

Assessors' Quarterly Report to the City Council  
Beginning October 1, 2022 – December 31, 2022  
***"TO DISCOVER LIST & VALUE ALL TAXABLE AND TAX EXEMPT PROPERTY IN THE CITY"***

**Second Quarter**

- Exemptions – Most of our exemption applications are due either October 1<sup>st</sup> or November 1<sup>st</sup> and need to be reviewed, processed and entered into the applicable programs or spreadsheets.
- Real Estate – New owner transfers are finalized through the October 1<sup>st</sup> date for the Grand List. Field inspections for all building permits are being done and updated assessments are being prepared. Enterprise zone and assessment deferral properties are researched and updated exemptions are applied. 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.
- Personal Property – Personal property declarations for 1875 accounts are being checked for completeness, compared to last year, data entered and valued. To date we have completed about 90% of this process.
- Supplemental Motor Vehicle – Our supplemental list came in from the Connecticut Department of Motor Vehicles for pricing and processing in late October. We had 5,700 vehicles to review, price and apply any remaining exemptions. The supplemental list was completed in early December and tax bills were mailed by December 18<sup>th</sup>.
- Motor Vehicle – The motor vehicle list was issued by the Connecticut Department of Motor Vehicles in mid December and consisted of 29,200 motor vehicles this year. We must review, price and apply exemptions to this list as well. To date we have completed 60% of this process.
- Court Appeals – We have only one outstanding court appeal on the 2018 revaluation. This quarter, we have settled one appeal on the 2021 grand list.
- 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.
- 2022 Grand List – We are doing everything possible, including my staff working overtime on weekends to file our Grand list before January 31<sup>st</sup> and on time this year. However, due to staffing issues this year, I am not certain this will happen.
- 2023 Revaluation – This quarter, the previous year's sales reports have been run and analyzed. We will be starting the process of taking pictures of each parcel next quarter.

William M Lee, CCMA II  
Assessor

**Cash Codes Summary- Norwich**

DATES 10/01/2022 TO 12/31/2022

ALL LOCATIONS

Report Date 01/06/2023 03:34:16 PM

Rev 07/06/2007

<i>RECEIPT</i>	<i>CASH CODE</i>	<i>DESCRIPTION</i>	<i>REFERENCE</i>	<i>COUNT</i>	<i>DETAIL AMT</i>
Total For Cash Code	RECORDING FEES		1	1408	\$35,030.00
Total For Cash Code	EXTRA FEE		4	226	\$452.00
Total For Cash Code	LOCAL TAX		5	223	\$238,066.57
Total For Cash Code	NEW CONV TAX		6	207	\$323,239.07
Total For Cash Code	RECORDING FEES		51	1	\$10.00
Total For Cash Code	COPIES		57	5	\$18.00
Total For Cash Code	CERTIFICATION		58	18	\$36.00
Total For Cash Code	VITAL		59	886	\$26,340.00
Total For Cash Code	CHARGE ACCOUNT PAYMENT		105	23	\$6,916.00
Total For Cash Code	MARRIAGE STATE		800	43	\$1,462.00
Total For Cash Code	MARRIAGE CITY		801	43	\$688.00
Total For Cash Code	DOG LICENSE BASE 19		901	50	\$950.00
Total For Cash Code	DOG LICENSE BASE 8		902	83	\$664.00
Total For Cash Code	DOG RENEWAL LATE FEE		903	70	\$351.00
Total For Cash Code	FISH & GAME		907	13	\$426.00
Total For Cash Code	NOTARY		908	101	\$555.00
Total For Cash Code	SURVEY/SITE MAPS		910	4	\$160.00
Total For Cash Code	OPEN VITAL		917	11	\$215.00
Total For Cash Code	MISC		918	23	\$531.40
Total For Cash Code	FEDEX CHARGE		919	14	\$560.00
Total For Cash Code	COPY		921	347	\$2,508.22
Total For Cash Code	LIGHT UP CITY HALL		932	6	\$180.00
Total For Cash Code	CREDIT CARD SURCHARGE		936	92	\$920.00
Total For Cash Code	STATE PRESERVATION		937	1033	\$45,452.00
Total For Cash Code	CITY PRESERVATION		938	1033	\$3,099.00
Total For Cash Code	TOWN PRESERVATION		939	1033	\$3,099.00
Total For Cash Code	LIQUOR PERMITS		948	8	\$160.00
Total For Cash Code	DOG TRANSFER FEE		952	1	\$1.00
Total For Cash Code	STATE TREASURER		1001	97	\$12,319.00
Total For Cash Code	TOWN GENERAL FUND		1002	97	\$3,104.00
Total For Cash Code	STATE TREASURER		1003	116	\$12,760.00
Total For Cash Code	TOWN GENERAL FUND		1004	116	\$4,524.00
Total For Cash Code	TOWN CLERK FUND		1005	116	\$1,160.00

**Cash Codes Summary- Norwich**

DATES 10/01/2022 TO 12/31/2022

ALL LOCATIONS

Report Date 01/06/2023 03:34:16 PM

Rev 07/06/2007

<i>RECEIPT</i>	<i>CASH CODE</i>	<i>DESCRIPTION</i>	<i>REFERENCE</i>	<i>COUNT</i>	<i>DETAIL AMT</i>
Total For Cash Code	WEB SUBSCRIPTION - 1 WEEK		1960	39	\$1,950.00
Total For Cash Code	WEB SUBSCRIPTION - 1 MONTH		1961	6	\$600.00
Total For Cash Code	WEB SUBSCRIPTION - 6 MONTHS		1962	3	\$750.00
Total For Cash Code	WEB SUBSCRIPTION - 1 YEAR		1963	7	\$3,150.00
Grand Total					\$732,406.26

