

Assessors' Quarterly Report to the City Council  
Beginning October 1, 2023 – December 31, 2023  
**"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 were finalized through October 1<sup>st</sup> for the Grand List. Field inspections for building permits were completed. 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 1838 accounts are being checked for completeness, compared to last year, data entered and valued. To date we have completed about 80% 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 5,423 vehicles to review, price and apply any remaining exemptions. The supplemental list was completed mid-December and tax bills were mailed by January 1<sup>st</sup>.
- Motor Vehicle – The motor vehicle list was issued by the Connecticut Department of Motor Vehicles in mid December and consisted of 29,426 motor vehicles this year. We must review, price and apply exemptions to this list as well. To date we have completed 50% of this process.
- Court Appeals – We have four outstanding court appeals on the 2021 & 2022 grand lists.
- 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.
- 2023 Grand List – We will be taking an extension of 1 month to file our grand list this year. I hope to have it completed as soon as possible but certainly before February 29<sup>th</sup>.
- 2023 Revaluation – This quarter we established the purposed 2023 grand list values for all real estate parcels in the City. This was the culmination of a yearlong process, which included studying 307 qualified residential sales and 74 qualified commercial sales. Notices were mailed to all Norwich property owners on December 15<sup>th</sup> and informal hearings started December 27<sup>th</sup>. Hearings will continue well into the month of January.

William M Lee, CCMA II  
Assessor

**Cash Codes Summary- Norwich**

DATES 10/01/2023 TO 12/31/2023

Report Date 01/02/2024 09:23:47 AM

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ALL LOCATIONS

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	1306	\$34,125.00
Total For Cash Code	EXTRA FEE		4	188	\$376.00
Total For Cash Code	LOCAL TAX		5	186	\$224,783.40
Total For Cash Code	NEW CONV TAX		6	179	\$363,297.57
Total For Cash Code	COPIES		57	10	\$19.00
Total For Cash Code	CERTIFICATION		58	11	\$22.00
Total For Cash Code	VITAL		59	858	\$25,360.00
Total For Cash Code	CHARGE ACCOUNT PAYMENT		105	29	\$7,571.00
Total For Cash Code	MARRIAGE STATE		800	50	\$1,700.00
Total For Cash Code	MARRIAGE CITY		801	50	\$800.00
Total For Cash Code	DOG LICENSE BASE 19		901	24	\$456.00
Total For Cash Code	DOG LICENSE BASE 8		902	68	\$544.00
Total For Cash Code	DOG RENEWAL LATE FEE		903	41	\$197.00
Total For Cash Code	FISH & GAME		907	18	\$427.00
Total For Cash Code	NOTARY		908	78	\$440.00
Total For Cash Code	SURVEY/SITE MAPS		910	5	\$220.00
Total For Cash Code	OPEN VITAL		917	14	\$310.00
Total For Cash Code	MISC		918	18	\$399.00
Total For Cash Code	FEDEX CHARGE		919	15	\$600.00
Total For Cash Code	COPY		921	353	\$2,208.00
Total For Cash Code	LIGHT UP CITY HALL		932	8	\$175.00
Total For Cash Code	CREDIT CARD SURCHARGE		936	103	\$1,030.00
Total For Cash Code	STATE PRESERVATION		937	978	\$43,032.00
Total For Cash Code	CITY PRESERVATION		938	978	\$2,934.00
Total For Cash Code	TOWN PRESERVATION		939	978	\$2,934.00
Total For Cash Code	LIQUOR PERMITS		948	14	\$280.00
Total For Cash Code	DOG REPLACEMENT TAG		953	1	\$0.50
Total For Cash Code	STATE TREASURER		1001	58	\$7,366.00
Total For Cash Code	TOWN GENERAL FUND		1002	58	\$1,856.00
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 10/01/2023 TO 12/31/2023

ALL LOCATIONS

Report Date 01/02/2024 09:23:47 AM

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	27	\$1,350.00
Total For Cash Code	WEB SUBSCRIPTION - 1 MONTH		1961	8	\$800.00
Total For Cash Code	WEB SUBSCRIPTION - 6 MONTHS		1962	2	\$500.00
Total For Cash Code	WEB SUBSCRIPTION - 1 YEAR		1963	7	\$3,150.00
Grand Total					\$747,706.47

## Finance Department

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Report for the Quarter Ended December 31, 2023

### Departmental Goals (DG)

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1. Increase efficiencies and impact by working collaboratively with other departments, agencies, boards, and commissions as well as outside agencies. (G2)
2. Maintain strong community relations through candid communication, professional service, and the implementation of technology. (G2)
3. Provide timely, accurate, and transparent budgets, reports and analysis to stakeholders.
4. Train personnel to the highest standards while holding them accountable to those standards.

### Administration and Personnel Development

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- Comptroller Josh Pothier and Revenue Collector Karlene Deal hired Teresa Johnson to replace Revenue Collection Clerk Nallely Chavez who was promoted into the Community Development office. Josh and former Treasurer Mike Gualtieri hired Crystal Piolunek as Assistant to the Treasurer in advance of Edna Kuzia's retirement in June 2024. We hired Michelle Hung as Accounting Generalist in December to fill the vacancy caused by Crystal moving to the Treasurer's office. Sandra Kuchta will be rejoining the Finance Department as Accountant after Mitch Nixon resigned from the position in September.
- Deputy Comptroller Orla McKiernan attended the New England States GFOA conference in New Hampshire in September. (DG4)
- Josh worked with HR and City Hall Employees to develop steps for Accounting Generalist, Revenue Collection Clerk, and IT Technician in order to increase compensation for staff in those positions who have met training and experience milestones. (DG4)

### Accounting & Reporting

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- Annual Audit – The audit of the fiscal year ended 6/30/2023 is finished and the Annual Comprehensive Financial Report and other related audit reports have been posted to the City's website. (DG3)
- American Rescue Plan Act – Orla continues to gather information from recipients to meet the ever-evolving ARPA quarterly reporting requirements. (DG3)

### Accounts Payable

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- Accounting Generalist Crystal Piolunek tested out a way to import information into our AP system to save time for items like Human Services basic needs payments. She has also been reviewing vendors which have not done business with the City lately. (DG1)

### Budgeting

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- Received GFOA's Distinguished Budget Presentation Award for fiscal year 2023-24. (DG3)
- Departments are sending information for the 2024-25 budget. (DG3)

### Debt Management

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- Standard & Poor's affirmed the City's AA-rating in November and the City issued \$5 million bonds in December 2023 to support the school and infrastructure projects. (DG3)

### Information Technology

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- IT Manager Ray LaRose developed automated installation procedures for the new CAD / RMS system (DG1, DG2)

- Ray LaRose and IT Technician Joe Wasilewski deployed a new storage environment and server for the upgraded body and car camera systems for the Police Department. (DG1)
- Joe worked with ITG to install mounts, modems, and other supporting equipment in fire apparatus to support the new CAD deployments. (DG1)
- IT Technician Mario Gagliardi is working on Multi-Factor Authentication policies, procedures, and documentation. (DG2)
- Mario is also working on the configuration of Microsoft SharePoint, OneDrive, and Teams for safe, efficient use by departments. (DG2)
- Monitoring systems analyzed 407,816 changes, investigated 158 possible threat indicators, performed one in-depth investigation, and reported zero high or critical incidents.
- Applied 1,040 software patches including those to resolve three zero-day vulnerabilities.

