in leadership training or events		25	# of youth who participated in leadership training or events (breakdown per initiative/event/training title)
# of volunteers/interns we had complete work with us		6	# of volunteers/interns we had complete work with us (list by name)
JRB/FWSN cases		7	JRB/FWSN cases
Service Inquiries & Referrals		15	Service Inquiries & Referrals
# of youth engaged in group programming		21	# of youth engaged in group programming (delineate the group name and number of kids in each)
# of alcohol/drug education/prevention events		4	# of alcohol/drug education/prevention events and what were they
# of participants in alcohol/drug education/prevention events		45	# of participants in alcohol/drug education/prevention events broken out by event
Summer Jam and Learn		n/a	Summer Jam and Learn
Hours of case management to low income Norwich families		14	Hours of case management to low income Norwich families

Hours of professional counseling to low income Norwich families		8	Hours of professional counseling to low income Norwich families
Number of youth provided with employment assessment		124	Number of youth provided with employment assessment
Number of youth provided with employment internships		124	Number of youth provided with employment internships
# of meetings staff attended with community collaborative partners		11	# of meetings staff attended with community collaborative partners (list meeting and how many times attended in quarter)
Task Force meetings average attendance		Twenty Five	# of Task Force meetings held and how many were in attendance
# of Youth Coalition Meetings average attendance		5	# of Youth Coalition Meetings held and how many in attendance
# of NPC Coalition meetings average attendance		5	# of NPC Coalition meetings held and how many were in attendance
# of Youth Advisory Board meetings average attendance		5	# of Youth Advisory Board meetings and how many were in attendance
# of Grandparent Support Groups average attendance		4	
Media Coverage related to Substance use prevention		3	Media Coverage related to Substance use prevention
Media Coverage related to other YFS programming		2	Media Coverage related to other YFS programming
Multimedia Campaigns Related to Substance use prevention/education		6	Multimedia Campaigns Related to Substance use prevention/education
Multimedia Campaigns Related other topics		0	Multimedia Campaigns Related other topics
Miscellaneous Partnerships Activities related to substance use prevention		2	Miscellaneous Partnerships Activities related to substance use prevention (outline who the partner was and what we did)
Miscellaneous Partnerships Activities related to other YFS opportunities		5	Miscellaneous Partnerships Activities related to other YFS opportunities (outline who the partner was and what we did)
# of Care Packages provided to youth and/or families/parents		12	# of Care Packages provided to youth and/or families/parents

# of basic needs support provided to families		10	# of basic needs support provided to families - what specifically was given
Number of participants in a community/parent education (defined as an event in which skills are being taught, information is being disseminated by our		742	Number of participants in a community education (non substance use prevention/education) related event (defined as an event in which skills are being taught, information is being disseminated by our agency regarding various topics meant to increase awareness & skills)
Number of participants in a community enrichment event (defined as an event that promotes interaction and engagement with each other and the community – no		617	Number of participants in a community enrichment event (defined as an event that promotes interaction and engagement with each other and the community – no educational component)
Other:			Other:
		Grants Applied for: P, G, D	
		DCF Youth Employment \$13,500 (G)	
		BRS \$13,000 (G)	
		DCF Main/Enhancement Grant \$84,875 (G)	
		NPS 21st Century Grant \$5,000 (G)	
		CYSA JRB \$7,000 (G)	
		DFC Continuation \$125,000 (P)	
		AT&T \$4,100 (G)	

Planning & Neighborhood Services

Quarterly Report: 07-01-21 through 09-30-21

During the period from July 1, 2021 through September 30, 2021, staff members of the Planning and Neighborhood Services Department:

- Continued in-person customer service.
- Continued to encourage electronic permit application submission and online credit card payment process for permits.
- Continued to participate and prepare for conversion to new permit software (OpenGov).
- Advertised unsuccessfully for an Assistant Building Official, so created a new position, Building Code Compliance Technician, will be qualified to perform some code inspections and assist with plan review. This position was advertised in September.
- The position of Blight Control & Housing Code Enforcement Officer became vacant in September with the resignation of a staff member. The position was advertised in September.
- An administrative position was advertised internally after a staff member informed HR of their imminent retirement in December 2021.
- Collaborated with the City Manager and other department heads to discuss and consider proposals for projects to be funded utilizing American Rescue Plan funds.
- Participated in ARP fund informational meetings held for the public at the City Council Meeting.
- Prepared a draft RFP for adaptive reuse or redevelopment of the YMCA site acquired by foreclosure in July 2021.
- Continued to work out details of the draft short-term rental ordinance.
- Utilized a Planning Intern for a city-wide sidewalk assessment project. The summer position is a scholarship position awarded by the CT Chapter of the American Planning Association.
- Administered, and facilitated meetings with project consultants, property owners, State of CT and the EPA regarding the following current grant funded projects: DECD Uncas Leap Project Development & EPA City-Wide Brownfields Assessment.
- Closed out the EPA Brownfields Grant projects.
- Participated remotely at the following meetings: Mayor's bi-weekly legislative phone calls; Region 4 COVID recovery; Passport to Norwich NCDC Grant program; Commission on the City Plan; ZBA; Redevelopment Agency; IWWCC; SCCOG Planner's; CVCC Legislative Meetings; United Way New Capacities; GNACC Economic Development Committee Meetings; CCAPA program committee meetings, CAFM Board; and NPU development team meetings.
- Appeared by phone with Alderman Gould on the Stu Briar show on WICH to discuss the EPA Brownfields Grant.
- Investigated blight, building code, wetlands and zoning complaints and violations and followed through on enforcement actions.
- Met with numerous property owners and developers, both in person and remotely, regarding multiple properties and potential projects throughout the city.
- Participated in on-line conferences and hybrid trainings.
- Assisted municipal boards and commissions with processing and reviews of the following 13 Land Use Applications:
 - Inland Wetlands and Watercourses Conservation Commission 4 Applications (4 Regulated Activities, 0 Administrative Upland Review & 0 Non-Jurisdictional Ruling)
 - Commission on the City Plan – 2 Applications (0 Subdivision & 1 Special Permit, 1 Site Development Plan (and 1 CAM – Associated with other approvals)
 - Zoning Board of Appeals – 2 Applications (2* Variance (1 Approved 0 Denied) & 0 Appeal of the ZEO) *One yet to be decided
- Received 163 Complaints relative to the following:

- Blight – 95
 - Property Maintenance/Housing - 37
 - Work without Permit(s) - 7
 - Wetlands - 0
 - Zoning – 24
 - Investigated and/or issued 133 Violations and Closed 74
 - Blight – 106
 - Property Maintenance/Housing - 8
 - Work without Permits(s) – 15
 - Wetlands - 0
 - Zoning – 4
 - Responded to 26 Police or Fire Call-Outs
 - Citations Issued 3 Value of Citations Issued: \$ 17,500
 - Citation Fees Collected \$16,850.82
 - Issued 501 Building Permits (411 residential, 80 commercial, 3 Industrial and 7 municipal) – Note that industrial is likely combined with commercial
 - Building Permits per assigned FTE 250.5* (total number divided by 2)
 - 4 Structures
 - 7 Dwelling Units Condemned
 - 5 Buildings Demolished
 - 17 Zoning Letters of Compliance Prepared
 - 93 Zoning Permit Applications
 - 95* Zoning Permits Issued, which includes 12 New Business/Conversion Permits.
 - 3 Permit Applications rejected
- *Number of permits issued may be greater than the number of applications due to submission date