Department Goals	DG1						DG2	DG3	DG4	
Goal Descriptions	Increase efficiencies and impact by working collaboratively with other departments, agencies, boards, and commissions as well as outside agencies.						Maintain strong community relations through candid communication, professional service, and the implementation of	Provide timely, accurate, and transparent budgets, reports and analysis to stakeholders.	Train personnel to the highest standards while holding them accountable to those standards.	
Action Plans	Increase property tax collection rate on current tax levy and aggressively pursue delinquent taxes.			Implement strategies to reduce costs and increase efficiencies through technology and process review.			Providing explanations of finance-related activities	Issue the fiscal year 2021-22 audited financial statements by 11/15/22.	Develop personal development plans for each staff and ensure proper level of professional certifications are achieved through education and training.	
Activities	Reduce volume of routine tax payments made in-person or by mail, so tax staff can focus on delinquent tax collections.			Miscellaneous billing	Reduce # checks by increasing ACH vendor payments	Transition parking ticket collections to Tax Office			American Rescue Plan Act Grant Process	Identify training needs and one or more training opportunities for each employee.
Measure Description	Percentage of in-person/mail tax receipts divided by total tax receipts	Cumulative general fund current levy tax collection percentage	Regular schedule/process for tax sales, tax lien sales, and foreclosures.	Transition more billing items to MUNIS AR/GB	Percentage of A/P payments by ACH divided by total A/P payments	Implement new parking ticket software that works on the same platform as property tax collection.	Narrative	Narrative	Date that audited financial statements are complete.	Number of employees with training plans (out of 13)
Target/Timeframe	Strive for continuous decrease	Increase current levy collection rate above prior year rate.	Ongoing	Add two billing items to AR/GB by 6/30/2023	58% of payments by ACH by 6/30/2023	Finish transition by 12/31/2022	Ongoing	Ongoing	Issue financials by 11/15/22	6/30/2023
Q1 Measure	39.61%	54.57%			52.99%					9
Q1 Notes	Was 38.48% at this time last year. The pandemic pushed down in-person payments and now they are rising slightly. Exploring options for electronic billing.	Was 55.53% at this time last year and 53.55% two years ago. Real estate collections are stable. Personal property and motor vehicle collections have decreased.	Mailed delinquent statements. Mailed demands for delinquent personal property and real estate.	Added landfill billing in July 2022	Was 48.48% at this point last year	Research current contract and compare to QDS. Draft ordinance for hearing officer for parking violations.	Set up new projects for items approved in July. Continue to update quarterly reporting with changes in ARPA guidance.	Provided the City Council with explanations of FY2021-22 budget transfers and estimated impact of school construction program bonds. Wrote explanatory text for school construction program bonds.	Closed fiscal year 2021-22 and completed most audit fieldwork in September.	Advertised IT Manager position to fill it in advance of Leon Barnowski's retirement.
Q2 Measure	40.26%	64.53%			53.99%					11
Q2 Notes	Was 39.11% at this time last year. See Q1 notes.	Was 66.02% at this time last year.	No activity during the quarter	Began setting up some customers for email billing. Added monthly parking billing in December 2022.	Was 49.57% at this point last year	Council adopted hearing officer ordinance. QDS parking ticket software installed.	Quarterly reporting.	School construction program bond referendum approved.	Turnover by the audit firm caused us to file a GFOA extension to 1/31/2023.	Promoted Ray LaRose to IT Manager in October 2022 effective January 2023. Began hiring process for IT Technician in November 2022.

# Norwich Fire Department Quarterly Report – Q4

## October 1, 2022 through December 31, 2022

### **Operations:**

The city continues to experience a variety of types and severity of calls for emergency services. Total incidents for this quarter: **675** with the following breakdown: **24** fires, **467** rescue/emergency medical calls, **53** service calls, **131** misc\*. Mutual aid/automatic aid was provided **30** times and received **11** times. There were **178** (26.37%) overlapping calls.

### **Significant incidents:**

- 03OCT: 129 RT 12 Preston – mutual aid – structure fire. Crews responded to report of a structure fire. Upon arrival, companies on scene had extinguished the fire. NFD crews assisted with securing the power to the building, then were released. No firefighter injuries reported.
- 08OCT: Mechanic St / Mopsic St – MVA. Crew responded to a report of a car into a pole with entrapment. The vehicle had left the roadway, struck a utility pole, then a rock ledge. The utility pole was snapped causing wires to drop to just above the car, still energized. The BC and Truck-1 arrived on scene reporting an unconscious patient trapped in the vehicle with fire in the engine compartment. NPU was asked to expedite. Crews held the fire in check with extinguishers, and did a rapid extrication of the patient. Squad-A and Engine-3 arrived on scene and fully extinguished the fire while other crews provided patient care. American transported the patient to Backus on a trauma alert. Accident is under investigation by NPD. No firefighter injuries reported
- 10OCT: Woodside Ave – oil spill. Crews responded to a report of a garbage truck leaking hydraulic fluid. Upon arrival, found a garbage truck that had leaked an estimated 50-75 gallons of hydraulic fluid. Operator had applied speedy dry and booms to contain the spill. DEEP notified and responded. Additional crews from the trucking company responded with more speedy dry. NPW requested to the scene with sand, but not needed. Scene turned over to DEEP. No civilian nor firefighter injuries reported.
- 14OCT: American Wharf Marina – boat taking on water. Crews responded to a report of a boat taking on water. Upon arrival on scene crews found a 22' center console boat secured to the dock that was partially submerged. Crews used a pump to dewater and right the boat. Norwich Harbormaster and DEEP notified, no known fuel or oil leaks. Harbormaster took over control of the boat and would work with the Marina to contact the boat owner. No civilian nor firefighter injuries reported.
- 20OCT: area of 485 East Main St – CO call. Crews responded to a report of medical emergency – asthma attack. Upon arrival there were several NPD officers and a crowd outside of the building. It was determined that there was a possible CO problem inside of the commercial garage. Crew members provided patient care, while another crew member used a meter to check CO levels. Initial entry into the building was denied, but then granted after safety concerns were expressed to the people involved. Elevated CO readings were noted just inside of the entry door, NPD assisted in evacuating the remaining occupants of the building. Additional FD units requested to the scene for assistance in ventilation. The occupants were extremely uncooperative with fire personnel. The overhead doors were opened, allowing passive ventilation to reduce the CO levels in the building. The source of the CO was determined to be 3 vehicles running

inside of the building. Occupants evaluated by American. No firefighter injuries reported. Information was shared with the FMO, who will follow up with the Building Department on occupancy/use of building.

- 24OCT: area of 188 Central Ave – car vs pedestrian. Crews responded to a report of a child struck by a vehicle. Upon arrival crews found a conscious and alert juvenile male patient that was struck by a car as he ran across the street. Crews treated and assisted with packaging for transport. Non-life threatening injuries. No firefighter injuries reported. Assistance on scene by American Ambulance and NPD.
- 02NOV: 45 Donahue Dr – electrical fire. Crews responded to investigate a possible electrical issue reported by a resident. Upon arrival crews found an outlet with a power strip plugged that had burned and also burned the back of a couch. Crews removed the couch and checked the wall for fire extension. Fire Marshal to the scene, as well as Norwich Housing Authority. No civilian nor firefighter injuries reported.
- 08NOV: 35 Bolduc Ln Taftville – automatic aid - structure fire. Crews responded to a report of a building fire. Q-135 on scene reporting heavy fire from the rear of the second floor. Upon arrival on scene, Engine-2 laid a supply line from the hydrant, then went to the building to conduct fire attack. Companies made an exterior attack on the heavily involved rear of the building prior to an interior attack. Auto aid companies worked together to advance a second line to the interior and open walls to extinguish the fire. Operating on scene: NFD, TVFD, YVFD, and Mohegan Tribal. Assistance provided by NPU, NPD and American. Civilians evaluated by American, no firefighter injuries reported. Fire is under investigation by the Fire Marshal Office.
- 21NOV: 11 Mott Ave New London – mutual aid FAST – structure fire. Crews responded to a report of multiple buildings on fire. Upon arrival NLF and other mutual aid crews were fighting fire in 3 buildings. NFD units were tasked with FAST operation. They assessed conditions for all fire buildings for immediate concerns to firefighter safety. Accountability was taken, and equipment gathered as companies monitored ongoing operations for deployment. Once fire was extinguished companies were released. No NFD injuries reported.
- 27NOV: 2 Washington St Mystic – mutual aid FAST - structure fire. Crews responded to a report of multiple buildings on fire. Upon arrival Mystic and other mutual aid companies were fighting fire involving multiple buildings and boats. Crews were assigned FAST duties and assigned to Division C. Crews assessed the operations in their assigned area and staged equipment to provide assistance as needed. Continued scene monitoring and consultations with Safety Officer and Operations Office for operating crews. Crews were released after about two hours on scene. No NFD injuries reported.
- 04JAN: 139 McKinley Ave – structure fire. Crews responded to a report of a possible structure fire. Upon arrival crews reported a working fire in a multi-family residence, with fire on the porch extending into the first floor. Crews conducted a fire attack while other members ensured all occupants were out of the building. Mutual aid provided on scene by EGP and Laurel Hill, station coverage provided by Yantic and Taftville. NPD, NPU, Building Department and American Ambulance assisted on scene. 4 adults and one pet were displaced. Occupants did not request assistance from the Red Cross that morning, but did ask for assistance at a later time. No civilian injuries reported, one minor injury to a firefighter. Fire is under investigation by members of the Fire Marshal office.
- 04JAN: 112 Norwich Ave Taftville – automatic aid – structure fire. Crews were dispatched along with Taftville for report of possible fire. Upon arrival, Engine-2 reported a working fire with smoke condition and fire showing from a window on the first floor of a 2.5 wood frame residential unit. Crews prepared for an interior attack but encountered mechanical issues with the Engine. ET-21 was redirected from water supply to be the