### *Payroll*

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- Accounting Generalist Lisa Lapkowski worked with HR to implement contract changes for Public Works Employees contract. (DG1)
- Lisa has also worked with the Police Department to streamline private duty police billing through the Payroll and General Billing programs in our accounting software. (DG1)

### *Procurement*

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- Purchasing Agent Bob Castronova is developing a training program for departments as a refresher on procurement policies and procedures to be rolled out in October 2023. (DG1)
- Bob has been managing a large uptick in bids and RFP's due to the school construction and wastewater treatment plant projects. For the school construction projects, Bob got an architect and construction manager under contract for the Greeneville and Stanton school construction projects. (DG1)
- Contract finalized and signed with American Environmental for YMCA abatement and work has commenced.
- Transfer Station building – insurance reimbursement finalized, contract for construction finalized, PO issued
- Surplus vehicles/equipment auctioned - \$31,000 received from auction

### *Revenue Collection*

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- Karlene has successfully merged the Public Parking administration activities into her office with a lot of assistance from Revenue Collection Clerk Gynna Gaitan. (DG1)
- Mitch worked with Delinquent Tax Collector Tenley Nelson to move sidewalk assessments, backyard rollout, commercial direct refuse haulers, and monthly parking to our ERP system, MUNIS's, Accounts Receivable/ General Billing module. (DG1)

### *Risk Management*

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- Bob completed insurance renewal applications for several policies, including the CIRMA liability, automobile, and property (LAP) policy and cyber liability.

Submitted by: Comptroller Joshua A. Pothier  
1/4/2024

# Norwich Fire Department Quarterly Report – Q4

## October 1 through December 31, 2023

### **Operations:**

The city continues to experience a variety of types and severity of calls for emergency services. Total incidents for this quarter: **742** with the following breakdown: **14** fires, **486** rescue/emergency medical calls, **68** service calls, **174** misc\*. Mutual aid / Automatic aid was provided **28** times and received **14** times. Automatic Aid per City Policy was given **10** times and received **12** times. There were **187** (25.2%) overlapping calls.

End of year numbers: **2,692** total calls, **118** aid given of which **39** were Auto Aid policy driven, **57** aid received of which **29** were Auto Aid policy driven.

### **Significant incidents:**

- 15OCT: Area of Main St. and the Viaduct – MVA, car over the embankment. Crews responded to a report of a vehicle over the embankment. Upon arrival, companies reported one vehicle had driven through the fence and over a retaining wall along the railway tracks. One patient reported unconscious and trapped in the vehicle. Crews assessed the patient, while other crews stabilized the vehicle and prepared for extrication. Patient was extricated in 20 minutes and hauled up the embankment for transfer to American Ambulance. Assisted on scene by NPD. Tracks remained closed while PD completed their investigation. No firefighter injuries reported.
- 18OCT: Cedar St. / School St. – multiple shootings, MVA. Crews responded to a report of multiple gunshot victims and possible MVA. Upon arrival on scene, companies checked in with NPD who at the time was actively searching for the shooter. Crews treated one patient with gunshot wounds. PD and FD searched the area for the MVA, but nothing was immediately found. A vehicle was subsequently located off of School St. Crews reported one vehicle on its side in the woods with one patient inside. Vehicle was stabilized and patient extricated in 15 minutes. Patient was turned over to American Ambulance for treatment and transport. Total of two gunshot victims, one fatality. One minor firefighter injury. Crews remained on scene to assist PD during their investigation until the vehicle was removed.
- 21OCT: 458-464 East Main St. – structure fire. Crews responded along with auto aid companies to a report of a possible structure fire. Upon arrival, companies encountered smoke in the area and were informed by a contractor of a fire in the building. A hand line was stretched and advanced to extinguish a fire in the rear section on the first floor. Basement and upper floors were checked for occupants and fire extension. Fire was placed under control and crews ventilated the building. One civilian treated for smoke inhalation on scene, but refused transport to hospital. Assisted on scene by NPD, NPU, Building Dept, and American Ambulance. Auto/mutual aid provided by Laurel Hill, Taftville, EGP, and Mohegan Tribal FDs. No firefighter injuries reported. Fire is under investigation by the staff of the Fire Marshal Office.
- 18NOV: 15 Lexington Ave in EGP – vehicle fire with exposure to a building. Units responded automatic aid to a report of car fire close to the house. Upon arrival companies assisted EGP crews with extinguishment. No civilian nor firefighter injuries reported. Fire is under investigation by staff of the FMO.

- 25NOV: Mohegan Sun – mutual aid, elevator emergency. Crews responded to a report of patrons stuck in an elevator. Upon arrival, crews set up equipment on the 24<sup>th</sup> floor to prepare for extrication of those in the elevator. An elevator technician arrived on scene and was able to raise the elevator car far enough to allow firefighters to open the door. No civilian nor firefighter injuries reported.
- 02DEC: North Main St – MVA. Upon arrival, companies reported one car on its side against a utility pole with entrapment. Additional crews were added to the call. Vehicle was stabilized to allow cutting and extrication of patient. Patient care transferred to the ambulance company for transport to Backus. No firefighter injuries reported.
- 10DEC: 510 Jewett City Rd in Preston – mutual aid, 2-car MVA with entrapment. Upon arrival, companies assisted units on scene with extricating the operator of one of the vehicles. The driver of the other vehicle was pronounced at the scene. No firefighter injuries reported.
- 25DEC: 370 Hamilton Ave Ahepa Apartments – water leak. Crews responded to a report of a fire alarm activation. While enroute, crews were notified by Dispatch of a water flow emergency. Upon arrival crews located a broken hot water pipe on the third floor actively flowing water with significant damage to all three floors of the building affecting a total of 12 apartments. Norwich Building department responded, as well as facility maintenance personnel. Companies treated one injured occupant and assisted with securing the leak and water clean up. Due to damage to the fire alarm system, a Fire Watch had to be posted until the system was fully functional. Scene turned over to Building department and facility maintenance.

#### **Notable Events:**

- Crews participated in Winterfest Parade.
- Crews supported Tommy Toy Fund Fun run downtown.
- Crews participated in their annual fund raiser for the Backus Hospital Cancer department in support of Breast Cancer treatment and research. A particularly personal approach this year, as a member's wife is undergoing cancer treatment.
- Crews conducted a holiday food drive in support of the Gemma E. Moran Food Center.
- The department sponsored a family as part of Human Services Holiday program.