CITY OF NORWICH
CONNECTICUT
POLICE DEPARTMENT



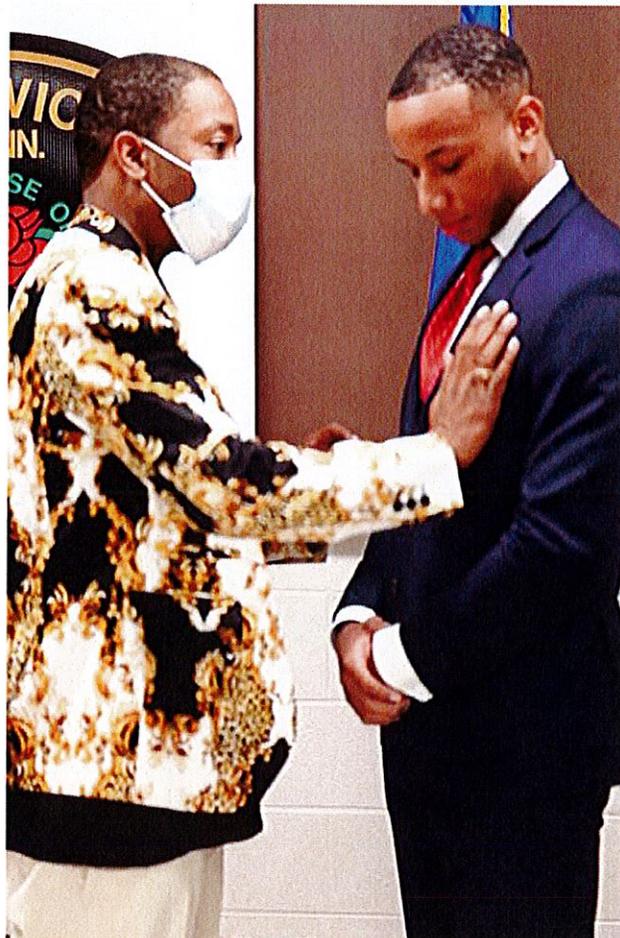
PATRICK J. DALEY
Chief of Police



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Quarterly Report July 1, 2021 thru September 30, 2021

PATROL DIVISION



New recruit Shariff Fair has badge pinned by family on September 10, 2021

In the period July 1st, 2021 thru September 30th, 2021 **the Norwich Police Department Patrol Division handled approximately 12,591 calls for service.**

Included in these service calls:

- **Arrests Made 214**
- **871 Offense Reports Taken**
- **19 Reported Juvenile and Adult Sexual Assaults**
- **450 Traffic Accidents Investigated**
- **427 Motor Vehicle Stops Initiated**
- **55 Infractions Issued**
- **526 Alarm Responses (Burglary and/or Panic)**
- **1515 Telephone calls into Dispatch**
- **5845 -911 Calls**

19 Juvenile and Adult Sexual Assault Investigations have kept both Patrol Officers and Detectives very busy. Most of the juvenile reporting is coming into NPD via the Dept. of Children and Family (DCF).

10 Fentanyl related OD's for the last 3 months appear to be lower than previous quarters. Unfortunately 3 residents of Norwich died as a result of their narcotic use. The administration of Narcan by EMS upon arrival kept the OD deaths low but the epidemic continues to plague the city much like the rest of the country.

Tropical storms and a hurricane added extra staffing towards the end of the summer.

INVESTIGATIONS

July 6th Cedar Street shooting (area of 99 Cedar) no victims have come forward. Suspect exits car and fires rounds toward another car. Daylight shooting.

July 10th shooting in the area of 46 N. Cliff St. Gang related where a warrant has been completed for an arrest.

July 18th one round into the second floor apartment at 36 Lake Street. There are no suspects at this time and does not appear targeted. Possibly a stray bullet from Broad Street area.

July 19th Detectives conducted surveillance on gang members. During our assignment Officer Wright stopped a vehicle with two known gang members. Officer Wright arrested the driver with loaded 9mm "ghost gun" which was along the driver's side seat.