attack piece. Stretched hand lines were switched to ET-21 from the malfunctioning engine before fire attack could be commenced. Approximately 20 minutes into operations a crew member became separated from other personnel on the second floor and became disoriented. Due to worsening conditions and low air, the firefighter called a Mayday. IC deployed the F.A.S.T. Mayday FF was able to locate a window, broke out the window while ground crews placed a ladder to the window. The FF exited out of the window and was able to safely descend the ladder. At that point Command initiated an evacuation of all personnel operating in the building. Exterior operations were conducted with handlines and elevated master streams. FF was evaluated by American Ambulance on scene and returned to duty. Fire is under investigation by members of the Fire Marshal office. No civilian nor NFD injuries reported.

### **Notable Events:**

- 04OCT: American Ambulance crew requested FD for a lift assist of a patient being returned to their residence. During the call, a firefighter sustained a back injury and has been out on injury leave since. The issue of FD response to a non-emergency transport by a private company was discussed in house and communicated with American Ambulance. While it is not the norm, it does happen frequently enough that it should be addressed.
- 14 and 22OCT: Multiple delayed responses from American Ambulance to medical calls with FD on scene. In each case it was reported as more than 10 minutes for American to arrive on scene. The delayed response is indicative of staffing challenges and call volume across the region.
- OCT: Captain Gilot worked with NPU and other City groups to educate the public on the hazards for alternative heating sources as fuel costs increase.
- 30NOV: Capehart property survey with GZA, NPW, and Building Department to allow GZA to put a demolition estimate together for the City.
- 28DEC: Motorola / Norcom live demo and system overview of the new radios. All fire departments had representatives in attendance. System will be demoed across the groups in anticipation of installation starting with NFD in early February.
- 01-03NOV and 06-08DEC: Motorola CAD team meetings at NPD to continue CAD provisioning. NFD has assigned 3 personnel to this group for CAD build out of fire service needs.

### **Fire Marshal Office:**

- Investigated **12** fires: no arson investigations. There were **4** vehicle fires, and **5** structure fires.\*
- Conducted **134** Fire Code Compliance Inspections/re-inspections, **10** Plan Reviews, and **14** consultations.\*
- Office member coordinated public education programs for Norwich schools and some child care facilities in conjunction with the VFDs. .
- An update on the ongoing issues with a local property owner, Ms. Lee. She has a second arrest pending. Last communication with Chief Daley was that they have tried to make an arrest on a number of occasions, but Ms. Lee has avoided contact. The PD is documenting their efforts, but is aware of the time constraints with the case. We will continue to monitor this case to ensure all is done to avoid it being thrown out due to elapsed time.

\*A complete breakdown is available upon request

- The Norwich Fire Department is continuing to process the incidence of fire in collaboration with State and Local Police support. The staff is working hard to address the many inspections that are delinquent.
- All marshals attended continuing education courses. All certified personnel are required to have 90 hours of CEUs in a 3 year period to maintain certification.
- Two members attended IAAI Conference, a 2-day arson seminar covering numerous topics.
- One member attended a week long Investigation training course at the National Fire Academy.
- DFM Wrobel coordinated with the volunteer groups to conduct fire safety presentations at public and parochial schools, and private child care facilities.
- Numerous construction projects underway or beginning soon: Westledge Apartments, Ponemah Apartments, Thermos Ave. Apartments, Hale Mill Hotel, 77-91 Main St. Apartments, Backus Hospital renovations, Backus Occupational Health renovations, two cannabis growing facilities, two cannabis retail facilities, Hess gas station, the former Fairhaven building.

### **Training Division:**

- 3 new Firefighter hires graduated CFA Recruit Program in December and have been assigned to shift.
- 4 members completed the CFA Fire Officer III course.
- First round of AFG training for RIT completed by all four platoons. Aerial and Pump Operations will be scheduled in the fall.
- Companies participated in regional tanker drill conducted by Laurel Hill FD. A regional drill to test water supply capabilities and coordination of multiple agencies when working an incident that requires large amounts of water from areas where hydrants are not adequate.
- Lucas Device training completed by all personnel, devices were placed into service.
- All platoons completed Marine-1 training on installed electronic systems.
- Rope Rescue Refresher training completed by all platoons.
- EMD training with American Ambulance.
- One member completed advanced Vortex class with Vector Rescue.
- Two members completed an 8-hour Hazmat IQ course at the CFA.
- All platoons completed RIT training at the Eastern CT Fire School. This was the first of 3 classes that will be conducted under the AFG.
- Hose testing completed.
- DTS participated in live burn training with NFD recruits at CFA.
- LT Cooke received the CT Fire Department Instructors Association Outstanding Achievement Award. LT Cooke is the program coordinator for the Berlin High School Fire Service program. A program that introduces students to all aspects of the fire service, from becoming a volunteer to pursuing it as a career. A program very similar to the one that Chief Eyberse has led at NFA. Congrats to LT Cooke and thank you to all who go the extra mile in their community to promote the fire service.
- EMT in-service training conducted by all 4 platoons.
- Annual Gas and Electrical safety training presented by NPU completed by all 4 platoons.
- Rope rescue refresher training completed.
- DTS attended the CT FD Instructors Association / Professional Development meeting.

- Daily Training for this reporting period included in-house and external courses, assigned Target Solutions programs, and multiple company level trainings totaling **4108** man hours of training.\*
- We continue with our district preplanning, attack planning and building review activities.

### **Emergency Management:**

- Delivered masks, gloves, and COVID self-test kits to St. Vincent De Paul. Additional supplies ordered from DPH through Uncas Health.
- Winter storm / shelter meetings held for DEC storm, but no EOC nor shelter activations necessary.
- Reorganized COVID supplies on hand at EM building.