#### **Fire Marshal Office:**

- Investigated **8** fires: **0** arson investigations. There were **2** vehicle fires, and **4** structure fires, and **2** other fires.\*
- Conducted **128** Fire Code Compliance Inspections/re-inspections, **14** Plan Reviews, and **14** consultations.\*
- Office members conducted a fire prevention presentation at St. Mark's Church.
- Captain Gilot was recognized at the Connecticut chapter of the International Association of Arson Investigators seminar in November. He received an award for fire scene photography.
- 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.

\*A complete breakdown is available upon request

- All marshals attended continuing education courses and attended the IAAI seminar. All certified personnel are required to have 90 hours of CEUs in a 3 year period to maintain certification.
- Deputy Fire Marshal Keith Milton was sworn in to office in November. He was hired to fill a vacancy created by the retirement of DFM Crowley.
- Numerous construction projects underway or beginning soon: Ponemah Apartments – plans reviewed, construction to begin, 19 Thermos Ave. Apartments – no plans yet, Hale Mill Hotel – plans reviewed, construction to begin soon, 77-91 Main St. is now 85 Main St. Apartments – ongoing construction, Backus MRI building – plans reviewed, underground construction has begun, 5 Eighth St. cannabis cultivation – construction started, US Foods expansion – plans have been reviewed and numerous meetings with them regarding road closures
- , Reid and Hughes building – clean up started, no plans yet, car wash facility at W. Main/New London Turnpike is complete and operating for business, another on W. Main St – ongoing construction, Self-storage facility on Salem Turnpike – ongoing construction, These Guys - plans reviewed and scope of project changed, 352 Main St boutique hotel – construction complete, awaiting certificate of occupancy, 458 East Main St. Mexican restaurant – conversion has begun, YMCA property – demolition / remediation has begun, 110 Broadway conversion from office to residential – almost complete.

### **Training Safety Division:**

- Entry level Firefighter job posting and testing were completed. Expect offers to be made to fill 2 vacancies early in the new year to send 2 candidates to the spring Recruit Program at the Academy.
- DTS job posting and testing were completed. Expect to make an offer early in the new year.
- Department hosted an AFG grant writing course, with 2 members attending.
- Ongoing radio training as the new system is in service on the FD side, but not yet fully switched over at Dispatch. There have been challenges with the volunteers in training and complying with radio procedures.
- All platoons completed extrication and rescue training utilizing a variety of equipment and techniques to improve their skills. The EM property on McKinley Ave has become an excellent site for training.
- Chief attended DEMHS / Red Cross Response to Mass Casualty Incident Training.
- EMT in-service training conducted on all 4 platoons.
- Training for 3 probationary firefighters is proceeding well.
- Standpipe/highrise operations training conducted at Transportation Center parking garage.
- One Officer completed Fire Officer II certification.
- Daily Training for this reporting period included in-house and external courses, assigned Target Solutions programs, and multiple company level trainings totaling **3,217** man hours of training.\*
- We continue with our district preplanning, attack planning and building review activities. When companies do district training in the volunteer districts, they have been directed to provide notice and invite the department of the district. Hopefully this will lead to improved relations through joint training, or at least quell their anxiety of us being in

\*A complete breakdown is available upon request

district. The district familiarization is a critical element in pre-planning for emergency response.

### **Emergency Management:**

- Quarterly testing and reporting of radiological meters complete.
- Statewide Emergency Planning and Preparedness Initiative exercise. EOC was activated and staffed with nearly all agencies participating in the statewide training event. Scenario was a train derailment in the Laurel Hill section of town with fire and hazardous material release. It was an excellent opportunity to test the systems in place for communication and response.
- Met with USGS rep and YVFD to assess debris buildup on a rail bridge on the Yantic River that may be impacting the river level gage. NPW assessed it as well, but it was too big of a blockage for them to handle. Issue was to be turned over to the railway rep for their action.
- Coordinated planning and prep for potential responses to rain/wind events on two consecutive weeks in December. There was minor flooding and power outages during the first event 10/11DEC, and moderate to major flooding with power outages during the second event 18DEC. All departments were provided information to submit damage assessments and claims to DEMHS following the second event. There were numerous calls for service related to the weather and additional personnel were on duty for the height of the storm on the 18<sup>th</sup>.
- City LEOP update is due JAN2024.

Attended, virtually or in person:

- RESP monthly meeting.
- CCFCA meetings.
- Region 4 ESF-4 meetings.
- Region 4 ESF-5 South meetings.
- Region 4 ESF-20 Marine group meetings.
- Region 4 ESF-20 CONOPS review meetings.
- Region 4 annual EMD meeting.
- NPU / CTS radio project meeting.
- City Public Safety meetings.
- Warming Center proposal meeting.
- City Council meetings.
- City Manager / Fire Chiefs meeting.
- Ad-hoc Apparatus Reduction committee meeting.

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

- The CAD provisioning project continues to progress. Motorola team made a site visit in DEC that was very productive. MDT mount installations for all groups are complete. This is just the mount for the computer, but allows us to be ready to go once MIS/Motorola have the system components ready.
- Radio project update: mobile unit and portable units are in service across all departments. There are still some programming issues with the pagers, but those are scheduled to be addressed in the near future. Once the pager programming is corrected

and station alerting systems complete, Dispatch will be ready to make the full switch over to the new radio system. A long overdue milestone.

- Squad-A remains a high priority for replacement. It continues to experience a number of mechanical issues and is need of further work.
- Engine-2 (2007 vehicle with over 100,000 miles) is out of service at Fleet Maintenance for an engine overhaul and other repairs.
- Truck-2 was loaned to Taftville for 3 days while their aerial was out of service. This came to our attention when they had a call, but did not have an aerial to respond. They failed to inform other departments that it was out of service and were reluctant to accept the offer to borrow Truck-2. In one way, this could be viewed as a demonstration of their lack of ability to staff an aerial device with qualified drivers.
- Annual hose testing complete. There is a need for more than usual hose purchase to replace failed / out of service life hose. Request will be made in upcoming Capital budget.
- Chief's vehicle is 12 years old with 135,000 miles on it. It is a hybrid vehicle and has been experiencing maintenance issues. A replacement is requested in Capital for the upcoming budget.
- Regardless of what happens with the Ad hoc Apparatus Reduction working group, apparatus replacement plans need to be enacted to prepare for near future replacements of frontline apparatus. Engine-2 and Truck-1, 17 and 14 years old respectively will be due soon.

#### **Station update:**

- Quotes for the work for the station alerting system in Greeneville were received and a vendor selected. The holidays put a delay in the scheduling, but expect early in the new year to have the system upgraded to meet the new radio system needs and be functional again. The crews in that station have been operating from pagers and portable radios for weeks now. Not an ideal situation, but they are getting by until the system can be properly repaired. This has been on intermittent but frustrating issue with the outages.
- Door and window repairs at Greeneville station from past project were completed. During the repairs it was noted that 8 additional windows will need repair, but were not budgeted. I will be amending my Capital budget request to include the windows. There was also additional leakage discovered during the recent rain events. We are pursuing quotes on repointing of the brick. This could be an expensive and extensive, but necessary project on a 128 year old building.
- New stove for HQ was installed.
- Battery for backup radio system failed at HQ. Unit was not replaced, as it will not be required once we fully transition to the new system.
- Floor in bunk room at Greeneville in need of refinishing. We will pursue quotes.