July 31st called to the area of Cedar Street for a bullet into a car. The victim was visiting a friend at 99 Cedar Street the night prior. When he left, a vehicle pulled alongside of him and fired one round into the driver's side door. Victim was not injured. Even though it's coincidental, we do not have reason to believe the two Cedar Street shootings are connected as this time. Victim reported the incident 8 hours later.

August 15th Lake Street Park Shooting Investigation. Det. Reichard has some good leads on suspects. We believe the circumstances surrounding the shooting are gang related.

August 18th an arrest warrant for Jerrell Smith prepared by Det. Karasuk was served at court. Smith was the perpetrator who was found slumped over the wheel of his vehicle at EGP four-corners. The suspect had a gun on the passenger seat and fought with Officers Massicotte and Maldonado. Smith was able to elude arrest and quickly drove away, almost striking Officer Massicotte.

August 19th the Narcotics Unit investigated a fatal OD death from Robbins Court where the victim ingested "tainted" cocaine. A suspect has been identified.

On August 21st a car-jacking/shooting was reported from a Taftville resident. The resident stated an unknown male waved him down for a ride in the area of Old Canterbury Turnpike. Upon entering the vehicle, the suspect attempted to fight with the victim and then the victim was shot in the shoulder with a small caliber handgun. Residential surveillance in the area provided images of a potential subject who matched the victim's description of the suspect. Det. Karasuk and Det. Meikle have identified the suspect/person of interest. The suspect was visiting the area from Pennsylvania and has a history of similar criminal activity. It is assumed he fled the state but there is more follow-up to come.

On August 30th a fatal OD from Cliff Street where "pressed pills" were the drug of consumption. Evidence suggests the fake Percocet pills were actually pressed Fentanyl. Officer Wright was able to obtain text message conversations between the victim and suspect's phone number. Information forwarded to Narcotics Unit for follow-up.

On September 7th Taquez Scott's arrest warrant was served. Scott is responsible for the first shooting (9 shots into the residence) at 46 North Cliff Street. Scott was located by NLPD after the execution of a drug SW at a NL residence.

On September 10th a robbery at the Shell Gas Station (168 W. Town Street) occurred. Two black males enter the gas station at closing and barricade the clerk in the bathroom. Several thousand dollars in merchandise and cash were stolen from the store. Detectives were able to identify the suspects' vehicle which belonged to a Norwich resident. The car owner provided two nicknames of the suspects. Suspects cannot be located and are on-the-run from multiple police agencies.

Det. Callender had two sexual assault warrants signed. Dante Marin (30 year-old) was caught in bed with a 15 year old girl. Marin has since fled the area and his whereabouts are unknown. The other is Brandon Sorder (21 year-old) who

sexually assaulted a 14 year old girl. Sorder has also fled the area and his location is also unknown.

On September 19th a home invasion was reported at 46 North Cliff Street. Two armed men go into the house, hold a gun to a male resident and his grandmother. They steal \$2,600 in cash which belonged to another resident. The residents were not injured and became uncooperative with initial patrol officers on scene. This case remains active/open with the Detective Division.

On September 26th patrol was dispatched to VFW Taftville. Officers were dispatched to "shots fired" outside the VFW. The shooting occurred after an argument between two individuals attending a party. The upstairs room was rented at the VFW for the party. An altercation ensued outside the building where the two suspects exchanged gun fire. One live round was found at the scene. We have good information from a CI about the two suspects.

On September 27th there was a shooting on Broad Street at the intersection of Lake Street. Six (9mm) spent shell casings were found at the scene and no one was injured. Residential surveillance in the area provided a lead on a make/model of the suspect vehicle but no clearly identified suspects at this time.

On September 29th Officer Wright obtained information from social media that Willianov Dorvilier was in possession of a handgun at the Greeneville basketball courts. The investigation was a collaborative effort of Patrol and Detective Divisions which resulted in three arrests. Dorvillier and two other gang affiliates were also in possession of handguns. Three guns were seized in total. A press release was sent for these arrests.

