

Assessors' Quarterly Report to the City Council  
Beginning April 1, 2024 – June 30, 2024  
*"TO DISCOVER LIST & VALUE ALL TAXABLE AND TAX EXEMPT PROPERTY IN THE CITY"*

**Fourth Quarter**

- Board of Assessment Appeals – Relating to the 2023 grand list and revaluation, there were 107 hearings conducted between April 15<sup>th</sup> and April 18<sup>th</sup>, and the Board held deliberations on April 22<sup>nd</sup>. Of the 107 hearings, 20 changes were granted by the Board.
- Real Estate – New owner transfers and sales ratio reports are being done daily. We continue to track how the current sales data compares to our established values at revaluation. Our exemption database is updated regularly as properties are sold and new applicants apply. Our GIS maps are updated with survey maps, splits and combinations. April 12<sup>th</sup> we mailed out 952 Income and Expense forms to commercial property owners. These forms are due back prior to June 1<sup>st</sup>, to date we have received 642. Once received these forms are checked in, categorized, analyzed and stored for future research.
- Elderly Tax Relief – The elderly/totally disabled tax relief program wrapped up the application process May 15<sup>th</sup>. We accepted over 220 applications between February 1<sup>st</sup> and May 15<sup>th</sup>. Of those 200+ applicants, 191 were deemed eligible. Calculations were completed for all applications and credits issued on the July tax bill. Notices were sent out to all residents currently in the program June 21<sup>st</sup>.
- Motor Vehicle – Daily questions are fielded regarding motor vehicle values and taxes. Much time is spent accepting and processing proper proofs in order to adjust vehicles that were sold, traded, totaled, etc.
- Daily – Answer phone inquiries, serve the public at the counter, and do daily motor vehicle corrections and pro-rates. Processing Veterans DD214 as received by the City Clerk.
- Court Appeals - There is currently one pending court appeal relating to the 2021 grand list and two relating to the 2022 list. We have received 31 appeals on the 2023 revaluation so far.
- Motor Vehicle Investigations – MTS / Municipal Tax Services continues to conduct motor vehicle investigations on vehicles residing here in Norwich but are registered elsewhere in CT or other states.

William M Lee, CCMA, II  
Assessor

**Cash Codes Summary- Norwich**

DATES 04/01/2024 TO 06/30/2024

Report Date 07/03/2024 04:32:13 PM

Page 1 of 2

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	1329	\$34,350.00
Total For Cash Code EXTRA FEE			4	211	\$421.00
Total For Cash Code LOCAL TAX			5	205	\$298,214.11
Total For Cash Code NEW CONV TAX			6	197	\$490,621.96
Total For Cash Code RECORDING FEES			51	1	\$10.00
Total For Cash Code COPIES			57	11	\$44.00
Total For Cash Code CERTIFICATION			58	9	\$18.00
Total For Cash Code VITAL			59	984	\$28,960.00
Total For Cash Code CHARGE ACCOUNT PAYMENT			105	28	\$7,215.00
Total For Cash Code MARRIAGE STATE			800	82	\$2,788.00
Total For Cash Code MARRIAGE CITY			801	82	\$1,312.00
Total For Cash Code DOG LICENSE BASE 19			901	125	\$2,432.00
Total For Cash Code DOG LICENSE BASE 8			902	834	\$7,432.00
Total For Cash Code DOG RENEWAL LATE FEE			903	30	\$287.00
Total For Cash Code FISH & GAME			907	96	\$2,540.00
Total For Cash Code NOTARY			908	68	\$375.00
Total For Cash Code SURVEY/SITE MAPS			910	4	\$440.00
Total For Cash Code OPEN VITAL			917	19	\$450.00
Total For Cash Code MISC			918	26	\$600.01
Total For Cash Code FEDEX CHARGE			919	21	\$840.00
Total For Cash Code COPY			921	382	\$2,979.50
Total For Cash Code CREDIT CARD SURCHARGE			936	107	\$1,070.00
Total For Cash Code STATE PRESERVATION			937	967	\$42,548.00
Total For Cash Code CITY PRESERVATION			938	967	\$2,901.00
Total For Cash Code TOWN PRESERVATION			939	967	\$2,901.00
Total For Cash Code BUDGET BOOK			947	3	\$42.00
Total For Cash Code LIQUOR PERMITS			948	19	\$380.00
Total For Cash Code DOG REPLACEMENT TAG			953	1	\$0.50
Total For Cash Code STATE TREASURER			1001	62	\$7,874.00
Total For Cash Code TOWN GENERAL FUND			1002	62	\$1,984.00
Total For Cash Code STATE TREASURER			1003	112	\$12,320.00
Total For Cash Code TOWN GENERAL FUND			1004	112	\$4,368.00
Total For Cash Code TOWN CLERK FUND			1005	112	\$1,120.00

**Cash Codes Summary- Norwich**

DATES 04/01/2024 TO 06/30/2024

Report Date 07/03/2024 04:32:13 PM

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 WEB SUBSCRIPTION - 1 WEEK			1960	34	\$1,700.00
Total For Cash Code WEB SUBSCRIPTION - 1 MONTH			1961	11	\$1,100.00
Total For Cash Code WEB SUBSCRIPTION - 6 MONTHS			1962	2	\$500.00
Total For Cash Code WEB SUBSCRIPTION - 1 YEAR			1963	8	\$3,600.00
Grand Total					\$966,738.08

## Finance Department

---

Report for the Quarter Ended June 30, 2024

### Departmental Goals (DG)

---

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

---

- 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 rejoined the Finance Department as Accountant after Mitch Nixon resigned from the position in September. We hired Ninette Aldi to replace Accounting Generalist Lisa Lapkowski who was promoted to a position in Human Resources.
- Revenue Collection Clerk Gynna Gaitan began her first Certified Connecticut Municipal Collector (CCMC) class in January. (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