#### **Administration:**

- The meetings with the Chiefs were put on hold after the letter they sent through an attorney in late November. This has put the brakes on the Apparatus Reduction working group, as well as our meetings with them. My suggestion would be that we start meeting again to address some of the ongoing issues: radio training, auto aid calls, dispatch, etc. If you would like me to meet with them without you, I would be more than willing.
- COVID: no known positive cases this quarter.

- DFM Crowley retired in October after 16 years of service.
- DTS position is still vacant, but as previously mentioned should be filled soon. The vacancy in the DTS position has been problematic for the department and is negatively impacting operations and administrative needs on both the Fire and Emergency Management fronts.
- I submitted a funding request to Senator Osten and Representative Wilson for numerous FD needs. I am hopeful that the State can assist with some of the projects to provide some funds for much needed projects, while providing some fiscal relief to the City. The projects range from station updates/upgrades at the Greeneville station to vehicles and equipment for the Fire Marshal Office.

Respectfully submitted by:

Tracy Montoya

Chief of Department

**Human Resources Department**  
 October 1, 2023 through December 31, 2023

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 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	19	CDL monthly random	4
Position announcements	15	Pre-employment (P, S & T)	20
Applications processed	657	Police Accountability Act	
Applicants tested	186	<b>Workers Compensation/Safety</b>	
Exams administered	14	Claims reviews	
Realistic job previews/Interviews		Claims processed/FRI	56
Lists extended	5	OSHA 300 Filing & Posting	
Advertisements	13	Disability Wage Statements	14
<b>Employees</b>		<b>Committees</b>	
New hire background checks (P, S & T)	9	Personnel & Pension Board	2
Orientations	19	Volunteer Firefighters Relief Fund	1
Evaluations	36	Safety Committee	2
Step increases	27	Commission for Persons with Disabilities	
FMLA	20	<b>Mandatory Reporting</b>	
Unemployment processing and hearings	5	State - DOL Employment Statistics Reports	5
Full-Time Permanent Hires	14	State - DOL Multiple Worksite Report	1
Seasonal hires	0	CCM – Annual Salary Survey	1
Temporary hires	12	EEO-4 Report	1
CDL Physical Recertification's	5	<b>Labor Relations</b>	
<b>Benefits Administration</b>		Contract/pension negotiations/MOUs	6
Insurance changes processed	4	Grievances/mediations/arbitrations/CHRO	8
COBRA elections processed		<b>Training</b>	
Voluntary Benefits		Vector Trainings	24
Insurance billings	15	Sexual Harassment Prevention Training	19
Insurance waivers		Checklists/Procedures	12
Open Enrollment	16	<b>Record Keeping</b>	
<b>Pension Administration</b>		Organize/Digitize Active Personnel Files	83
Pension processing	51		

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.

City Goal	Dept. Goal	Department Goal Details	Division Deliverables	Measure	Target	Q1: July-Sep	Q2: Oct-Dec
G2	DG1	Protect and/or enhance the lives of residents by aiding them in attaining self-sufficiency.	Address income inequality through empowerment and improving access to food, healthcare and medical services. Provide assistance in the area of housing-related services including but not limited to re-housing residents displaced by fires, condemnations, and disasters.	# of Direct Services Provided Norwich Residents	1,400	300	245
				# of Clients Assisted with OTHER Funds per Year	1,300	138	1,026
				# of Clients Assisted with NHS Funds per Year	100	34	26
				# of Renters Rebate Applications Processed Annually	1,200	1,000	20
				# of condemnations processed	25	9	6
				% of people applying for relocation who are housed	100%	100%	100%
				# of people diverted from shelter or Rapidly Rehoused	35	0	1
				# of Homeless ARPA clients	0%	2	2
			Provide work, education, training, and job placement opportunities, via Norwich Works.	Total # screened for employment services	120	10	11
				Average Client Income at Intake	n/a	1213	1614
				Average Client Income at Discharge	n/a	2,430	1858
				# of ECTC Requests Processed	30	7	16
				# of Clients Assisted with JRI/ARPO7	5	2	5
			Administer programs that increase household income and act as a conduit for non-city dollars for Norwich residents.	# of New CDBG Norwich Works Enrolled	12	4	1
				Norwich Works Client Details via CDBG			
				White	n/a	4	4
				Hispanic	n/a	3	3
				# of extremely low income	n/a	3	3
				# of very low income	n/a	1	1
				# of low/moderate income	n/a	0	0
				# of "other" income	n/a	0	0
				# of Female Head of Household	n/a	1	1
				# of Handicapped Persons	n/a	0	0
				# of clients enrolled in Job Training via CDBG	12%	5	1
				% of people completed job training via CDBG	100%	100%	0
				% people obtained employment via CDBG	75%	50%	0
				# of homeless CDBG clients	n/a	0	0
				# of clients enrolled in Job Training via ARPA	5	0	0
				% of people completed job training via ARPA	75%	0	0

(continued on reverse)

City Goal	Dept. Goal	Department Goal Details	Division Deliverables	Measure	Target	Q1: July-Sep	Q2: Oct-Dec
<b>ROSE CITY SENIOR CENTER</b>							
G1	DG1	Coordinate and provide accessible Medical Transportation, affordable health services, and counseling services through various Federal, State, and local grants, including from the CT DOT and the Lord Foundation.	Secure funding, that does not have a negative impact on taxpayers, at times in collaboration with other Human Services Divisions, from Federal, State, and local grants.	Senior Center Transports	12,000	4,060	4,034
G2	DG2	Protect and/or enhance the lives of Norwich seniors.	Provide access to benefits and services through our Outreach Administrator and grant-funded Benefits Counselor.	Funding obtained	\$75,150	\$ 75,150	\$75,150
				Completed Outreach Appointments/Home Visits	3600	857	819
			Provide Preventive Health Services that will result in a positive financial impact and better overall healthcare for our members.	Completed Benefits Counseling Appointments	252	46	103
			Provide on-site mental health and counseling services for our older adult population.	Clinic RN and Podiatry Appointments	650	166	159
G1, G2	DG3	Maintain strong community relations through candid communication, professional service, and collaboration with community outreach programs.	Coordinate a wide variety of exercise programs with professional instructors as well as provide various health-related topics to educate our members with coordination through providers in the Greater Norwich Community.	# of Counseling Cases	16	7	8
				# of Counseling Hours	800	217	245
				Program Visits	35,000	12,443	12,137
G1, G2	DG4	Construction of pickle ball courts at the Rose City Senior Center.	Completion by end of 2023.	Exercise Participation	7,500	2,158	2223
				Completed?	Y	Y	Y
G1, G2	DG5	Increase efficiencies and decrease waste by evaluating expenditures through a sustainability-focused lens.	Identify, evaluate, and rectify the current practice regarding justification of our needs, including but not limited to delineating the amount of other staff wages being lost to Office Coordinator duties, therefore resulting in streamlined functionality, improved service, and an elimination of the misuse of allocated funds.	# of phone calls fielded annually	45,000	10,300	10,072
				# of Rose City Senior Center Memberships	1,300	1,282	1,507
				# of New Memberships	300	83	54
				Increase in innovative programming	2%	5%	5%
				Increase in homebound senior services	2%	23%	0%
				Increase in membership support	3%	6%	15%