COMMUNITY POLICING



Sgt Rankin and his CPU have been extremely busy with community events. CP members have assisted in food distribution centers, assisted the homeless population with housing, and maintained a positive presence with community stakeholders. CPU members have played a positive role in juvenile interactions during the school year.

The annual National Night Out was a success in Brown Park.

NORWICH POLICE TRAINING AND SELECTIONS

New recruit Shariff Fair, began the CT POST Academy on September 11th, 2021.

Recruits Tyler Pacheco and Christopher LePage are close to completing their Field Training and will be assigned to the midnight patrol division.

Recruits Scanneli, Pagan, and Micklus are scheduled to complete their POST Academy class on December 17th, 2021.

We are not currently full-staffed and are down 4 officers due to attrition and retirement and 6 for the COPS Grant.

BUDGETARY MATTERS

The Norwich Police Department has been actively attempting to control costs, maximize efficiencies and eliminate waste. Some control measures undertaken are:

- No unnecessary spending
- Limiting Special Assignments off the Patrol , Administrative, and Detective Divisions
- No paperwork related overtime expenses except when needed by court
- Reduction in Training classes/expenses

Some of the factors beyond our control have caused expenditures faster than the anticipated rate. They are:

- Several officers/supervisors out on Workers Compensation for work related injuries
- Major crime investigations and staffing.

Public Works



Mission

Crown St.

after

Protect the safety, property and well-being of all Norwich citizens and businesses through the maintenance and preservation of the city's assets and infrastructure, including roads, bridges, parks, buildings, cemeteries, solid waste facilities and automotive equipment.

Accomplishments from July 1, 2021 to September 30, 2021

- Responded to over 12 major wash outs due to heavy flooding from storm Ida, making extensive repairs, including repaving a large section of Crown St. that was impassable, (before and after pictures above).
- Completed a two hundred foot storm water pipe replacement project for a failed section of pipe in the Canterbury Turnpike area likely caused from flooding from storm Ida.
- Set up and dismantled the bandstand for numerous City sponsored events, including Tribute to America, Rock the Docks, and Acoustic nights on Norwichtown Green.
- Repaired and replaced the tops on over 40 catch basins in conjunction with the City paving program.
- Performed seasonal maintenance such as mowing the parks and cemeteries, with special attention given to the Huntington Tomb for the wreath laying and flagpole dedication on July 17th.
- Roadside cutting of trees and brush, including support for road paving.
- Curbing and driveway apron replacements following the paving of the Browning Road area.
- Roadside trash pick-up, including coordinating with and assisting the "Clean-Up Norwich" group.
- Performed fall City-wide brush pick-up.
- Repainted Crosswalks and stop bars throughout the City, including lines and markings for the Eighth Street Bridge work.
- Fleet performed Preventative Maintenance servicing of over 100 vehicles for PW, Police, Fire, Board of Ed., and all City departments.
- Fleet oversaw the pump testing on 19 fire apparatus, and completed needed repairs on same.
- Completed major corrosion repair to PW truck number 7, including sandblasting, welding and painting.
- Started the engine rebuild (13,000 hours of use), of the Squad A truck for Norwich FD.
- Installed new parking lot lights at the Ice Rink and Senior Center
- Drainage repairs to storm water systems on Pearl Street and Terminal Way.

2021 Construction Season Projects Status

- Continued the 2021 Pavement Program with the paving of West Great Plains streets in the vicinity of Teddy Lane.
- Chip sealed nearly six and one half miles of roads, including Wawecus Hill Rd, Rogers Rd, Mohegan Park Rd, Wilderness Rd., John Edward Rd., and Montville Rd.
- Oversaw the construction of the Franklin Square Roundabout.
- Continued to monitor the stabilization of the Uncas Leap Granite Mill building.
- Awarded the Dunham Street Reconstruction project to American Industries. Construction is being delayed due to the availability of granite curbing.