Attended, virtually or in person:

- RESP monthly meeting.
- Recruit meetings with the CFA.
- Region 4 ESF-4 meetings.
- CT VOAD Summit.
- Red Cross Sheltering meeting.
- Norwich Overdose Task Force meetings.
- City Public Safety meetings.
- City Employee Safety Committee meetings.
- FEMA GO meeting.
- City Council meetings.

### **Apparatus / Equipment update:**

- The Radio project team met with Motorola and Norcom vendors for live demo and training session. Scheduled delivery and installation of mobile radios for NFD is January. Installation will start with consoles at Dispatch, then mobile units and consoles at NFD for a test / adjustment period. Once that is completed, the VFDs will be done one at a time. Once all mobiles and stations are done, portables will be issued. .
- The CAD provisioning project has been productive with 3 site visits from the Motorola team to work with FD personnel on provisioning. The visits took place in SEP, NOV, and DEC. FD data for assets, response types, unit status, run cards, call disposition, geographic beat designations, along with other provisioning data continues to be entered by NFD team. CAD expected to be operational in July timeframe.
- Engine-3 Opticom out of service – awaiting parts for several weeks.
- Squad-A remains a high priority for replacement.
- Truck-2 was out of service for a short period. Taftville was notified that we would be calling for Tower-25 to be placed at HQ should Truck-1 go out of service.
- Truck-1 out of service for a short period. No impact to auto or mutual aid.

### **Station update:**

- Greeneville station experienced a roof leak during one of the heavy rain storms. The leak appears to be coming from the area of a window in the hose tower. The area was caulked for now, but will need further evaluation in the springtime.

- Vendor was selected for the shower work at Fire HQ.

**Administration:**

- Automatic Aid was implemented effective 01NOV. The timing of proposed ordinance amendments led to the volunteer Chiefs withdrawing their support for auto aid, but they have responded on auto aid calls. Ordinances were passed and have since been challenged, with petitions submitted to bring the matter to public vote. Those opposed to the ordinances say that the issue isn't with auto aid, but with the ordinances.
- Response level for Auto Aid amended in DEC to a one and one response, instead of a full second alarm response.
- DTS Mark Waters resigned his position effective 15NOV. BC Mike Dziavit was assigned temporarily to the office until a permanent appointment is made. The restructuring of the DTS position into a Deputy Chief position is in discussion with the Union.

Respectfully submitted by:

Tracy Montoya

Chief of Department

**Human Resources Department**  
October 1, 2022 – December 31, 2022

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 Golf Authority • 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
<b>Recruitment and Testing</b>		<b>Drug/Alcohol/Mental Health Testing</b>	
Requisitions processed	17	CDL monthly random	3
Position announcements	14	Pre-employment (P, S & T)	11
Applications processed	832	Police Accountability Act	0
Applicants tested	174	<b>Workers Compensation/Safety</b>	
Exams administered	12	Claims reviews	0
Realistic job previews/Interviews	23	Claims processed/FRI	40
Lists extended	3	OSHA 300 Filing & Posting	0
Advertisements	5	Disability Wage Statements	
<b>Employees</b>		<b>Committees</b>	
New hire background checks (P, S & T)	11	Personnel & Pension Board	2
Orientations	10	Volunteer Firefighters Relief Fund	1
Evaluations	30	Safety Committee	1
Step increases	23	Persons with Disabilities	4
FMLA	15	<b>Mandatory Reporting</b>	
Unemployment processing and hearings	8	State - DOL Employment Statistics Report	3
Full Time Permanent Hires	10	State - DOL Multiple Worksite Report	1
Seasonal hires	0	EEO-4 Report	0
Temporary hires	1	<b>Labor Relations</b>	
CDL Physical Recertification’s	3	Contract/pension negotiations/MOUs	6
<b>Benefits Administration</b>		Grievances/mediations/arbitrations/CHRO	5
Insurance changes processed	5	<b>Training</b>	
COBRA elections processed	18	Vector Trainings	10
Voluntary Benefits	7	Sexual Harassment Prevention Training	10
Insurance billings	12	Checklists/Procedures	1
Insurance waivers	32	<b>Record Keeping</b>	
Open Enrollment	24	Organize/Digitize Active Personnel Files	1
<b>Pension Administration</b>		Vaccine Related Issues	4
Pension processing	66		

Numerous hours spent on: • safety/schedules/ leaves of absences/worker’s compensation/government mandates, • 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	Year End Total	
# WALK-INS SEEN	526	590	301	1407	303	259	272	834	0	0	0	0	0	0	0	0	0	13802	
# of phone calls received on main line	2389	2686	2696	7771	2225	1997	1809	6031	0	0	0	0	0	0	0	0	0	193	
# NEW CASES APPLYING FOR ASSISTANCE	75	67	51	193				0	0	0	0	0	0	0	0	0	0	740	
# TOTAL CASES ASSISTED	253	266	221	740				0	0	0	0	0	0	0	0	0	0	735	
# HOUSEHOLDS RECEIVING ASSISTANCE	253	264	218	735				0	0	0	0	0	0	0	0	0	0	735	
RENT MORTGAGE ASSISTANCE	\$ 20,689	\$ 18,504	\$ 23,029	\$ 62,221	\$ 7,754	\$ 13,506	\$ 37,216	\$ 58,476	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,697	
DIVERSION	\$ -	\$ 4,825	\$ 654	\$ 5,479	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,479	
RAPID REHOUSING	\$ 548	\$ 620	\$ -	\$ 1,168	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,168	
UTILITY ASSISTANCE	\$ 13,647	\$ 7,210	\$ 11,843	\$ 32,700	\$ 15,306	\$ 602	\$ 2,143	\$ 18,051	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,751	
Child Care Subsidies	\$ -	\$ 978	\$ 649	\$ 1,627	\$ 657	\$ 695	\$ 693	\$ 1053	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$ 5,626	
RENTERS REBATE APPLICATIONS COMPLETED	\$ 3,500	\$ 5,000	\$ 1,500	\$ 10,000	n/a	n/a	n/a	\$ -	n/a	n/a	n/a	n/a	\$ -	n/a	n/a	n/a	\$ -	\$ 10,000	
KINSHIP/RESPECTIVE GRANTS RECEIVED	7	6	2	15	n/a	n/a	n/a	0	n/a	n/a	n/a	n/a	0	n/a	n/a	n/a	0	15	
FARNHAM FUND DOLLARS RECEIVED	\$ 2,500	\$ 2,500	\$ 626	\$ 5,626	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,626	
NUMBER OF WIDOWS ASSISTED	5	6	3	14	0	0	0	0	0	0	0	0	0	0	0	0	0	14	
<b>NORWICH WORKS</b>																			
# people SCREENED for employment services	12	31	23	66	20	17	20	57	0	0	0	0	0	0	0	0	0	123	
# of people GETTING A JOB	2	3	2	7	2	1	1	4	0	0	0	0	0	0	0	0	0	11	
# PEOPLE ENROLLED IN JOB TRAINING	3	2	3	8	4	1	1	6	0	0	0	0	0	0	0	0	0	14	
% people COMPLETED JOB TRAINING	95%	95%	95%	95%	95%	95%	95%	95%	0%	0%	0%	0%	0%	0%	0%	0%	0%	190%	
% people GETTING JOB AFTER TRAINING	80%	75%	85%	80%	85%	75%	80%	80%	0	0	0	0	0	0	0	0	0	160%	
% increase in wages	10%	5%	8%	8%	8%	10%	10%	9%	0	0	0	0	0	0	0	0	0	17%	
GRANT DOLLARS received FOR JOB TRAINING			\$ 60,000	\$ 60,000													\$ -	\$ 60,000	