City Goal	Dept. Goal	Department Goal Details	Division Deliverables	Measure	Target	Q1: July-Sep	Q2: Oct-Dec
<b>YOUTH, FAMILY, &amp; RECREATION</b>							
G1, G2	DG 1	Maintain strong community relations through candid communication, professional service, and the implementation of community outreach programs and partnerships.	Provide a leadership role on key local and regional boards/committees.	# of Prevention Council Meetings	12	3	3
G1, G2	DG2	Increase efficiencies by working collaboratively with other departments, agencies, boards, and commissions as well as outside agencies.	Coordinate activities, events, and outreach with all Human Services' Divisions as well as other City Departments, schools, and community organizations.	# of JRBs # reached with positive youth development/community education	12	3	3
G2	DG3	Promote the health and well-being of Norwich residents through organized and structured management, consultation, crisis management, and mentoring opportunities.	Prevent juvenile delinquency and reduce recidivism through counseling, case management, consultation, crisis management, and mentoring opportunities.	# of Residents reached by public forums/educational events	5,000	2,120	588
				# of Youth Program Registrations	300	50	80
				# of Adult Program Registrations	6,000	2,288	402
				# of field permits issued	1,000	286	44
				# of Juvenile Review Board cases	150	70	17
				# of youth diverted from justice system	60	9	6
				# of Families With Service Needs receiving services	60	15	4
				# of Summer Jam & Learn Program Participants	5	0	1
				# of Counseling Cases	15	17	na
				# of Hours of counseling, case management, and mentoring	30	7	11
G1, G2	DG4	Train personnel to the highest standards while holding them accountable to those standards.	Provide youth with work, education, leadership initiatives, and job skills training.	# of Residents reached by anti-substance use resources	1,000	342	335
				# of Relative Caregivers Groups hosted Annually	20,000	7,400	3153
				# of youth provided with employability assessment	12	3	3
				# of Year-Round Youth Employment Participants	170	135	25
				# of Youth Interns	40	34	6
				# of youth in or completed Leadership Initiatives	120	135	0
				# of Staff who Attend Trainings	70	30	11
				# of hours of Training obtained	5	3	9
				# of In-School and After-School Programs	20	36	122
				G3	DG5	Provide program enhancement and support services to Norwich schools, in addition to other City-wide program offerings.	Provide program enhancement and support services to Norwich schools.

## Planning & Neighborhood Services

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Quarterly Report: 10-01-23 through 12-31-23

During the 3-month period from October 1, 2023 through December 31, 2023, the Planning and Neighborhood Services Department Staff:

- Continued to provide supervision and assistance to the Community Development Dept. At the request of the City Manager and the support of HR, the P&NS Director will oversee the department functions through the end of 2023.
- Continued to participate in meetings relative to DOT Eastern CT Corridor Rail and Transit Feasibility Study, the SE CT Cultural Coalition ARPA funded public art program, Master Park Plan, the Downtown Mobility Study, and the Yale Urban Design Jubilee Park community project
- Attended numerous in person and remote trainings or conferences specific to their job responsibilities.
- Participated in the S&P Bond rating meeting
- Staff participated in hybrid meetings of land use boards and commissions and attended meetings of the City Council.
- Initiated Round 12 of the Property Disposition to determine best use of underused existing and municipally acquired properties.
- 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 11 Land Use Applications:
  - Inland Wetlands and Watercourses Conservation Commission 1 Applications ( 1 Regulated Activities, 0 Administrative Upland Review & 0 Non-Jurisdictional Ruling)
  - Commission on the City Plan – 6 Applications ( 0 Subdivision, 2 Special Permit, 3 Site Development Plan, 0 DMV K-7 Motor Vehicle Location Approvals, and 1 DEEP CAM (CAM Review) Note: \* Withdrawn by applicant
  - Zoning Board of Appeals – 4 Applications ( 4 Variance ( 3 Approved 0 Denied 0 Withdrawn) & 0 Appeal of the ZEO) \* 1 yet to be decided
- Received 118 Complaints relative to the following:
  - Blight – 75
  - Housing/Property Maintenance - 9
  - Work without Permit(s) - 18
  - Wetlands - 1
  - Zoning – 15
- Investigated and/or issued 196 Violations and Closed 128, 3 zoning closed
  - Blight – 152
  - Housing/Property Maintenance - 13
  - Work without Permits(s) – 18
  - Wetlands - 1
  - Zoning – 12
- Building Permit Field Inspections 1086
- Housing & Blight Field Inspections 312
- Responded to 12 Police or Fire Call-Outs
- Citations Issued 4 Value of Citations Issued: \$ 1000
- Citation Fees Collected \$ 39,935.07
- Issued 517 Building Permits ( 440 residential, 73 commercial, 2 Industrial and 2 municipal) –
- Building Permits per assigned FTE  $517/3 = 173$ 
  - 4 Structures Condemned
  - 4 Dwelling Units Condemned
  - 1 Buildings Demolished
- 19 Zoning Letters of Compliance Prepared
- 64 Zoning Permit Applications
  - 57 Zoning Permits Issued, which includes 4 New Business/Conversion Permits
    - \*Payment still pending on 5 Zoning Permits (for this quarter)
  - 3 Permit Applications rejected/ or Withdrawn
  - 5 Yard Sale permits



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



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



PATRICK J. DALEY  
Chief of Police

**Quarterly October 1, 2023 thru December, 2023**

**PATROL DIVISION**



**Newly Promoted:** (left to right) Captain John Perry, Lieutenant Kyle Besse, Lieutenant Steven Schmidt, Sergeant Ken Wright, Sergeant Matt Seidel.



Swearing in Ceremony, Officer Stephen Losty (November 9, 2023)



Swearing in Ceremony: Office Christian Rankowitz, Officer Jean Fede (November 15, 2023)

In the period **October 1st, 2023 thru December 31, 2023** the Norwich Police Department Patrol Division handled approximately **11,500 calls for service**. Included in these service calls:

- **Arrests Made 412**
- **801 Offense Reports Taken**
- **283 Traffic Accidents Investigated**
- **775 Motor Vehicle Stops Initiated**
- **75 Infractions Issued**
- **556 Alarm Responses (Burglary and/or Panic)**
- **6313 Telephone calls into Dispatch**
- **2018-911 Calls**

#### **INVESTIGATIONS/ARRESTS:**

**10/04/2023-** At approximately 1:02 P.M., Dispatchers took a 911 call, that a male in the area of Mohegan Park was walking his dog when he was confronted by another male, who ultimately removed a firearm from his pocket and pointed it at the caller's dog. Officers responded to the area and after speaking with the caller it was determined the suspect lived in the area. The suspect was ultimately located and during the investigation it was believed that the suspect was intoxicated. Upon completion of the investigation the suspect was arrested, the firearm was seized and his pistol permit was seized and the State firearm Permitting center was notified.