LEAD HAZARD CONTROL PROGRAM

	Quarterly Progress	Quarterly Funds Expended	Cumulative
Completed/Cleared	5		22
Funds Expended *Inc Healthy Homes	\$142,205	\$92,880	\$235,085
Number of Units in Progress or Under Contract		-	

Comments:

- The City has the entire program covered under Tier 1 Environmental Review for the programs overall CDBG Program. Each individual project is reviewed under Appendix 1.
- Due to COVID we have experienced a significant decline in applications and outreach events.
- Webinars attended with HUD for lead grant

COMMUNITY DEVELOPMENT BLOCK GRANT

	Quarterly Progress	Quarterly Funds Expended	Cumulative (Actual)
Units Completed/Cleared	7		29
Funds Expended	\$239,080.43	\$183,299.32	\$422,379.75
Number of Units in Progress or Under Contract	6		
TIMELINESS	TOTAL TO MEET TEST	Quarterly Funds Expended	Need to Expend
Funds to expend by July 3, 2022		MUST EXPEND 0	

REVOLVING LOAN EXPENDITURES

QUARTERLY REPORT JULY – SEPTEMBER 2021

Revolving Loan funds were completely drawn down this past quarter \$ 0

Comments:

- Have attended numerous on-line trainings: NCDA – numerous CARES Act trainings/webinars; HUD environmental trainings; Lead Safe trainings
- Annual Plan successfully submitted
- Rehab Review Meetings
- Small Business Assistance – met with seCTer numerous times and believe we will be able to award some businesses soon.
- 3 businesses awarded Small Business Grant Funds
- HUD webinar – regular grantee meeting both Lead and CDBG
- Historic properties webinar meeting
- Section 3 training
- ARP meetings
- Met with NCDC regarding Economic Development initiatives
-

3Q2021

Quarterly Report



OCTOBER 8, 2021

Overview

Pandemic recovery continues to gain traction. The matriculation of businesses out of Foundry 66 and the Sunlight building onto Main Street is one signal. The Norwich business community has embraced getting back to normal and business continues to pick up across Norwich. That said, the Delta variant has induced some caution and continued impact on the restaurant industry. Over the course of this quarter, the new President was onboarded astride the effort to frame up how to best utilize the NCDC allocation of American Rescue Plan Act (ARPA) monies to build, retain, enhance and develop small and large business in Norwich. The Downtown Bond Program (DTB) will be rebranded as the Norwich Revitalization Program (NRP) to highlight the intent to help more than just downtown business. Successes have been achieved on both ends of the spectrum with steady growth in cowork space occupation in Foundry 66, a first-use allocation of ARPA monies to a small business in the Taftville Region of town, and a City commitment to further development of Business Park North in the Occum region of town.

External Economic Development

- Business Park Development Meetings continue; \$740K bonded to support planning and development and permitting projected for 4Q2021
- Ponemah Mill – South Mill – Financial Assistance Plan (FAP) executed jointly between DECD and NCDC. Allocation of \$795,000 grant to NCDC for administration will occur in 4Q2021 and a Sub-Recipient agreement with OneKey to be developed.
- 77-91 Main Street project was approved for \$800,000 in ARPA funding. Private funding of just short of \$8,000,000 demonstrates a 10:1 private/public ratio of investment. Demolition should occur in 4Q2021.
- Outreach to Businesses City-Wide continues. Fielding multiple queries from Downtown landlords who were queued by the story about 77-91 Main, a positive development that could portend future downtown revitalization
- Outreach from Cannabis industry players is picking up momentum.

Internal Economic Development

- NPU Coordinating Committee Meetings continue.
- City Mayor's Report of Activities engagement continues

New Business Openings

- Two businesses moved from Sunlight building/Foundry 66 to a Vanilla Box location on Main Street, Wombs and Wankle and Enso Studios
- Ventura Barber Shop opened in Taftville, 1st recipient of ARPA funds - \$10,000 for code correction.