---

- Annual Audit – The audit of the fiscal year ended 6/30/2024 began by a kick-off meeting in April and preliminary audit procedures in June. (DG3)
- American Rescue Plan Act – Orla continues to gather information from recipients to meet the ever-evolving ARPA quarterly reporting requirements. (DG3)

### Accounts Payable

---

- 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

---

- Received GFOA's Distinguished Budget Presentation Award for fiscal year 2023-24. (DG3)
- Worked with City Manager John Salomone to prepare proposed 2024-25 budget and supported the City Council and Ad Hoc Committee consider various budget scenarios. (DG3)

### Debt Management

---

- 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

---

- IT Manager Raymond LaRose and IT Technician Joe Wasilewski continued infrastructure work for PremierOne CAD and RMS. (DG2)

- Raymond and IT Technician Mario Gagliardi replaced end of life voice routers and gateways. (DG2)
- Raymond participated in the 2024 Statewide Emergency Planning and Preparedness Initiative (EPPI) Session for election security along with other city departments. (DG1)
- Raymond, Joe, and Mario began onboarding a new Managed Services Provider alongside NPU. (DG2)
- Raymond attended the Connecticut Education Network's member conference. (DG4)
- Monitoring systems analyzed 34.7 million events, investigated 162 possible threat indicators, perfected 3 in-depth investigations, and resolved 1 incident. (DG2)
- Automated patching applied 3452 software patches. (DG2)
- Manually applied 36 patches on critical infrastructure to resolve vulnerabilities. (DG2)

### *Payroll*

---

- 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*

---

- 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 and started an RFP for commissioning agent 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
- Worked with IT to implement digital fax solutions for all printers in the City, eliminating the need for several landlines.

### *Revenue Collection*

---

- 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 and Sandy 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)
- Karlene is working on a Tax Sale which is estimated to take place in Fall 2024. (DG1)

### *Risk Management*

---

- Bob completed FY2025 insurance renewal applications for several policies, including the CIRMA liability, automobile, and property (LAP) policy and cyber liability.

Submitted by: Comptroller Joshua A. Pothier  
7/8/2024

# Norwich Fire Department

*Quarter 2, April 1-June 30, 2024*



*"Loyal to Our Duty"*

# Norwich Fire Department Quarterly Report – Q2

April 1 through June 30, 2024

## **Operations:**

The city continues to experience a variety of types and severity of calls for emergency services. Total incidents for this quarter: **732** with the following breakdown: **18** fires, **546** rescue/emergency medical calls, **24** service calls, **144** misc\*. Mutual aid / Automatic aid was provided **12** times and received **13** times. Automatic Aid per City Policy was given **5** times and received **11** times. There were **146** (19.95%) overlapping calls.

## **Significant incidents:**

- 06APR: 120 Cliff St. – bomb threat. Crews responded to a report of suspected pipe bomb. Upon arrival, crews worked in conjunction with NPD under a unified command setting to address two suspected pipe bombs in the building. CSP responded and removed the devices. No civilian nor first responder injuries reported.
- 16APR: 35 Cliff St. – bomb threat. NPD notified NFD that officers were operating at a suspicious package, possible pipe bomb. NFD Chief coordinated with NPD and CSP on scene, no apparatus needed. At the time, PD was unsure if this incident was related to the one at 120 Cliff St.
- 27APR: 277 Central Ave – building fire. Crews responded with auto aid companies from Taftville and Laurel Hill to a report of a possible structure fire. Upon arrival on scene crews reported smoke from the rear of the building and called a working fire. Crews located fire burning in the floor of an exterior stair, and in the exterior wall. Companies extinguished the fire as other companies conducted searches in the apartments. Assisting on scene were NPU, NPD, and Building Official. No civilian nor firefighter injuries reported. Fire is under investigation by staff of the Norwich Fire Marshal Office.
- 02MAY: Indian Leap area of Yantic Falls – rope rescue. Crews were dispatched to a report of a person in distress near the falls. Upon arrival on scene, crews located a person at the base of ledge near the water's edge. Person was uninjured, but unable to extricate from his position. Crews set up lowering and belay systems and lowered a FF down to the victim. As the victim was secured with a harness and rescue sling, the crews topside changed the rope system from lowering to hauling. The victim and rescuer were both raised to the top area of the ledge where the victim was transferred to American for evaluation. No civilian nor firefighter injuries reported.
- 09MAY: Area to the rear of 195 Summit St – MVA, car over the embankment. Crews responded to a report of a car over the embankment with entrapment. Upon arrival on scene crews reported one vehicle over a retaining wall from the Summitwoods apartments, down an embankment, vehicle was unstable with one occupant. A full assignment was requested by the BC. Crews stabilized the vehicle, once extricated, the patient was lowered to crews on Summit St. Patient care was transferred to AASI for transport to the hospital. During the call, Yantic and EGP assisted with City coverage. No firefighter injuries reported.
- 19MAY: 2 Courthouse SQ, DCF – Elevator emergency. Crews responded to a report of persons stuck in an elevator. Upon arrival on scene, crews determined the elevator was

stuck between floors with 2 occupants. Power to the elevator was secured, access was gained to the elevator, and trapped persons were removed. Scene turned over to building maintenance. No firefighter injuries reported.