	7/1/22-9/30/22	10/1/22-12/31/22
	Q1	Q2
New Counseling cases	5	3
New Case Management cases	2	8
In-school Youth employment	11	8
Summer youth employment (plus y-r)	117	145
# of Leadership Initiatives (defined as specific initiatives where leadership skills are being taught & practiced)	1	1
# of youth who participated in leadership training or events	23	9
# of volunteers/interns we had complete work with us	5	1
JRB/FWSN cases	10	13
Service Inquiries & Referrals	67	75
# of youth engaged in group programming	115	50
# of alcohol/drug education/prevention events	8	6
# of participants in alcohol/drug education/prevention events	1000	1200
Summer Jam and Learn	10	N/A
Hours of case management/ mentoring to low income Norwich families	100	66
Hours of professional counseling to Seniors	98	212
Hours of professional counseling to low income Norwich families	150	101
Number of youth provided with employment assessment	117	145
Number of youth provided with employment internships	117	12
# of meetings staff attended with community collaborative partners	8	8
Task Force meetings average attendance	15-Jan	15
# of Youth Coalition Meetings average attendance	1 meeting/ 5 people	3 meetings/ 3 people
# of NPC Coalition meetings average attendance	2 meetings/ 12 people	3 meetings/ 10 people
# of Youth Advisory Board meetings average attendance	5	5
# of Grandparent Support Groups average attendance	3	5
Number of participants in a community/parent education (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)	1067	360
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)	510	2422

## Planning & Neighborhood Services

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Quarterly Report: 10-01-22 through 12-31-22

During the period from October 1, 2022 through December 31, 2022, the Planning and Neighborhood Services Department: Staff

- Interviewed candidates for the ARPA funded Assistant ZEO/Blight Enforcement Officer position.
- Continued training of the three new employees in the department: (2) Building Code Compliance Tech 1 and (1) Blight Control/Housing Code Enforcement Officer.
- Continued to work with SLR and the POCD Committee on the update to the Plan of Conservation and Development project.
- Continued to follow and participate in meetings relative to DOT Route 82 Roundabout Project, DOT Eastern CT Corridor Rail and Transit Feasibility Study, and the SE CT Cultural Coalition proposed establishment of a cultural arts district and an associated committee.
- Attended numerous in person and remote trainings or conferences specific to their job responsibilities including THRIVE, and the CCM, CCAPA and CAZEO annual conference/meetings.
- Continued to improve and utilize CitizenLab for online community engagement.
- Assisted GZA, LEP consultant, with preparation of a report relative to potential remediation of Capehart Mill.
- Participated in numerous meetings to discuss and consider potential projects eligible for Community Challenge and CIF 2030 grant funding.
- Collaborated with interested parties and NCDC to discuss potential marina development.
- Continued to seek grant and loan funding from NVCOG and CRCOG for the YMCA/Mattern Construction project.
- Hosted and participated as a speaker in a GNACC Leadership program focused on ethics training and professionalism in a diverse work environment.
- Participated in the City's S&P credit rating review.
- Advised Consultant Planner, Donald Poland, relative to the Business Master Plan District relative to the City of Norwich zoning process for the NCDC Business Park North zoning map amendment application.
- Facilitated committee meetings and coordinated municipal departments to host the Norwich Halloween Strut event.
- Continued to assist Public Works Department and SLR Consultants with the site design of the Uncas Leap project, which is an ARPA funded project.
- Staff participated in hybrid meetings of land use boards and commissions and attended meetings of the City Council.
- Investigated building code, wetlands, blight and zoning complaints and followed through on enforcement actions where violations were determined.
- Met with numerous property owners and developers, both in person and remotely, regarding a multitude of properties and potential projects throughout the city.
- Assisted municipal boards and commissions with processing and reviews of the following 6 Land Use Applications:
  - Inland Wetlands and Watercourses Conservation Commission 5 Applications ( 2 Regulated Activities, 3 Administrative Upland Review & 0 Non-Jurisdictional Ruling)
  - Commission on the City Plan – 1 Applications ( 0 Subdivision & 1 Special Permit, 0 Site Development Plan, (and 1 CAM – Associated with other approvals)
  - Zoning Board of Appeals – 0 Applications ( 0 Variance ( 0 Approved 0 Denied ) & 0 Appeal of the ZEO)
- Received 79 Complaints relative to the following:
  - Blight – 21
  - Housing/Property Maintenance - 33

- Work without Permit(s) - 10
  - Wetlands - 2
  - Zoning – 13
  - Investigated and/or issued 59 Violations and Closed 9
    - Blight – 32
    - Housing/Property Maintenance - 12
    - Work without Permits(s) – 10
    - Wetlands - 2
    - Zoning – 3
  - Responded to 6 Police or Fire Call-Outs
  - Citations Issued 0 Value of Citations Issued: \$0
  - Citation Fees Collected \$350.00
  - Issued 458 Building Permits (401 residential, 54 commercial, 0 Industrial and 3 municipal)
  - Building Permits per assigned FTE 344 (total number divided by 1.5)
    - 3 Structures
    - 3 Dwelling Units Condemned
    - 5 Buildings Demolished
  - 12 Zoning Letters of Compliance Prepared
  - 39 Zoning Permit Applications
    - 43\* Zoning Permits Issued, which includes 4 New Business/Conversion Permits.
    - 3 Permit Applications rejected
- \*Number of permits issued is greater than the number of applications due to submission date



**CITY OF NORWICH**  
CONNECTICUT  
**POLICE DEPARTMENT**



70 THAMES STREET  
NORWICH, CT 06360  
(860) 886-5561

  
**PATRICK J. DALEY**  
Chief of Police

**Quarterly October 1, 2022 thru December 31, 2022**

**PATROL DIVISION**



In the period **October 1st, 2022 thru December 31, 2022** the Norwich Police Department Patrol Division handled approximately **11,025 calls for service**. Included in these service calls:

- **Arrests Made 209**
- **806 Offense Reports Taken**
- **231 Traffic Accidents Investigated**
- **434 Motor Vehicle Stops Initiated**
- **70 Infractions Issued**
- **518 Alarm Responses (Burglary and/or Panic)**
- **4192 Telephone calls into Dispatch**

## INVESTIGATIONS

**10/01/2022**- Domestic shooting on Boswell Avenue. Suspect arrested by NPD.

**10/07/2022** - Washington Street Sam's Gas Station robbery.

**10/28/2022** – Detectives were able to recover several thousand dollars' worth of stolen property from two burglary cases from a third party purchaser on Broadway. Suspects identified and warrants forthcoming.

**10/30/2022** - Home Invasion on Laurel Hill. Victim less than cooperative. Allegedly 3 suspects 2 with handguns one with a mini bat and knife. Victim had multiple facial injuries from being assaulted. Victim declined medical. Suspects left bat behind.