**10/04/2023-** At approximately 10:45 P.M., Officers were dispatched to the area 45 Uncas Street for a female passed out in a vehicle. Upon arrival Officers were able to wake the suspect. While conducting the investigations Officers were able to determine the suspect had a significant amount of narcotics on her person. The suspect was ultimately arrested after Officers located 3.9 grams of Crack Cocaine was located in the suspect's sweatshirt pocket.

**10/07/2023-** At 10:58 A.M. Officers were conducting routine traffic enforcement in the downtown area when they noticed a vehicle with its windshield tinted and the CT registration plate was not clearly visible. Officers conducted a motor vehicle stop and after conducting a good and thorough investigation, the suspect, who was the passenger, was found to have 2 loaded firearms within his backpack. The suspect also was in possession of codeine which he had put in a Sprite bottle in an attempt to hide the narcotics.

**10/10/2023-** Sgt. Meikle was traveling on Asylum Street, when he observed a vehicle with had been reported as stolen in front of him. Sgt. Meikle attempted a motor vehicle stop however the vehicle fled the scene and Sgt. Meikle did not pursue due to State Policy. Norwich Dispatch then began receiving 911 calls stating there were motor vehicle accident on the route 2 connector by Bachus hospital and the description of the offending vehicle match the vehicle Sgt

Meikle had scene. Upon arrival to that area, good Samaritans advised Officers that the vehicle had gone down Lafayette St. Officer began to check the surrounding area and located the vehicle abandoned on Yantic St. A perimeter was set up quickly and Officers conducted a search of the area with the assistance of a K9. Ultimately 4 Juveniles were arrested for the theft of the vehicle and 2 of them were also in possession of large knives.

**10/19/2023**- At approximately 7:50 P.M. Norwich Police dispatch received a call-in regard to a motor vehicle accident involving a firearm. Upon officer arrival Officers located a victim in the roadway, who had been shot multiple times. Officers began to give care and the victim was making incoherent statements about his vehicle which was not in the officers' sight. While some Officers treated the victim, while waiting for EMS services, other Officers began checking the area for the victim's vehicle. Ultimately the victim's vehicle was located on its side approximately 100 feet down an embankment in the wooded area off of School St. Officers located a second victim within the vehicle. Due to the vehicle's damage and the position of the vehicle the Norwich Fire Department had to extricate the second victim from the passenger side of the vehicle. Both victims were sent to Backus hospital, but the passenger side victim succumbed to his wounds and pronounced deceased at the hospital. Officers and the Detective Division did an excellent job processing the scene. The Norwich Detective Division has questioned numerous people in regards to this case and it continues to be under investigation.

**10/23/2023**- At approximately 2:56 P.M. members of the Norwich Police Department with the assistance of the State Police Violent Crime Task force took the occupant of 527 New London Turnpike into to custody for onsite charges as well as fugitive from justice charges, as he had an extraditable warrant out of Massachusetts. The suspect had been showing signs of mental instability and had interactions with both the Fire Department as well as the Police Department. The suspect had barricaded himself in his residence on an earlier interaction with the Norwich Police Department. The suspect had stated he had set traps and or IED's (improvised explosive devices) in or around the residence. Ultimately, the suspect was seen exiting his residence and after a search of the area he was taken into custody without incident. The residence was checked with the assistance of the State Police Bomb unit prior to his family returning to the residence.

**11/28/2023**- At approximately 6:59 P.M., Norwich Police Dispatch received a 911 call from a man stating his neighbor just came to his residence and stated he strangled and killed his grandmother. Officers immediately respond to the area and located the victim in her living room with non-life-threatening wounds. The suspect was then located and it was determined he was a juvenile. The victim was sent to W. W. Backus Hospital for evaluation and ultimately released. The Juvenile Suspect was brought to the PD and arrested, after working with DCF and the family a plan was set up for the care of the Suspect.

**12/04/2023**- At 12:45 A.M., Officers were dispatched to Modelos Bar and Grill for a disturbance. Upon arrival Officers met with Modelos staff who stated a male and female had gotten into an altercation in the establishment, and they had removed them. Staff stated the two were still in the back parking lot fighting. Officers located the subjects and separated them. The investigation revealed the intoxicated, pregnant female had become upset with her boyfriend and started a physical altercation. While in the establishment they were asked to leave and when they did not the Security sprayed them with pepper spray. Both the accused

and the victim were treated for their exposure and the suspect was arrested for domestic charges.

**12/23/2023-** At approximately 12:25 A.M., Norwich Police dispatch received a call from a citizen who stated he observed a male attempt to make entry into his vehicle and then walk away. The caller provided a good description of the subject and Officers began searching the area. The subject was ultimately located and arrested for the attempted vehicle entry. The subject is also known to officers as one of the common offenders in the area for vehicle burglaries. The subject was arrested and ultimately released. On 12/24/23 the suspect was again caught attempting to enter vehicles in a different area of the city. The suspect was again arrested and held on the attempted vehicle burglaries.

**12/23/2023-** At approximately 12:36 A.M., Officers were dispatched to Prime 82 restaurant after a 911 caller stated they observed a suspect attempting to make entry. Upon arrival Officers could hear sounds coming from the inside of the restaurant. Upon making entry the suspect was located and detained. Officers observed numerous glass bottles and glasses had been smashed, the taps had all been broken off and beer was spilling onto the floor, and the rear glass doors had been shattered. The owners of the establishment stated they believed there was approximately \$12,000 worth of damage. The suspect was arrested and also had an extraditable warrant out of VA.

**12/26/2023-** At approximately 1:33 P.M. Officers were dispatched to the area of Case Street for a wellbeing check. A concerned neighbor stated he had not seen his neighbor in a week or so. Upon arrival Officers found the mail had not been taken in and other signs to lead them to believe the occupant could be injured. Forced entry was made into the residence and the resident was located on the floor with what appears to be a self-inflicted chest wound. The wound was fatal, and it appears to be a suicide at this time. The Detective Division is investigating.

**QUARTER OVERDOSE DEATHS -** 17 OD's total 3 were fatal.

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

Several cases are currently being investigated by the Detective Bureau and forensic interviews were scheduled. Backroom investigating several juvenile sex assault cases, most of which require forensic interviews. Most of the investigations are ongoing. Other sexual assault investigations are on-going also.