- 26MAY: 25 Broadway – sprinkler system failure. Crews responded to a report of fire alarm activation with sprinkler flow at the Wauregan. Upon arrival on scene, crews reported active alarm with water flowing from the building. Investigating crews found no smoke nor fire, but a leak in the sprinkler pipe in stairwell B. Water to the sprinkler system was secured and crews worked to isolate the leak. The damage was limited to common areas and did not impact living spaces. Residents were allowed to return and a fire watch was posted until the system could be restored. NPU, Building Department, and FM assisted on scene. No civilian nor firefighter injuries reported.
- 04JUN: 3 Watercress Ave – structure fire. Crews were dispatched to a reported house fire. Upon arrival, crews reported heavy fire in a 2.5 story residence, fire showing on 3 floors. Crews began exterior attack to protect the B exposure. Once water supply was established multiple handlines and an elevated stream were utilized to extinguish the fire. Building was unoccupied at the time of the fire. Primary and secondary searches on exposure B were negative. Assisting on scene were NPU, NPD, AASI, EGP, Yantic and MTFDs. Occum, Laurel Hill and Taftville provided station coverage. Fire is under investigation by the FMO. No civilian injuries reported, one minor firefighter injury. This fire is notable due to the water supply issues encountered and the quick actions taken by the crews on scene to put into place a supplemental water supply for fire suppression. The necessity for 3 pumpers at this fire was critical in preventing further damage and potential loss of adjacent structures.
- 06JUN: 355 South Burnham Highway in Lisbon – mutual aid, structure fire. Crews responded to a report of a structure fire. Upon arrival, crews were assigned fire suppression on an outbuilding and debris pile. BC assisted Incident Command with accountability and tracking of personnel and resources. Once fire was under control, crews were released. No firefighter injuries reported.
- 13JUN: NFA – EMS calls. Crews provided standby on scene during NFA commencement and responded to multiple EMS calls. No firefighter injuries reported.
- 22JUN: Indian Leap area of Yantic Falls – victim removal. Crews responded to a report of a fall victim. Upon arrival on scene, crews found a male patient that had fallen 8-10' to a rocky ground. Patient was assessed, treated for injuries, stabilized then packaged for removal from the area of the fall. Patient care was transferred to American Ambulance for transport to Backus. No firefighter injuries reported.
- 25JUN: area of 355 Asylum St – MVA, car vs pedestrian. Crews responded to a report of a person struck by a vehicle. Upon arrival, crews met with NPD and made contact with a 14 y/o that had been struck by a vehicle while skateboarding. Patient was treated and assessed for injuries and was reported to have lost consciousness. Patient care transferred to American Ambulance. No firefighter injuries reported.
- 27JUN: 152 Route 163 in Montville – mutual aid, FAST assignment on a structure fire. Crews responded as an additional FAST crew for a 2-alarm structure fire. Upon arrival on scene, crews checked in with Incident Command, conducted a building survey, and staged equipment for deployment. Once fire was under control, NFD crews were released. There were NFD concerns over the running of this call from the command and accountability perspectives, as well as an unusual request to have one of our Firefighters operate heavy equipment to move burning debris, which was denied. There were no NFD firefighter injuries reported.
- 28JUN: Route 2/Hewitt Rd in Preston – mutual aid, MVA. Crews responded to a report of a multi-vehicle accident with entrapment. Upon arrival crews were assigned to a

vehicle that had left the roadway and stuck a tree leaving the driver entrapped in the vehicle. Crews stabilized the vehicle and utilized extrication tools to remove the door to gain access for patient removal. Patient was extricated and transferred to American Ambulance for further care and transport to the hospital. No firefighter injuries reported.

- 29JUN: 90 North St. – MVA, car into a building. Crews responded to a report of a car into a building. Upon arrival on scene, crews found one car had struck the corner of the apartment building. Due the extent of damage, additional companies were called to the scene and the building was ordered evacuated. One occupant that was injured during the building evacuation, was treated on scene by NFD, with patient care transferred to American Ambulance for transport to Backus. Cover companies covered while all units were committed on scene. Utilities shut off to the affected areas of the building. Building official determined that a temporary wall would need to be constructed, one apartment was uninhabitable. Assisting on scene: Building Department, NPU (gas, water, and electric), Red Cross, and American Ambulance. No firefighter injuries reported.

### **Notable Events:**

- Crews participated in the Memorial Day Parade and ceremony.
- Member of the Recruitment Team participated in the GNACC career expo.
- Crews working with Uncas Health District to obtain assistance for a resident that is in frequent need of emergency services.
- DTS continues working with Hartford Health Care (HHC) for Community Cardiac Care program. As part of this program we instituted an enhanced response to cardiac emergencies with the goal to improve on-scene treatment to increase patient survival rates. We now send two companies to cardiac arrest calls.

### **Fire Marshal Office:**

- Investigated **14** fires: **0** arson investigations. There were **3** vehicle fires, and **8** structure fires, and **3** other fires.\*
- Conducted **316** Fire Code Compliance Inspections/re-inspections, **20** Plan Reviews, and **11** consultations, **650** residential unit inspections.\*
- Office members conducted a fire prevention presentation at Hamilton Park Apartments.
- The office submitted a grant request for equipment (lighting, fans, PPE, meters) in Q1, still waiting to hear if we were selected.
- 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, one member attended the CT IAAI seminar on Chimney/Appliance Fires, and Fire Investigator Safety and Wellness. All certified personnel are required to have 90 hours of CEUs in a 3 year period to maintain certification.
- Numerous construction projects across the City:
  - 8th St. Cannabis Cultivator – Construction started
  - US Foods Expansion –Plans reviewed