**11/04/2022**- Shooting in DCF lot off of City Landing. Possible suspect identified. Suspect is not known by victim, appears to be road rage incident.

**11/05/2022** - Murder investigation at Uncas Condominiums.

**11/17/2022** –Infant death investigation. Appears accidental co-sleeping with mother and child recently diagnosed with RSV. Detectives attended autopsy nothing suspicious found as far as injuries.

**11/25/2022** – Female found deceased in hallway just outside her apartment at Chase Manor. Nothing suspicious found upon Detective Sgt.'s examination of the scene and body. Deceased had multiple medical issues and drug use to include fentanyl. OCME conducted autopsy awaiting results.

**11/28/2022** - Home Invasion 99 Cliff Street at approximately 5:30 am. Home owner's fought suspect and held him down for police to arrive. Same day arrest and custody of suspect turned over to DOC while suspect was in hospital. Investigation still on-going to identify second suspect involved.

**12/08/2022**- After a subsequent joint narcotics investigation with U.S. Postal Service, Detectives conducted a follow-up at 285 Plain Hill. Investigation led to the seizure of a substantial amount of methamphetamine, cash, and 3 firearms. Joseph Wilk Jr. arrested on scene.

**12/20/2022**- Shooting at Ravi. Appears targeted.

**12/30/2022** - Labenski Funeral Home called and reported their building appeared to have been struck by a single round. The round shattered a window and struck a chair in the building

## **FY22-23 2<sup>nd</sup> QUARTER OVERDOSE DEATHS -**

38 OD's total 4 fatal.

### **JUVENILE SEXUAL ASSAULTS COMPLAINTS:**

Detective Callender was assigned several juvenile sex assault cases this quarter.

### **NORWICH POLICE TRAINING AND SELECTIONS**

Recruit Nute complete the FTO training at the end of October 2022 and has been assigned to the Midnight Patrol Division.

Recruits Jacquelin Tanner and Mason Mobley graduated the CT POST Academy and began their FTO Program.

Recruit Carrollo continued the CT POST Academy training.

### **PROJECTS**

The CAD/RMS system upgrade has kicked off and preliminary work and business review plans are underway. Estimated completion November 2023. Unexpected delays in computer hardware and electronics have pushed the completion date to late 2023. All computer equipment is on site and being built.

The Norwich FD radio upgrade and transition to the CT State Radio System is also underway. Installation will begin in mid-January 2023. Pushing for a go-live date of March 2023.

### **BUDGETARY MATTERS**

The Norwich Police Department has been actively attempting to control costs, maximize efficiencies and eliminate waste. Understaffed patrol shifts and assignments cause unexpected increases. Other 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

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## Mission

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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, buildings, parks, cemeteries, solid waste facilities and automotive equipment.

## Accomplishments from October 1, 2022 to December 31, 2022

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- Completed City wide Fall street sweeping.
- Completed fall bagged leave pick up, as well as roadside trimming of trees and brush.
- Reconstructed over half a mile of walking paths at the Dog Park, (see before and after pictures above).
- Broke down and stored four of the downtown Street Parklets for the winter.
- Removed old equipment, did tree work, and leveled toddler playground in Mohegan Park to prepare for installation of new equipment.
- Performed seasonal maintenance such as clearing culverts of debris, and picking litter along streets.
- Repaired a number of ongoing ice conditions.
- Decorated Brown Park and the spruce tree on Norwichtown Green with holiday lights.
- Built and installed a 25' Holiday Tree for the Franklin Square Roundabout, (see picture above).
- Took down approximately 20 trees in decline throughout the city as well as trimming trees downtown.
- Removed nearly 15 tons of debris from 50 Peck St, a house the City had foreclosed on, for easier sale.
- Prepped numerous athletic fields for quicker opening in the spring.
- Prepped and paved Old Town Highway in house.
- Continued to work on compliance with the Municipal Separate Storm Sewer System (MS4), including cleaning catch basins, and sweeping the streets.
- Fleet Maintenance performed 290 repairs and removed under body rust from four Public Works vehicles.
- Prepared 26 Plow units and 8 snow blowers for the snow season.
- Cleaned and sanitized all HVAC ducts in City Hall.
- Replaced City Hall elevator controller, door sensors and smoke detectors on every floor, and the control panel in the elevator car.

## 2022 Construction Season Project Status

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- Completed the 2022 Pavement Program with the paving of Westledge Dr., and other streets in the vicinity of Dunham Street.
- Completed the repair of a large culvert on Otrobando Street.
- Began the reconstruction of the Armstrong Tennis Courts.
- Completed the demolition of 36 Huntington Ave., and started the demolition of 702 New London Tpke.
- Began the rehabilitation of the roof on City Hall.

## OFFICE OF COMMUNITY DEVELOPMENT

23 Union St, 2<sup>nd</sup> Floor, Norwich, CT, 06360

Office: 860-823-3770; Fax: 860-823-3715

The Office of Community Development applies for funding from state and federal grants to provide programs and projects that are intended to benefit low- and moderate-income (LMI) residents of Norwich through the three major objectives detailed in the 5-year Consolidated Plan (2020-2024). The Office of Community Development maintains the City's Community Block Grant Funding (CDBG) as well as funding from the Office of Lead Hazard Control and Healthy Homes (OLHCHH). Through this funding, Community Development is able to run its internal Property Rehabilitation and Lead-Based Paint Hazard Control Programs to remediate lead-based paint hazards, repair safety concerns, and install improvements to residential properties, in an effort to raise the community's overall quality of life. These programs are open to qualifying LMI homeowners and investor-owners in Norwich.

### **Consolidated Plan Objectives:**

- Providing Decent, Affordable, and Safe Housing
- Create a Suitable Living Environment
- Expanding Opportunities for Low-to-Moderate Income Persons

### **Quarter 4 Summary:**

The Office of Community Development has aimed to strengthen relationships with local organizations, residents, and community leaders by:

- Attending numerous community meetings in Q4 to encourage application submissions for the upcoming PY49 Application window (January 4, 2023 – February 10, 2023).
- Engaging consistently with current and potential subgrantees through phone calls and meetings to review old programs, set expectations for performance, and identify opportunities for improvement.
- Collaborating with local agencies to increase outreach presence at community events.

*Envision 360:* In collaboration with the Planning and Development Department and NCDC, the Office of Community Development has been advertising the Plan of Conservation and Development Survey, found on the Envision360 platform. Community Development has made a paper version of the survey available at the office to encourage input from residents who lack the skills and resources necessary to access the online platform. The importance of the platform is being advertised and explained to residents and local agencies in neighborhood meetings, community events, and through email. The Community Development Outreach Liaison attended an informational meeting hosted by NCDC to be best equipped to assist residents to navigate the technology.