Achievements

- See Ponemah Mill – Brownfield Grant
- Commenced execution of the Norwich Revitalization Program (to replace the Downtown Bond Program). Ventura Barber Shop in Taftville, 1st recipient of ARPA funds - \$10,000 for code correction.
- CT Humanities Grant for Global City Norwich executed at Otis Library.

Global City Norwich

- GCN hosted, co-hosted, participated in six events from July 24th to August 21st. Altogether, hundreds of people attended the all ages, all inclusive, family friendly events. Five of the events were held in Downtown.
 - Bank St. Blues
 - Peruvian Flag Raising
 - First Friday
 - National Night Out
 - Water Wars/Community Chat with the NPD
 - Rose City United Talent Showcase
- Two Exploring Entrepreneurship Working Lab participants have created websites. One business is ready for online sales, another is working on adding the drop shipping feature and will soon be ready to launch website. One participant has learned to create merchandise using the heat transfer method investing in her own equipment to create goods. Both businesses desire to have a retail brick and mortar store and are working towards that goal.
- Submitted CGF Grant request to CGF (\$50,000)
- In the Park Vibes Event (Monthly Community Chat with NPD this time including NPS and other community organizations as speakers)
- First Friday (participation from local vendors and entrepreneurs to include GCN Working Lab participants)
- Cultural Day at Mohegan to kickoff Hispanic Heritage Month
- Downtown Norwich Streetscape Lighting Phase II - 80% complete. Lower Main Street, City Landing, Ferry Street and Franklin Street (corner of Bath Street) completed September. Section of Franklin Street in front of Foundry66 to still be completed. Waiting on light poles to be delivered then installed for that section in order to install the lights.

Marketing

- Issued several NCDC e-news articles and updated NCDC and Foundry 66 websites.
[New Norwich barbershop owners thankful for God and the community \(norwichbulletin.com\)](https://www.norwichbulletin.com)
- Posted several articles, and comments on social media (Facebook, Instagram, LinkedIn) to engage the community.
- Met with Gannet News to discuss potential for expanding the reach of NCDC messaging via the Bulletin/USA Today network.

Policy Development

- Review of NDC Bylaws continues
- Preparing for Board member turnover in December – 4 directors rolling off the board.

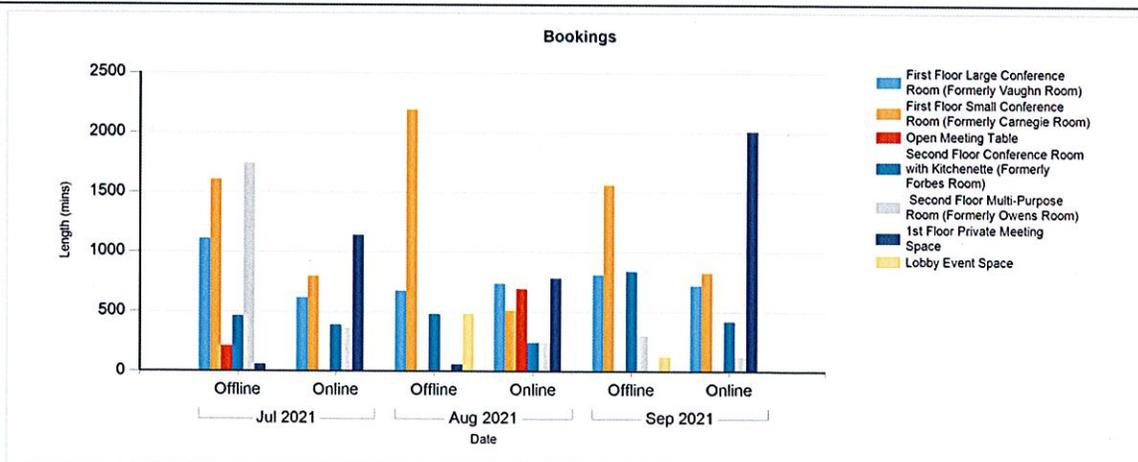
Foundry 66

- Foundry 66 has continued to be actively engaged with members and marketing efforts throughout Norwich and other local communities.
- Welcomed the following New Businesses to Foundry 66:
 1. Kim Dorval – Nutrition in Motion
 2. Saschia Johnson
 3. Tania Ortiz – Healthflex Careers
 4. Tywan Jenkins
 5. Staples, Inc.
 6. Greenleaf Farms, LLC.
 7. CREAM Coffee House
 8. Midnight Aether
 9. Empere, LLC.