- US Foods commercial kitchen renovation – Plans reviewed
- Backus MRI Building –underground construction completed, fire protection main installed, interior demo work in progress
- Reid and Hughes Bldg. Interior demo completed, awaiting construction
- 85 Main (formerly 77-91) - nearing completion, awaiting C/O. There was an issue with an apartment being illegally occupied that was addressed by Building and FMO
- 19 Thermos Ave. 51 apartment units - No plans yet
- 555 Norwich Ave - Ponemah 114 Units – interior framing started, sprinkler system being installed, wiring and plumbing started
- Self- Storage Facility Salem Tpk. Under construction, underground sprinkler main tested, installation of sprinkler pipe started
- These Guys- YMCA – demo completed, changes to plans pending
- These Guys- Brew Facility Church St. Sprinklers installed, basement work completed and C/O issued for basement production area. Upper floor plans still in discussion
- 458 East Main St. Mexican restaurant Type 1 hood installed, interior renovation continuing
- 623 West Main Take 5 oil Change almost complete, recent incident of a gas line being struck on the property by construction crew
- 401 West Main St. Caliber Collision to begin demo, no work as of yet
- 285 Taftville Occum Rd. 66 unit apartment complex approved, site work has begun
- 201 Central Ave. Type 1 hood installation for small restaurant in process
- Two new school projects in the design phase. Meetings with school construction committee are ongoing, site plan has been reviewed and approved
- New elevator being installed at SVDP Soup Kitchen, plans reviewed and approved
- 230 Central Ave. - Small laundromat in the design stages
- 153 Chelsea Harbor Dr (old ice cream shop by Brown Park) – Type 1 hood being installed for a new restaurant
- 138 Norwich Ave. – site plan reviewed for a gas station renovation
- 16 S. Golden St. NPU – plans reviewed for Type 1 kitchen hood in break room
- 142 Yantic Rd. Hale Mill – no calls for inspections, though YVFD reports ongoing construction, FMO will follow up
- 772 Boswell Ave gas station almost complete
- North Second Taftville small seafood restaurant – project abandoned
- Hotel Calista – project complete

### **Training Safety Division:**

- Two new Lieutenants promoted and assigned to shift. Congratulations to LT Marc Landry (18 years) and LT Andrew Thomasson (16 years).
- New Officer Orientation program implemented for professional development.
- Two new hires graduated the CFA Recruit Program and were assigned to shift in May.
- Four conditional offers made to new hires: 1-certified FF to start on shift in JUL, 3-entry level Firefighters to start the academy in AUG.
- RIT training completed with outside departments (NLFD, MTFD, PBFDF) participating. This training and equipment purchases were possible due to excess funds from a 2021 AFG program.
- Incident Command, Command Transfer, Fireground Operations training conducted with EGP officer group.
- All platoons completed familiarization training with HHC/AASI to review new ambulances and patient moving equipment.

- All platoons conducted elevator incident training.
- DTS conducted FF/victim removal training with Yantic, Laurel Hill, and Mohegan Tribal FDs. All VFDs were invited, but not all were available/interested in participating.
- DTS conducted elevator incident training with EGP.
- Three members completed 2-day Joint Search and Rescue Operations training with USCG.
- One member completed Response to Active Shooter training with the State. The training is a joint (PD, FD, EMS) endeavor to prepare for Active Shooter response. We will be working with local agencies to conduct training for Norwich.
- EMT in-service training conducted on all 4 platoons.
- All platoons conducted refresher training on Arizona Vortex technical rescue equipment in preparation for upcoming drills.
- Training for 4 probationary firefighters is proceeding well.
- All platoons completed cold water rescue refresher training.
- One member attended training from the National Threat Assessment Center presented by the Secret Service on Targeted Violence events and prevention.
- Crews conducted 'One Day in May' Mayday training.
- All platoons conducted FF removal and RIT training.
- Two members completed the IAFF Peer Fitness Training.
- Two members completed and certified as Hazmat Technician.
- Two members completed CT Safe Boat Operator course.
- One member attending the GNACC Leadership program.
- One member attending CT Fire Instructor I.
- Two members completed and certified as CT Fire Instructor II.
- Two members completed certified as CT Fire Officer III.
- One member completed and certified as CT Fire Code Inspector certification.
- Entanglement prop for FF self-rescue was constructed at EM building. The prop is used for training simulating firefighter entrapment due to collapse or entanglement.
- We have submitted three AFG requests: Officer Development, Thermal Imagers, and FM equipment. If all three are approved, City cost share would be about 28,000.
- Daily Training for this reporting period included in-house and external courses, assigned Vector/Target Solutions programs, and multiple company level trainings totaling **6,600** 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 district. The district familiarization is a critical element in pre-planning for emergency response.

### **Emergency Management:**

- The City participated in the statewide EPPI drill in June. The focus on the drill was election security. City Clerk, Registrar and MIS participated at the EOC. The scenario had several injects over a short period of time, but provided excellent training and awareness for EOC personnel and other City staff.
- A Hostile Action Based evaluated exercise was conducted at Millstone Nuclear Power in Waterford. As a Host Community Reception Center for evacuees from Groton/Groton

City, we did not have any direct involvement with the exercise, but did have communication with NPS regarding evacuee reception and sheltering..

- 26JUN: No EOC activation. NPU and NPW provided input on damage and power outages from the storm. NPU reported minor outages, but all restored. Nothing significant from NPW.
- Attended and sent equipment to the CT Annual Emergency Management Symposium held at Camp Nett in Niantic. NPW transported the Traffic Control trailer, and the Sandbagger to and from the event for the equipment display.
- Participated in the Host Community Collaboration meeting hosted at UCONN.
- Generator radiator at EM building repaired, \$2,917 in repair costs.
- Provided sandbags to local residents and businesses before and during weather events. We will be conducting a sandbag filling session in the near future to replenish stock.
- Rented a dumpster to conduct a clean out of scrap materials at the EM building.