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

Recruits Madison Nott, Brendon Carter and Stasia Czernicki, graduated from the POSTC Academy on October 12, 2023. All three recruits are now in the FTO phase of training. Officer Stephen Losty was sworn into the Norwich Police Department on November 9, 2023. Officer Losty will be going through comparative training as he was a sworn Florida Police officer. Officer Losty has begun his FTO period and should be off FTO late January.

Recruits Fede and Rankowitz were sworn in as the Newest Norwich Police Officers on November 15, 2023 and started at the LEC regional Academy on November 27, 2023.

**PROJECTS**

The CAD/RMS system upgrade continues to be a work in progress. Estimated completion May 2024. All computer equipment is on site and built. Testing has been done on the system by both the Norwich Fire Department, Norwich Police Officers and Norwich Dispatch.

New Body Cameras have been deployed to all Officers. The New Cameras are of better quality, which will give better picture and sound quality as well as longevity.

**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; 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, 2023 to December 31, 2023

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- Completed Citywide fall street sweeping, to lessen the likelihood of leaves blocking catch basins.
- Completed fall bagged leave pick up, as well as removing leaves from all Parks and Recreation areas.
- Removed a dangerous tree from the island at Mill Lane on Oneco St., and reconstructed the intersection, eliminating the island, and making the intersection safer (see pictures above).
- Reconstructed nearly a half mile of walking paths at the Taftville Park.
- Disassembled and stored all four of the downtown Street Parklets for the winter.
- Removed old play equipment, in the Greenville Park to prepare for installation of new equipment, then installed new wood border and wood chip surface after the installation of the new play equipment.
- Performed seasonal maintenance such as clearing culverts of debris, and picking litter along streets.
- Repaired a number of ongoing ice conditions, including Wilmot St., which involved 200 feet of new pipe and two new catch basins.
- Replaced 18 catch basin tops in preparation for next paving season, as well as installing new basins on Franklin St. and Cliff St. to improve drainage near the roundabout.
- Decorated Brown Park and the spruce tree on Norwichtown Green with holiday lights.
- Took down approximately 35 trees in decline throughout the city as well as roadside tree trimming.
- Used Vactor truck to clean over 800 catch basins, consistent with MS4 regulations.
- Prepped numerous athletic fields for quicker opening in the spring.
- Fleet Maintenance performed 278 repairs and performed engine overhauls on two large trucks.
- Prepared 30 pieces of equipment for the upcoming snow season.
- Worked with Purchasing Agent to Auction 11 units for a revenue of more than \$30,000.
- Upgraded furniture and walls in the Tax Collector's office.
- Replaced entrance lights at the Ice Rink parking lot, and lower parking deck at City Hall with LED lights.

### 2023 Construction Season Project Status

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- Completed the 2023 Pavement Program with the paving of Talman St. Ext., Penobscot St., Fowler Ave., Rock St., Hedge Ave., and McKay Street, for a total of 4.2 miles for the season.
- Continued Construction Management of Uncas Leap Heritage Park, and the parking lot adjacent to the newly reconstructed Armstrong Tennis Courts.
- Began the hazardous building material abatement at the former YMCA.
- Completed the construction of Phase I of the Lower Broadway Street Improvements.

OFFICE OF COMMUNITY DEVELOPMENT  
 23 Union St, 2<sup>nd</sup> Floor, Norwich, CT, 06360  
 Office: 860-823-3770; Fax: 860-823-3715

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)\***  
**Qtr. 4-2023 October- December**

<b>Actual</b>	<b>Quarterly</b>	<b>Calendar 2023 (Cumulative)</b>
<b>Units Completed/Cleared</b>	<b>3</b>	<b>15</b>
<b>Number of Units in Progress or Under Contract</b>	<b>5</b>	<b>-</b>
<b>Property Rehabilitation Funds Expended</b>	<b>\$51,605.00</b>	<b>\$232,936.00</b>
<b>CDBG Funds Expended</b>	<b>28,749.37</b>	<b>759,595.43</b>
<b>Revolving Loan Income</b>	<b>\$34,199.68</b>	<b>\$186,990.30</b>
<b>Revolving Loan Expenditures</b>	<b>\$20,197.25</b>	<b>\$148,309.25</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 the calendar year indicated 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.*

**LEAD-BASED PAINT HAZARD CONTROL PROGRAM\*\***  
**Qtr. 4-2023 October - December**

<b>Actual</b>	<b>Quarterly Progress</b>	<b>Calendar 2023 (Cumulative)</b>
<b>Completed/Cleared</b>	<b>4</b>	<b>12</b>
<b>Number of Units in Progress or Under Contract</b>	<b>6</b>	<b>-</b>
<b>Funds Expended *Includes Healthy Homes</b>	<b>\$113,791.24</b>	<b>\$387,231.05</b>

*\*\*It is important to note that the City of Norwich's Lead-Based Paint Hazard Control program is a 4-year grant that began in 2019 and is scheduled for completion in 2024. Figures provided within the tables represent expenditures and accomplishments within the calendar year indicated.*



Norwich Community Development Corporation  
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December 26, 2023

SUBJECT: NCDC Quarterly Report

As requested, the below summarizes our current activity. Any questions please reach out.

**The ABC's:**

- **American Rescue Plan (NRP):** We remain at 98% obligated and 13% spent. We weren't able to turn out any more payments since our meeting in November due to the need to sharpen the pencil on some of the applicant invoices to match up with their original grant request. We remain on path to hold our last - and we suspect final - NRP business board in March 2024. At that time, the NRP program will pivot to "monitor buildout and report". In the first few weeks of 2024, we will likely see disbursement to 6 projects of over \$800,000. This time last year I told you 77-91 Main was "beginning framing" - today they are on the verge of their certificate of occupancy (albeit a few months late) and you will see final disbursement of their remaining \$400,000 to them. One of the projects about to achieve C/O and payout is the Hotel Calista. Our current plan is to hold the annual meeting there. Additionally, we've been informed that the Connecticut Main Street Center is interested in holding their Annual Awards of Excellence meeting at Hotel Calista in June of 2024. Great exposure for our City and our efforts, particularly if the Mattern/YMCA project stays on schedule and presents the feel and look of Main Street progress there on the "East Gate" to the downtown.
- **Business Park North (BPN):** We were approved at the Inland Wetlands Commission in mid-December and we closed the public hearing before the City on the Commission Plan on our sub-division submission on December 19th. I don't mean to understate it, but the public opposition was presented by the same 5 or 6 voices with the same arguments, none of which quite frankly were applicable to a sub-division application. Everyone in the public domain continues to confuse the matter of "Site Plans" (future action) with this Sub-Division application (current action). That's understandable, but it isn't understandable if the CCP falls victim to that same conflation, and puts them at risk for an appeal if they vote against our sub-division plan. The hearing is simply about "conformity with regulation of a sub-division" and not about traffic matters outside of our subdivision, prospective building heights that will have to pass master in future site plans before that body (not now), or other issues that keep getting recycled. With the hearing closed, the CCP has 65 days to make a decision with the clock running out on February 22, 2024. They expect to make the decision at a special meeting on, or about, January 16, 2024. Many thanks to Henry Resnikoff, Mark Block, Jeff Bord (Bohler

Engineering), and John Faulise (Boundary Surveying). These "Four Horseman" have carried a heavy load preparing for these public meeting and have been agile and responsive. Meanwhile we continue to field inbound inquiries as a result of Cushman and Wakefields work, and the AdvanceCT listing of our site. We are expecting an NDA from a user sometime during or right after the holidays. But we gotta get thru the CCP decision.