Q4: OCTOBER 2022 – December 2022

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)\***

<b>Actual</b>	<b>Quarterly</b>	<b>Calendar 2022 (Cumulative)</b>
<b>Units Completed/Cleared</b>	<b>5</b>	<b>22</b>
<b>Number of Units in Progress or Under Contract</b>	<b>5</b>	<b>5</b>
<b>Property Rehabilitation Funds Expended</b>	<b>\$144,600</b>	<b>\$364,273.50</b>
<b>CDBG Funds Expended</b>	<b>\$219,623.25</b>	<b>\$831,112.13</b>
<b>Revolving Loan Income</b>	<b>\$83,373.46</b>	<b>\$263,593.23</b>
<b>Revolving Loan Expenditures</b>	<b>\$66,599.70</b>	<b>\$208,169.62</b>

*\*It is important to note that the City of Norwich’s CDBG program year runs from September 1 – August 31. Figures provided within the tables represent expenditures and accomplishments within a calendar year (January 1, 2022 – December 31, 2022) and do not accurately represent the progression of the CDBG program year. As the CDBG program utilizes a reimbursement process, funds expended within the calendar year could be reimbursements for approved activities from prior CDBG program years and do not always correspond to the current program year.*

**CDBG Comments:**

The end-of-year CAPER for PY 47 (2021-2022) was submitted to HUD a week ahead of schedule on 11/22/22. It is posted on the CDBG website under [Reports & Forms](#) for the public to access. Highlighting last year's successes:

- The Community Development Property Rehabilitation Program assisted 2x its projected number of homeowners-assisted units. The Office is well on track to reach the expected benchmarks outlined in the 5-year Consolidated Plan for property rehabilitation activities in alignment with the National Objective to provide *Decent, Affordable, and Safe Housing*.
- Targeting the National Objective of *Creating a Suitable Living Environment*, CDBG funds used for public services have far exceeded expected reach. The Consolidated Plan

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projected to assist 250 individuals over the course of 5 years; Programs funded during PY 47 assisted 514 residents, alone.

- We also expect to meet benchmarks for the National Objective of *Economic Opportunity* as CDBG funded public services that provide job training have met both 5-year benchmarks for persons assisted and jobs created/retained.

The Request for Release of Funds for PY48 has been submitted to HUD and contracts have been issued to subgrantees awarded CDBG funding for public services.

*CDBG Timeliness Test:* The City of Norwich’s CDBG program was found by HUD to meet timeliness compliance in July of 2022 as Norwich’s 60 day balance held in their line of credit was equivalent to 1.34 years of grant funding when adjusted for program income.

**LEAD-BASED PAINT HAZARD CONTROL PROGRAM**

<b>Actual</b>	<b>Quarterly Progress</b>	<b>Calendar 2022 (Cumulative)</b>
<b>Completed/Cleared</b>	<b>3</b>	<b>18</b>
<b>Number of Units in Progress or Under Contract</b>	<b>5</b>	<b>5</b>
<b>Funds Expended *Includes Healthy Homes</b>	<b>\$147,995</b>	<b>\$243,720</b>

**Comments:**

- The City has all CDBG PY 48 projects covered under Tier 1 Environmental Review. Each individual project is reviewed under Appendix 1.
- Outreach Efforts are back on track since the decline seen over the past 2 years due to Covid-19 concerns. The Office’s Outreach Specialist attended 5 community events in Q4 through collaboration with Reliance Health, Norwich Public Schools, and Mohegan Commons.
- Community Development staff continue to attend HUD trainings to stay up to date on current Lead related procedures, practices, and guidelines.
- Due to the decrease in units seen throughout the state’s grantees, HUD has requested that all grantees file extensions for program benchmarks. The Office of Community Development submitted this to HUD for review on 10/28/22.

*Outreach Events:* The Office of Community Development has been collaborating widely with new agencies to advertise our available programs, such as the Lead-Based Paint Hazard Control Program and the Property Rehabilitation Program. For Quarter 4, Community Development has collaborated with NHS, Reliance Health, NPS, and Mohegan Commons to advertise programs to families at the Q4: OCTOBER 2022 – December 2022

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Trunk-or-Treat, Winter Fest 5K & Tommy Toy Fund, Kelly Middle School Paint Night, and Mohegan Commons Neighborhood Health Clinic, respectively. As such, we exceeded our Lead grant's quota for outreach events in Q4.

### **Q4 Commissions, Meetings, & Events:**

*October* – Envision 360 Economic Development (10/5/22); RRC Committee Meeting (10/11/22); RCSC Trunk or Treat (10/28/22).

*November* – Heroin Task Force (11/1/22); RRC Committee meeting (11/8/22); OLHCHH Quarterly Call (11/10/22); Greeneville Neighborhood Committee (11/14/22 & 11/28/22); HUD EBLI Training for TBRA (11/15/22 & 11/16/22); Cultural District Informational Meeting (11/15/22); NCDC CIF 2030 (11/18/22); Envision360 Technology Training (11/29/22).

*December* – Reliance Health Winterfest 5K (12/3/22); PY48 Non-Public Service Program Review with NHS & DPW (12/6/22); HUD EBLI Training for Public Housing & PBAs (12/6/22 & 12/7/22); NPS Paint Night Outreach Event 12/8/22; Tommy Toy Fund at Reliance Health (12/14/22); PY48 Public Service Program Review with NHS (12/20/22); Lead Outreach with Neighborhood Health Clinic at Mohegan Commons (12/22/22).

### **Upcoming Q1 (2023):**

The application window for the PY49 (September 1, 2023-August 31, 2024) opens January 4, 2023. Applications will be accepted **until 4:00 p.m. on Friday, February 10, 2023**, at the Community Development Office, 23 Union St., Norwich, CT. Applicants are to submit 1 (one) original and 9 (nine) copies of the application and financials AND one (1) electronic version of their application. **Copies must be double-sided and be on pre-punched, 3-hole paper.** Please see the Office of Community Development's [webpage](https://www.norwichct.org/216/Community-Development) for more information:  
<https://www.norwichct.org/216/Community-Development>.

**DECEMBER 2022**

**F66**

**FOUNDRY66**

**12.30.2022**

## MEMBERS AS OF DECEMBER 30, 2022

TYPE	TOTAL AVAILABLE	TOTAL OCCUPIED	MTM CHANGE	% OCCUPIED (SEATS)	+/- REVENUE	MONTHLY REVENUE PRODUCED
FIRST FLOOR OFFICE*	9*	9	-	100%	-	\$4,525**
FIRST FLOOR DEDICATED DESK	8	3	-	38%	-	\$750
FIRST FLOOR FLEX	24	4	-	17%	-	\$700
CONFERENCER/VIRTUAL	-	3	-	-	-	\$400
ADDRESS SERVICE	-	14	-	-	-	\$350
CONFERENCE ROOM USE					\$248	\$248
PRIVATE OFFICE USE				-		
DAY PASSES		-	-	-	-	-
<b>TOTAL</b>	<b>40</b>	<b>19</b>	<b>-4</b>	<b>51%</b>		<b>\$6,973</b>
ESTIMATED YEARLY:						\$83,676
POTENTIAL EARNINGS:						\$128,700
% OF POTENTIAL EARNINGS:						65%