#### **Attended, virtually or in person:**

- RESP monthly meeting.
- CCFCA meetings.
- Region 4 ESF-4 meetings.
- Millstone tabletop exercise.
- Region 4 ESF-5 South meetings.
- Region 4 ESF-20 Marine group meetings.
- NPU / CTS radio project meeting.
- First Light – Preston BESS facility pre-plan meeting.
- Hartford Health Care / Backus Hospital table top exercise.
- Shipman and Goodwin Law Firm Labor Relations seminar.
- City Public Safety meetings.
- Ribbon cutting ceremony for the new docks at Brown Park.
- Coordination meetings with School construction group.
- CT Fire Academy Recruit Program Class 73 graduation ceremony.
- Meetings with US Foods regarding road closures.
- NFA graduation tabletop exercise.
- Downtown Mobilization Study meetings.
- Sail Fest planning meeting.
- Norwich Emergency Services Collaboration meeting.
- City Council meetings.
- Fire Chiefs meetings.
- DEMHS Host Community Training.
- City Manager's Goal Setting meeting.
- CT Police Chiefs Association meeting with guest speaker, Gordon Graham.
- Hale Mill meeting and site visit.

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

- CAD project: MIS is working with Motorola on the project, unknown status or go live date at this time.
- Radio project update: mobile unit and portable units are in service across all departments. Pagers have all be reprogrammed and returned. We are awaiting State

infrastructure changes to one of their towers before we can go live with the radios and pagers. With delays in the State infrastructure improvements, we are looking at other options to move the go live date forward.

- Squad-A (2021) replacement funding has been approved. The truck committee will work with Fleet Maintenance and the Purchasing Agent on specs and procurement process.
- Truck-1 (2010) was out of service for short periods for various repair work.
- Engine-3 (2013) was out of service briefly for maintenance issues, repairs made and returned to service.
- Engine-2 (2007) was out of service briefly for maintenance, transmission issues, and installation of an air connection, repairs made and returned to service.
- Chief's vehicle (2012, 142,000 miles) had the hybrid battery replaced. Even with the battery replacement, the vehicle is in need of replacement. Repair costs: 6,815.25
- New Foam Trailer placed into service. This is a State asset that NFD hosts and responds with as requested. The trailer was replaced to remove PFAS laden foams from service.
- The Ad hoc Apparatus Reduction working group has not met in months. Outside of input from that 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:**

- Bids received and processed for continued work on HQ men's shower room.
- Station alerting at Greenville and HQ stations is complete, awaiting a decision on State towers for go live date for radios.
- Termite damage found in HQ, first floor. Pesticide treatment applied and damaged wood removed. Repairs are pending.
- Workbench at HQ near completion. Project was jointly funded through FD budget items and local donations.
- HQ HVAC repairs made, a/c unit replaced in Greenville station.
- Still pursuing quotes for brick work at Greenville station to prevent further water damage. Leaks during JAN storm damaged dishwasher and stove.
- Floor in bunk room at Greenville in need of refinishing. We will pursue quotes.

#### **Administration:**

- LT promotional examination process completed. Anticipate the promotional process for BC, Captain, and LT to be posted in Q3.
- Special Operations Group meetings ongoing to discuss future training and equipment needs.
- COVID: no known positive cases this quarter.

Respectfully submitted by:

Tracy Montoya

Chief of Department

## Human Resources Department

April 1, 2024 – June 30, 2024

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		CDL monthly random	
Position announcements		Pre-employment (P, S & T)	
Applications processed		Police Accountability Act	
Applicants tested		<b>Workers Compensation/Safety</b>	
Exams administered		Claims reviews	1
Realistic job previews/Interviews		Claims processed/FRI	
Lists extended		OSHA 300 Filing & Posting	
Advertisements		Disability Wage Statements	
<b>Employees</b>		<b>Committees</b>	
New hire background checks (P, S & T)		Personnel & Pension Board	3
Orientations	5	Volunteer Firefighters Relief Fund	1
Evaluations	37	Safety Committee	
Step increases	27	Health Equity Committee	2
FMLA		<b>Mandatory Reporting</b>	
Unemployment processing and hearings		State - DOL Employment Statistics Reports	
Full-Time Permanent Hires		State - DOL Multiple Worksite Report	
Seasonal hires		CCM – Annual Salary Survey	
Temporary hires		EEO-4 Report	
CDL Physical Recertification's		<b>Labor Relations</b>	
<b>Benefits Administration</b>		Contract/pension negotiations/MOUs	10
Insurance changes processed	32	Grievances/mediations/arbitrations/CHRO	2
COBRA elections processed	6	<b>Training</b>	
Voluntary Benefits	2	Vector Trainings	
Insurance billings	18	Sexual Harassment Prevention Training	
Insurance waivers	22	Checklists/Procedures	
Open Enrollment	422	<b>Record Keeping</b>	
<b>Pension Administration</b>		Organize/Digitize Active Personnel Files	
Pension processing	34	<b>Employee Relations</b>	
		Meetings	12

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	Q3: Jan-Mar	Q4: Apr-Jun	FINAL
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	283	266	1,094
				# of Clients Assisted with OTHER Funds per Year	1,300	138	1,026	587	285	2,016
				# of Clients Assisted with NHS Funds per Year	100	34	26	7	1	68
				# of Renters Rebate Applications Processed Annually	1,200	1,000	20	0	87	1,107
				# of condemnations processed	25	9	6	1	6	22
				% of people applying for relocation who are housed	100%	100%	100%	0	100%	100%
				# of people diverted from shelter or Rapidly Rehoused	35	0	1	2	3	6
				# of Homeless ARPA clients	0	2	2	2	0	6
				Total # screened for employment services	120	10	11	14	13	48
				Average Client Income at Intake	n/a	1213	1614	1,113	758	4698
				Average Client Income at Discharge	n/a	2,430	1858	1,225	1,298	6811
				# of ECTC Requests Processed	30	7	16	12	0	35
				# of Clients Assisted with JRI/ARPO7	5	2	5	2	1	10
				# of New CDBG Norwich Works Enrolled	12	4	1	1	5	11
				Norwich Works Client Details via CDBG						
				White	n/a	4	1	1	1	7
				Hispanic	n/a	3	0	0	1	4
				# of extremely low income	n/a	3	0	0	1	4
				# of very low income	n/a	1	1	1	1	4
				# of low/moderate income	n/a	0	0	0	1	1
				# of "other" income	n/a	0	0	0	0	0
				# of Female Head of Household	n/a	1	1	1	1	4
				# of Handicapped Persons	n/a	0	0	0	0	0
				# of clients enrolled in Job Training via CDBG	12	5	1	1	5	12
				% of people completed job training via CDBG	100%	100%	0	0%	0	100
				% people obtained employment via CDBG	75%	50%	0	0	0	50%
				# of homeless CDBG clients	0	0	0	0	0	0
				# of clients enrolled in Job Training via ARPA	5	0	0	6	0	6
				% of people completed job training via ARPA	75%	0	0	100%	0	100%