Membership: 43
 Conference Rooms Booked: More than 200 Hours since April 1st

Bookings

7/1/2021 > 9/30/2021 | Foundry 66



American Rescue Plan (Norwich Revitalization Program)

- Funding received from the City's allocation of ARPA funds. The original Downtown Bond Program that concluded in April 2021 will be used as a start point for methods and applications for the code correction and Vanilla Box programs implemented under ARP/NRP.
 - Investigating the use of software that allows for the business community and residents to provide feedback on the use of ARPA funds (impact and ideas)
 - Norwich Revitalization Program design charettes to be held from October 18 through October 29 to firm up application process, qualifications, and data collection approach.
 - RFP/RFQ will be released in early November to secure a "clerk of the works" or GC to oversee Vanilla Box project efforts.
 - Strategic Messaging campaign to be formulated in November.
 - Program structure unveiled/announced at Annual Meeting of NCDC (tentatively Jan 2022).



Otis Report for the First Quarter fiscal year 2021-2022

Indicative of the transition underway as the fiscal year 2020-2021 ended, in July we welcomed back some of the students who participated in the weekly tutoring program in the children's department. Before March 2020 we could expect 20 or more students on some weekday evenings and Saturdays. To ensure a safe environment we have limited the number of participants to 8 per session. This will gradually increase over time. Use of our public meeting spaces has also resumed. Along with group requests from outside agencies we are discussing a November return of the knitter's group who previously met at Otis on Friday mornings. In a good example of perseverance and adaptability, during the warmer months, the knitters repaired to the Norwichtown Green for their meetings and maintained a sense of cohesion and esprit de corps.

Early in the fiscal year, Otis received a \$1,000 grant from Eastern Connecticut Savings Bank. These funds were dedicated to purchasing materials that trace the historical, political, and cultural atmosphere and events that shaped the "American experience" for both the African-American and Latino communities. We also added new books to our foreign language collection: thirty-five books in Tibetan, a language not previously represented. These cover a variety of subjects and were cataloged with translation help provided by members of Norwich's Tibetan community. An unveiling event took place in August.

Plans to restore a normal 46-hour schedule in September were duly consummated. No appointments are necessary to enter the library. After assessing patron visitation patterns both before and after reemerging from the pandemic the new schedule differs from that traditionally followed. Our hours are: **Mondays and Wednesdays, 9 am-7 pm; Tuesdays and Fridays, 9 am-5 pm; Thursdays and Saturdays, 9 am-2 pm.** This reflects patron sentiments for earlier morning hours and a steady pattern of low evening visitation. Programs and use of the meeting facilities will be accommodated should they extend beyond 7 p.m.

Working with the members of Literacy Volunteers of Eastern Connecticut, Otis Library restored on-site ESOL classes. Registration for conversation groups commenced the week of September 20. Due to Covid-19 restrictions, there will be no "drop-in" sessions available. Registration forms are also available at the library's front desk.

After more than a year's hiatus, Otis Library and Norwich Adult Education will again collaborate and offer in-person citizenship classes at the library. Dates, times, and other details are under discussion with a projected launch date in early 2022.

Otis has qualified for support under the **Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program**. NAA is designed to provide funding for municipal and tax-exempt organizations by providing a corporation business tax credit for businesses that make cash contributions to these entities. Otis will use these funds to complete the second phase of its HVAC upgrade. The projected cost is \$40,000.