\*12 total offices available, (3) offices occupied by NCDC staff

\*\*NCDC office "expense" is estimated at \$2,700/month

TYPE	TOTAL AVAILABLE	TOTAL OCCUPIED	MTM CHANGE	% OCCUPIED	+/- REVENUE	REVENUE PRODUCED
SECOND FLOOR OFFICE	8	7	-	88%	-	\$6,500
SECOND FLOOR DEDICATED DESK	12	2	-	17%	-	\$575
SECOND FLOOR CONFERENCE ROOM	-	-			+\$425	+\$425
SUNLIGHT EMPORIUM	5	4	-	80%		\$4,500
SUNLIGHT SECOND FLOOR	1	0	-	-	-	\$0
<b>TOTAL BULLETIN BUILDING</b>	<b>26</b>	<b>13</b>	<b>-</b>	<b>50%</b>	<b>-</b>	<b>\$12,800</b>
TOTAL NCDC (MONTHLY)						\$300
TOTAL NCDC (YEARLY)						\$4,320
POTENTIAL EARNINGS: (BULLETIN BUILDING ONLY)						\$195,540
% OF POTENTIAL:						79%

\*Does not include 2<sup>nd</sup> floor management fees

## BUILDING OCCUPANCY

TYPE	TOTAL BUILDING			+/- CHANGE
	TOTAL	OCCUPIED	% FULL	
OFFICES	17	15	88%	+1
DEDICATED DESKS	20	5	50%	-5
FLEX DESKS	24	4	17%	-
CONFERENCER/VIRTUAL	-	3	-	-
ADDRESS SERVICE	-	14	+1	+1
SUNLIGHT EMPORIUM	5	4	80%	-
<b>TOTAL</b>	<b>66</b>	<b>29</b>	<b>44%</b>	<b>-3</b>

## NEW MEMBERS

Joy Telemaque Harris	Helping Hands Moving Company

## INSIGHTS/TRENDS

### Membership

- 1 new second floor office member
- 1 second floor office moved out to Westgate Plaza now that their renovation is complete
- First floor maintaining 100% office and dedicated desk occupancy; Second floor retains 88% occupancy. WAIT LIST for first floor offices continues
- Sunlight Building marketed to prospective tenants

### General Activity/Traffic

- Strong interest in entrepreneurship assistance - food truck, tattooist, student transportation, landscaping, photo props & event décor,
- Additional inquiries around start up property acquisition and NRP assistance
- Mail member to upgrade to private office in January

## MEMBERS IN THE NEWS / ACTIVITIES (NOVEMBER)

### NCDC/Foundry 66/Sunlight Building

- Winterfest coming to Norwich: [Photojournalist John Shishmanian reflects on 43-year career \(theday.com\)](#)
- What does Greeneville need? [Greeneville meeting to address youth activities, healthcare, more \(norwichbulletin.com\)](#)
- SE CT Well Positioned: [Southeastern Connecticut well-positioned for place-based federal investment, official says \(theday.com\)](#)

## PROGRAMS/EVENTS

### Foundry 66

- December 20 - NCDC and Foundry 66 Christmas Party
- December 9 - First Winterfest Parade
- December 3 - Christmas Decorating Get Together

## COMMUNITY MANAGER

### Completed Projects

- Began plan development and execution with Gabriela Varela Santos, marketing intern for NCDC, Foundry 66 and Envision Norwich 360.
- Hosted activities for Norwich's first Winterfest Light Parade
- Attended CT Cannabis Chamber of Commerce Awards & Expo
- Secured speaker for the January Educate & Motivate Session - Building Company Culture - Chris Jewell.
- Attended Greeneville Committee meetings; developed presentation for brainstorming and process development.

- Met with Maureen Lindsey of WorkHaus, a co-working facility to discuss reciprocity agreement.
- Met with Joseph Zuzel, Community Outreach for Backus Hospital, to connect healthcare entrepreneurs.
- Connected with the CT Sun promo team of Daniel Tamborro and Demetryus Bright to coordinate efforts on community events, connect F66 membership to a fun, local activity, and discussed merchant programs.
- Attended Fresh Connections networking meetings.
- Continued assistance for Jean Gerald Luc with starting transportation business regulations and requirements.
- Vision exercises with Josie Padraza of JDraza Ink to develop mission statement.
- Met with Luna Santos of Lavish Experience, a skin care product manufacturer, to provide resources and guidance to develop business plan and expansion ideas.

### In Progress/On-Going

- Developing long-term plan for Foundry 66 for member experience, education, facilities, and technology.
- Researching digital signage, interactive displays, and smart displays for necessary technology upgrades.
- Updates to NCDC website.
- Development of triage package/programming for new entrepreneurs.
- Member Feature - Completion of Member Feature page on [www.foundry66.com](http://www.foundry66.com)
- LinkedIn, Facebook/Instagram, Google ad campaigns.
- Facebook and Google Ad results and analytics.



Robert D. Farwell  
Executive Director

## Director's Report for the Second Quarter Fiscal Year 2022-2023

As the result of several incidents in the recent past, including one in the parking lots adjacent to the library, Assistant Director Cathy Special is working with the Norwich Police Department, GNACC, and possibly others on an emergency preparedness meeting which was held Thursday, December 15, 8 am-10 am, in the Community Room. The purpose of the meeting was to discuss recent events affecting the community and the city center in particular and have an open question-and-answer period. The Norwich Police provided updated information on Active Shooter profiles and countermeasures, responses to critical incidents, and measures taken to ensure the safety of the community. Reliance Health discussed methods of reducing stress and responses to traumatic situations. Following the emergency preparedness meeting, staff members review and commented on the updated Emergency Preparedness Plan. The library Safety Committee will add several of the suggestions to its forthcoming meeting agenda.

Otis Library is working on a new project that we hope will expand the selection of materials available to our patrons. Traveling Toys, Inc. is a non-profit comprised of two friends -Mary Didiuk of Madison and Diana Caty of Guilford- who wanted to create something that would benefit the community. The two, who decided to establish toy libraries around the state to promote child education and provide children with greater access to toys, opened their first toy library in Westbrook last year. A toy library recently opened at the Public Library of New London, and another at the Groton Public Library is in the developmental stage. Discussions with our children's and young adult staff began in October, the selection of materials is developing, and the grant request is scheduled for submission next month.

The Norwich Health Equity Committee held its inaugural meeting on November 7<sup>th</sup>. The committee was anointed on July 19, 2021, when the Norwich city council adopted a resolution recognizing racism to be a threat to public health and safety in the City of Norwich and called upon the City of Norwich to work in partnership with the Uncas Health District to develop a "Norwich Health Equity" plan and proposed to appoint a Health Equity Committee to include but not be limited to certain officials of the City of Norwich, the Uncas Health District, United Community & Family Services, Rose City United, Generations and **Otis Library**.

Thanks to funds provided by the Southeastern CT. Cultural Coalition, Otis Library is installing a permanent StoryWalk unit along the walkway surrounding Spaulding Pond at Mohegan Park and providing a temporary installation at community events and popup story times around the city. StoryWalks are picture books displayed on posts along a trail, with fun facts and suggested activities that complement the story. New stories would be introduced regularly at the permanent installation.

Forty-four vendors made the 2022 iteration of O'tis a Festival a resounding success. More than 700 visits were recorded on November 19. Otis also participated in December's Winterfest Parade.

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