(continued on reverse)



City Goal	Dept. Goal	Department Goal Details	Division Deliverables	Measure	Target	Q1: July-Sep	Q2: Oct-Dec	Q3: Jan-Mar	Q4: Apr-Jun	FINAL
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	3	3	12
				# of JRBs	12	3	3	3	3	12
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.	# reached with positive youth development/community education	5,000	2,120	588	3338	2680	8726
				# of Residents reached by public forums/educational events	300	50	80	32	78	240
				# of Youth Program Registrations	6,000	2,288	402	757	664	4111
				# of Adult Program Registrations	1,000	286	44	126	165	621
				# of field permits issued	150	70	17	40	83	210
				# of Juvenile Review Board cases	60	9	6	10	8	33
				# of youth diverted from justice system	60	15	4	0	8	27
				# of Families With Service Needs receiving services	5	0	1	1	1	3
				# of Summer Jam & Learn Program Participants	15	17	na	na	na	17
				# of Counseling Cases	30	7	11	21	19	58
G2	DG3	Promote the health and well-being of Norwich residents through organized and structured management, consultation, crisis management, and mentoring opportunities.	Provide counseling, case management, consultation, crisis management, substance use prevention resources, and mentoring opportunities to all Norwich residents.	# of Hours of counseling, case management, and mentoring	1,000	342	335	295	432	1404
				# of Residents reached by anti-substance use resources	20,000	7,400	3153	4133	15672	30358
				# of Relative Caregivers Groups hosted Annually	12	3	3	3	3	12
				# of youth provided with employability assessment	170	135	25	2	150	312
				# of Year-Round Youth Employment Participants	40	34	6	9	0	49
				# of Youth Interns	120	135	0	9	90	234
				# of youth in or completed Leadership Initiatives	70	30	11	26	22	89
				# of Staff who Attend Trainings	5	3	9	5	1	18
				# of hours of Training obtained	20	36	122	48	24	230
				# of In-School and After-School Programs	15	2	8	13	22	45
G1, G2	DG4	Train personnel to the highest standards while holding them accountable to those standards.	Ensure proper level of professional certifications for all staff through education and training.	# of Youth provided with employability assessment	170	135	25	2	150	312
				# of Year-Round Youth Employment Participants	40	34	6	9	0	49
G3	DG5	Provide program enhancement and support services to Norwich schools, in addition to other services to Norwich schools. City-wide program offerings.	Provide program enhancement and support services to Norwich schools, in addition to other services to Norwich schools. City-wide program offerings.	# of Youth Interns	120	135	0	9	90	234
				# of youth in or completed Leadership Initiatives	70	30	11	26	22	89

City Goal	Dept. Goal	Department Goal Details	Division Deliverables	Measure	Target	Q1: July-Sep	Q2: Oct-Dec	Q3: Jan-Mar	Q4: Apr-Jun	FINAL
ROSE CITY SENIOR CENTER										
G1	DG 1	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	4122	4000	16,216
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	\$75,150	\$ 75,150	\$300,600
				Completed Outreach Appointments/Home Visits	3600	857	819	644	826	3,146
				Completed Benefits Counseling Appointments	252	46	103	42	16	207
				Clinic RN and Podiatry Appointments	650	166	159	207	150	682
				# of Counseling Cases	16	7	8	3	7	25
				# of Counseling Hours	800	217	245	303	287	1,052
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.	Program Visits	35,000	12,443	12,137	14,151	13320	37,914
				Exercise Participation	7,500	2,158	2223	3755	2850	10,986
G1, G2	DG4	Construction of pickle ball courts at the Rose City Senior Center.	Completion by end of 2023.	Completed?	Y	Y	Y	Y	Y	0
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.		45,000	10,300	10,072	10,765	9953	41,090
				# of phone calls fielded annually						
				# of Rose City Senior Center Memberships	1,300	1,282	1,507	1545	1548	5,882
				# of New Memberships	300	83	54	55	49	241
				Increase in innovative programming	2%	5%	5%	5%	5%	5%
				Increase in homebound senior services	2%	23%	0%	2%	30%	14%
				Increase in membership support	3%	6%	15%	4%	12%	9%

## Planning & Neighborhood Services

---

Quarterly Report: 04-01-24 through 06-30-24

During the 3-month period from April 1, 2024 through June 30, 2024, the Planning and Neighborhood Services Department Staff:

- Attending field meetings facilitated by SCCOG related to the hazard mitigation along the Yantic River.
- Presented the Dept. budget to the City Council for their consideration.
- Continued to participate in meetings relative to Chelsea Harbor/Downtown Mobility Study, Main Street Accelerator Program in partnership with NCDC, Uncas Leap Heritage Park and the Yale Urban Design Jubilee Park community project.
- Participated in a downtown walk-around event with SCCOG to solicit public input relative to the mobility study.
- Attended the awards ceremony for the CT Main Street Accelerator Program.
- Received notification of a \$4M grant award from DECD (Round 19 Brownfields Grant application) for first phase of remediation at the Capehart Mill.
- Participated in a Sachem Fund Meeting to discuss preparation of an RFP for use of remaining funds.
- Prepared and submitted a \$250K CIF application grant request to initiate a planning study relative to potential uses for the Norwich State Hospital site.
- Interviewed and selected a consultant for the SHPO grant funded conditions assessment of the municipally owned Cassidy House.
- Participated in hybrid meetings of all land use boards/commissions and attended meetings of the City Council.
- 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 17 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 – 7 Applications ( 0 Subdivision, 5 Special Permit, 2 Site Development Plan, 0 DMV K-7 Motor Vehicle Location Approvals, and 0 DEEP CAM (CAM Review
  - Zoning Board of Appeals – 5 Applications for 5 Variance ( 4 Approved 0 Denied 1 Withdrawn) & 0 Appeal of the ZEO) Note: The number of decisions may differ from number of applications as they are not heard in the month of receipt
- Received 130 Complaints relative to the following:
  - Blight – 37
  - Housing/Property Maintenance - 39
  - Work without Permit(s) - 34
  - Wetlands - 3
  - Zoning – 17
- Investigated and/or issued 130 Violations and Closed 80, zoning closed 1
  - Blight – 59
  - Housing/Property Maintenance - 7
  - Work without Permits(s) – 34
  - Wetlands - 1
  - Zoning – 5
- Building Permit Field Inspections 621
- Housing & Blight Field Inspections 85 zoning inspections: 43
- Responded to 13 Police or Fire Call-Outs
- Citations Issued 10 Value of Citations Issued: \$345,975
- Citation Fees Collected \$ 674.80
- Permits applied for 689 Permits Issued 672 Building Permits (513 residential, 160 commercial, 2 Industrial and 14 municipal) –

- Building Permits per assigned FTE  $689/3 = \underline{230}$ 
  - 2 Structures Condemned
  - 6 Dwelling Units Condemned
  - 2 Buildings Demolished
- 13 Zoning Letters of Compliance Prepared
- 93 Zoning Permit Applications
  - 69 Zoning Permits Issued, which includes 9 New Business Permits
    - \*Payment still pending on 15 Zoning Permits (for this quarter)
  - 5 Permit Applications rejected/ or Withdrawn
  - 23 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 April 1, 2024 thru June 30, 2024

**PATROL DIVISION**



*Alexis Freel, Sworn in on April 2, 2024*

In the period **April 1st, 2024 thru June 30, 2024** the Norwich Police Department Patrol Division handled approximately **13,634 calls for service**. Included in these service calls:

- **Arrests Made 469**
- **945 Offense Reports Taken**
- **346 Traffic Accidents Investigated**
- **2038 Motor Vehicle Stops Initiated**
- **286 Infractions Issued**
- **386 Alarm Responses (Burglary and/or Panic)**
- **5123 Telephone calls into Dispatch**
- **1894-911 Calls**

**QUARTER OVERDOSE DEATHS -** 22 OD's total 9 fatal.

**JUVENILE SEXUAL ASSAULTS COMPLAINTS:**

Several cases are currently being investigated by the 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 on-going also.

**NORWICH POLICE TRAINING AND SELECTIONS**

Recruits Christian Rankowitz, and Jean Fede have graduated from the Eastern Region Police Academy and have started their Field Training.

Kutjim Kodraj who is attending POST Meriden Academy will be graduating on July 11, 2024 and begin his Field Training.

Alexis Freel was hired on April 2, 2024 and is currently attending the POST Meriden Academy.

**PROJECTS**

The CAD/RMS system upgrade continues to be a work in progress. Estimated completion December 2024.

**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 expenditure to be faster than the anticipated rate. They are:

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

#### Patrol

In the last 3 Months officers have completed more Motor Vehicle stops which has led to a reduction in Motor vehicle accidents in the last three months. Last Quarter we saw 433 Motor Vehicle Accident compared to this Quarter where we investigated 346 Motor Vehicle Accidents. This comes at a time of the year when typically, we have responded to more Motor Vehicle Accidents. We would say this is due to over double the number of Motor Vehicle Stops which was completed by Officers.

#### Detective Division Cases

On April 1, 2024 the Detective Division assisted Probation at a residence on Old Canterbury Tnpk which resulted in the seizure of a ghost gun, which was possessed by a convicted felon.

On April 6, 2024 Patrol as well as the Detective Division Responded to a location in Norwich for the discovery of two homemade pipe bombs which were determined to be live devices. Investigation with the FBI continues this case.

On April 28, 2024 Patrol responded to an alarm at the bank on the westside of Norwicht and found the drive through ATM heavily damaged. A large amount of cash was stolen and the ATM needed to be replaced. Suspects identified as members of a nationwide group targeting bank ATM's.

On May 17, 2024 Patrol responded to a shooting in the Norwichtown area and found an unoccupied vehicle what appeared to be bullet holes. Investigation revealed the incident was drug related. A Suspect was identified and the Detective Division are applying for arrest warrants.