- **Cannabis:** Though the industry growth is slower than expected across the state we remain in good shape. Cultivator at 5 Eight Street (Sweetspot Farms) anticipates a fully operational plant in March/April of 2024, and 3 other cultivators continue to circle Norwich trying to land a deal on their locations. Retailer at 606 West Main (Verano) is reporting steady revenue, and it will be interesting to see what the change in the legal limit for sale (from ¼ ounce to ½ ounce per visit) does for revenue. We still await the results of the Social Equity Council "Trusted Messenger" RFQ as partners alongside the Community Foundation of Eastern Connecticut.

### Beyond the ABCs:

- **CIF2030 Grant Applications:** We successfully submitted the Waterfront grant a day ahead of the timeline. I have provided talking points and slides to our delegation to support the important effort in the Capital to champion for this \$11,751,000 grant request. We remain hopeful as always. Meanwhile, the marina operators have secured Mi Encanto to operate the Ice Cream shack and continue the search for a year round restaurant operator. They have acquired the new tent for the pad and planned to put it up in mid-March. I've opened discussion with them to have it set up prior to the St Patricks Day parade on March 3rd, even if just for the spectacle of having it visible at that time. Scott Lessard continues to work with them on ARP supported rehabilitative efforts as we await the CIF grant decision in March 2024.
- **Jubilee Park:** YUDW has delivered final products (see attached image). We are on path for a public informational on Jan 22<sup>nd</sup> (if approved, we plan to propose) and an RFP for a civil/landscape engineer team to provide an opinion of probable costs for that design. We think it will set us up for a solid CIF Round 5 grant, though that remains to be seen. Associated, the Stackstone properties will close in early January under new ownership and that MIGHT become an intriguing add to an overall Lower Broadway grant request. For those that were tracking this - the close was to have been today, but the "crumbling facade fiasco" from last week caused a \$14,000 lien that wasn't cleared by the time of today's closing so it's delayed to early next month.
- **Community Engagement:** EnvisionNorwich360 is close to 300 registered users and we plan to re-engage the community to continue building excitement about the future of the waterfront in January.
- **Mercantile :** Mark Block and I visited MPTN and have just about hammered out the details on the transition on June 30, 2024. More to follow.

- **Foundry 66:** Foundry 66 occupancy, events, and energy continue with no less than 5 tours conducted that will likely all produce new tenants. We are once again almost completely full on private spaces, with the glass offices upstairs now nearly full, informing our desire for a capital expenditure downstairs to do same. You might recall that my written report this time last year said that the buildout was underway upstairs and that we would request capital infrastructure dollars in this years budget to do same. Well, upstairs is done and the results are clear, and we didn't get the bump we needed in the budget last year, so we are asking again.
- **Financials/Financial Management:** Cash position remains healthy, with roughly 8 straight quarters of growth, currently sitting over \$200,000 for the first time in two years. The P&L year to date (attached) shows us operating about \$12,000 ahead of budget nearly halfway through the year even without realization of CIF fees we thought would have been booked by now (Reid & Hughes ~40k, BPN/OIC ~18k). This just confirms we have some runway as we continue to prepare for the sunset of ARP fees, and as we lean into planning for next years budget.
- **Admin :** we have hired Patty McManus' replacement as bookkeeper. Patty and Katherine Turker conducted their first week of handover this past week and will do so next week and the first full week of January before Katherine is on her own. Katherine is a CPA with significant bookkeeping experience to include with non-profits and will be a great add to the team (resume attached). Additionally, we have closed the RFP for a new audit firm and I have 3 solid reponses from (1) Marcum, (2) Henry, Raymond & Thomspson, and (3) Crowe Freidburg. I anticipate a late response from Clifton, Larson, Allen after a week of answering their RFIs this past week. The plan is to have the Executive Committee review and help select by January 11th. We will have some catch up to do for 2023, but we will be in a much better place going forward into and through this year and next.



**Kevin Brown**

**President**

**Norwich Community Development Corporation**



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[envisionnorwich360.com](http://envisionnorwich360.com)

[askncdc.com](http://askncdc.com)

[foundry66.com](http://foundry66.com)



## Director's Report, 2023-24 Second Quarter

Kate Fields, Head of Children's Services, retired after 29 years with Otis Library. Kate was a dedicated employee and was a wonderful librarian to the children and families of Norwich. Bethany Jensen was promoted to Head of Children's Services. Bethany has worked in the library's Children's Department for 6 years and has made a smooth transition to her new role. She brings great skills, ideas, and exceptional organizational abilities to the position.

We have been working on a hard weed of the adult collections. We are moving some collections and furnishings make the collections and space more accessible to patrons and improve circulation. Once that is complete, we will move on to the Young Adult Department, then the Children's Department with the same goals.

The Friends of Otis Library held a successful book sale in October. With the proceeds of the sale, the Friends were able to provide funds for sensory kits for the Children's Department; toys for the Mother Goose & More storytime series; a bookcase display for the Children's Department; a neon sign for the Young Adult Department; a year's subscription to Pronunciator and [Ancestry.com](https://www.ancestry.com); stack signage for the adult nonfiction collection; and funds to be used for the adult fiction, large print, graphic novel, and paperback collections.

Our annual report for 2022-23 was submitted to the State Library in November. We recorded increases in wi-fi use, onsite and offsite programs, program attendance, website hits, and circulation of print, audio, video, and downloadable materials over the previous fiscal year.

The 15<sup>th</sup> Annual O'tis a Festival was held on Saturday, November 18, with 57 vendors and 1,099 visitors over the 6-hour period. In addition to celebrity parkers, singers, dancers, a raffle, scavenger hunt, and rocks and mineral displays, we added food trucks this year. The feedback was all very positive, and it was our most profitable O'tis event to date.

Lavanya Shubhakar, a local artist and Director of Education at Mystic Museum of Art, received an ARPA grant through the Cultural Coalition and asked us to partner with her on a multicultural exhibit. We collaborated on ideas, and she created a beautiful set of panels that represent the diversity of our city. The opening was held on December 1, and over 50 people attended. This is a permanent exhibit that is on display in the Children's Department.

Libraries Without Borders has been an excellent partner in helping us improve and expand our marketing efforts.

Our local history resources are very popular with residents and non-residents alike. Through a grant, we have been able to digitize editions from the 18th century *Norwich Packet* and *Norwich Courier* and the 19th century *Norwich Bulletin* through the early 1880's. There are still more microfilm reels of later years to be digitized in the future, but this is a great start, <https://archive.org/details/norwichbulletinmicrofilmotislibrary>