## Public Works

---



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

### Accomplishments from April 1, 2024 to June 30, 2024

---

- Repaired, painted, air brushed and hand detailed the Mohegan Park Lion Fountain prior to re-installation
- Relocated and set up the stage for multiple events. Some of which needed barricades, no parking signs, extra garbage, and recycling cans, the largest of which was the Rose Arts Festival.
- Removed over 10 tons of garbage from 98 Washington Street.
- Installed multiple Parklets in different locations around the city.
- Installed a large dry well and over 300 feet of drainage to address a ponding issue at the Taftville Playground. Once drainage was installed we brought in over 100 yards of new wood chips.
- Rebuilt or replaced tops on over 30 catch basins in order to stay ahead of the yearly paving schedule.
- Redesigned and replaced a large section of collapsed culvert on Forrest Street.
- Completed citywide spring street sweeping.
- Cut, lined, and maintained multiple athletic fields for numerous games and events.
- Brought in 100 yards of sand to level and fix issues at the Mohegan Park Beach.
- Cut back roadsides and guardrails to prevent sightline issues for the traveling public.
- Removed over 30 trees in decline.
- Used our Vactor truck to clean out over 250 catch basins.
- Weeded, edged, pruned, and mulched the Rose Garden in order to have it fully completed in time for full bloom.
- Replaced damaged and older street signs as needed, as well as changes in No Parking signage.
- Cleaned and prepped the Group and Lakeside pavilions for over 30 rentals.
- Performed fleet 350 repairs and made ready 16 Zero-Turn mowers for the season
- Impounded 6 Vehicles for the Police Department
- Hung 100 hanging pot of petunia's throughout the city.
- Installed two new doors at the day care center, 2 new windows at the lower entrance of 23 union and 2 new metal doors and frames at the Main St. garage.
- Oversaw new roof installation over the Buckingham Memorial building elevator room.

### 2024 Construction Season Projects Status

---

- Began the 2024 Pavement Project with the paving of the Sunnyside East/West, area.
- Sherman Street Bridges Project nearing completion. Asylum Street paving remaining.
- Dock Replacement project at Howard Brown Park is completed.
- Armstrong Tennis Court Parking Lot & Detention Basin Project including line striping and turf establishment is completed.
- Continued Construction Management of Uncas Leap Heritage Park.
- Continued overseeing the hazardous building material abatement at the former YMCA buildings.
- Awarded bid for Capital Improvement Sidewalks Project to begin in July.
- Browning Road Water Main project has started

**OFFICE OF COMMUNITY DEVELOPMENT: Quarter 2 -2024 April –June**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

	<b>Quarterly</b>	<b>Calendar 2024 (Cumulative)</b>
<b>Units Completed/Cleared</b>	<b>11</b>	<b>12</b>
<b>Number of Units in Progress or Under Contract</b>	<b>5</b>	<b>11</b>
<b>Property Rehabilitation Funds Expended</b>	<b>\$106,122.58</b>	<b>\$146,735.98</b>
<b>CDBG Funds Expended</b>	<b>\$295,722.77</b>	<b>\$382,481.06</b>
<b>Revolving Loan Income</b>	<b>\$47,809.13</b>	<b>\$98,830.10</b>

*The City of Norwich’s CDBG program year runs from September 1 – August 31.*

- The City learned in the middle of May that the U.S. Department of Housing and Urban Development (HUD) had awarded the City \$845,890 in CDBG funding for the upcoming program year starting September 1<sup>st</sup>;
- A Public hearing was held June 17<sup>th</sup> with the City Council on the proposed allocations for various non-profits, public facilities’ renovations and the property rehabilitation program;
- OCD staff have developed the Annual Action Plan for Program Year 50 that is presently undergoing a 30-day public comment review before submission to HUD, and
- OCD staff are preparing to apply for a new Lead Hazard Reduction grant with the Notice of Funding issued in June and with a deadline of August 19<sup>th</sup>.

**LEAD-BASED PAINT HAZARD CONTROL PROGRAM**

	<b>Quarterly Progress</b>	<b>Calendar 2024 (Cumulative)</b>
<b>Completed/Cleared</b>	<b>8</b>	<b>10</b>
<b>Number of Units in Progress or Under Contract</b>	<b>5</b>	<b>9</b>
<b>Funds Expended (Includes Healthy Homes)</b>	<b>\$234,302.82</b>	<b>\$346,412.01</b>

*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 August 2024. Of the 11 units listed in the CDBG (rehab) above, 8 of them had lead funding as well.*

**OUTREACH SUMMARY**

<b><u>21-May</u></b>	<b><u>Mahan School – Multicultural Event</u></b>
<b><u>1-Jun</u></b>	<b><u>Duck Race – Norwich Chamber of Commerce</u></b>
<b><u>3-Jun</u></b>	<b><u>Greenville Community Meeting at Greenville Fire Dept.</u></b>
<b><u>20-Jun</u></b>	<b><u>Radio Campaign – 2 weeks on 104.5 Bomba &amp; 106.5 Soft Rock</u></b>



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

Over the final quarter of Fiscal Year 2023-24 we continued to enhance our existing partnerships with local libraries and organizations as well as develop new partnerships. New partnerships include successful collaborations on programs with the Health Education Network, Norwichtown Rehabilitation Center, Hartford HealthCare, and South East CT Community Center of the Blind. These are just a few of the organizations helping us achieve our goal of providing onsite and offsite wellness and self-care programs throughout the year.

In this quarter, we provided 132 programs for newborns through adults. The programs spanned a wide variety of topics including storytimes, book clubs, cooking clubs, knitting clubs, animal programs, arts and crafts instruction, trash and recycling programs, poetry readings, local history presentations, financial literacy classes, legal assistance, wellness events, a tax return preparation program, a misinformation lecture, a passport acceptance event, and much more, serving 4,440 attendees.

We partnered with the Department of Children and Families to provide a training session for Otis Library staff on local human trafficking. It was a disturbing yet important educational program that we will work with DCF to develop into a public program.

The Young Adult Department added a collection in Spanish. Young Adult patrons also have access to the multilanguage collections in the children's and adult collections. The Children's Department added a collection of read-along audiobooks in English and Spanish.

An aging building continues to give us challenges. Our HVAC system is an ongoing issue, and we now are having problems with our fire panel. The panel has been inspected and we are awaiting the results.

Regarding staffing, we are in the process of interviewing for a part-time Business Manager. Two employees have cut their hours from full-time to part-time, and we will be posting for a part-time Library Assistant in the near future.