

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

First Quarter

- Board of Assessment Appeals - The Board met on September 12, 2024 to hear motor vehicle appeals. There were eight appeals heard and four changes made.
- Real Estate – New owner transfers and sales ratio reports are being done daily. Building permits are continually monitored and logged, as well as certificates of occupancy and letters of compliance for pro-rates to value. We continue to serve many attorneys, title searchers, and real estate appraisers with property record cards and maps via email as well as in person.
- Exemptions – Exemptions are continually monitored and updated as properties are both bought and sold by residents who have or are entitled to exemptions. Reports are filed with the State of Connecticut and Office of Policy and Management when required. In August, due to new changes in disabled veterans exemption laws, we mailed out 105 letters to veterans for disability status clarification and had to review hundreds of previously filed disability letters to determine who was eligible for October 1st 2024.
- Personal Property – We have finalized the personal property listings and mailed our annual declarations. We have 1780 accounts currently for the 2024 grand list. The declarations are due back to the office for November 1st 2024.
- Motor Vehicle – Motor vehicle tax bills were sent out by the Norwich Tax Collector for July 1st 2024. We handled thousands of phone calls, emails, and walk-in customers seeking information or adjustments to their motor vehicle tax bills. The Assessor's office received proper proof and made 550 adjustments in the month of July alone and an additional 519 in the months of August & September.
- Court Appeals – There is currently one pending court appeal relating to the 2021 grand list, two relating to the 2022 list and 32 appeals on the 2023 revaluation.
- 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.
- 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
- Motor Vehicle Investigations – MTS / Municipal Tax Services continues to conduct motor vehicle investigations on vehicles residing here in Norwich, but are registered elsewhere in Connecticut or in other states. On September 1st we added our first large batch of investigation bills. 388 motor vehicle and personal property accounts were added based on the investigations. The total taxes due from the additions are \$169,000. We currently have another 200 accounts waiting to be added shortly.

William M Lee, CCMA II
Assessor

Cash Codes Summary- Norwich

DATES 07/01/2024 TO 09/30/2024

ALL LOCATIONS

Report Date 10/10/2024 01:21:47 PM

Rev 07/06/2007

| <i>RECEIPT</i> | <i>CASH CODE</i> | <i>DESCRIPTION</i> | <i>REFERENCE</i> | <i>COUNT</i> | <i>DETAIL AMT</i> |
|---------------------|---------------------------|--------------------|------------------|--------------|-------------------|
| Total For Cash Code | RECORDING FEES | | 1 | 1346 | \$36,750.00 |
| Total For Cash Code | EXTRA FEE | | 4 | 213 | \$426.00 |
| Total For Cash Code | LOCAL TAX | | 5 | 206 | \$262,494.40 |
| Total For Cash Code | NEW CONV TAX | | 6 | 202 | \$410,513.63 |
| Total For Cash Code | COPIES | | 57 | 18 | \$68.00 |
| Total For Cash Code | CERTIFICATION | | 58 | 20 | \$40.00 |
| Total For Cash Code | VITAL | | 59 | 1005 | \$30,320.00 |
| Total For Cash Code | CHARGE ACCOUNT PAYMENT | | 105 | 27 | \$6,635.00 |
| Total For Cash Code | MARRIAGE STATE | | 800 | 79 | \$2,686.00 |
| Total For Cash Code | MARRIAGE CITY | | 801 | 79 | \$1,264.00 |
| Total For Cash Code | DOG LICENSE BASE 19 | | 901 | 63 | \$1,197.00 |
| Total For Cash Code | DOG LICENSE BASE 8 | | 902 | 258 | \$2,072.00 |
| Total For Cash Code | DOG RENEWAL LATE FEE | | 903 | 256 | \$386.00 |
| Total For Cash Code | FISH & GAME | | 907 | 21 | \$612.00 |
| Total For Cash Code | NOTARY | | 908 | 94 | \$570.00 |
| Total For Cash Code | SURVEY/SITE MAPS | | 910 | 7 | \$360.00 |
| Total For Cash Code | OPEN VITAL | | 917 | 31 | \$615.00 |
| Total For Cash Code | MISC | | 918 | 11 | \$335.00 |
| Total For Cash Code | FEDEX CHARGE | | 919 | 24 | \$960.00 |
| Total For Cash Code | COPY | | 921 | 396 | \$2,802.00 |
| Total For Cash Code | LIGHT UP CITY HALL | | 932 | 1 | \$15.00 |
| Total For Cash Code | CREDIT CARD SURCHARGE | | 936 | 104 | \$1,040.00 |
| Total For Cash Code | STATE PRESERVATION | | 937 | 984 | \$43,296.00 |
| Total For Cash Code | CITY PRESERVATION | | 938 | 984 | \$2,952.00 |
| Total For Cash Code | TOWN PRESERVATION | | 939 | 984 | \$2,952.00 |
| Total For Cash Code | LIQUOR PERMITS | | 948 | 14 | \$280.00 |
| Total For Cash Code | DOG REPLACEMENT TAG | | 953 | 3 | \$1.50 |
| Total For Cash Code | STATE TREASURER | | 1001 | 87 | \$11,049.00 |
| Total For Cash Code | TOWN GENERAL FUND | | 1002 | 87 | \$2,784.00 |
| Total For Cash Code | STATE TREASURER | | 1003 | 151 | \$16,610.00 |
| Total For Cash Code | TOWN GENERAL FUND | | 1004 | 151 | \$5,889.00 |
| Total For Cash Code | TOWN CLERK FUND | | 1005 | 151 | \$1,510.00 |
| Total For Cash Code | WEB SUBSCRIPTION - 1 WEEK | | 1960 | 39 | \$1,950.00 |

Cash Codes Summary- Norwich

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|----------------|------------------|---|------------------|--------------|-------------------|
| | | Total For Cash Code WEB SUBSCRIPTION - 1 MONTH | 1961 | 9 | \$900.00 |
| | | 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 | | | \$856,434.53 |

Finance Department

Report for the Quarter Ended September 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. **(L3)**
2. Maintain strong community relations through candid communication, professional service, and the implementation of technology. **(L4)**
3. Provide timely, accurate, and transparent budgets, reports and analysis to stakeholders. **(L1,L3,L8,G4,R1)**
4. Train personnel to the highest standards while holding them accountable to those standards. **(L7)**

Administration and Personnel Development

- Accounting Generalists are cross-training accounts payable and payroll responsibilities. (DG4)
- Revenue Collector Gynna Gaitan passed her second Connecticut Certified Municipal Collector (CCMC) exam. (DG4)
- • Orla attended the NESGFOA annual conference held in Mystic, CT in mid-September. (DG4)

Accounting & Reporting

- Annual Audit – The audit of the fiscal year ended 6/30/2024 is far along and the City is on schedule to complete its financials before the end of December 2024. (DG3)
- Received GFOA's Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2022-23.
- American Rescue Plan Act – Orla continues to gather information from recipients to meet the ever-evolving ARPA quarterly reporting requirements. (DG3)

Accounts Payable

- Normal activity for the quarter.

Budgeting

- Received GFOA's Distinguished Budget Presentation Award for fiscal year 2023-24. (DG3)
- Began rolling forward workpapers for the 2025-26 budget. (DG3)

Debt Management

- Began planning a bond issue of approximately \$11 million for December 2024. (DG3)

Information Technology

- IT Technicians Mario Gagliardi and Joe Wasilewski worked with NPU on the replacement of 36 wireless access points (DG2)
- IT Manager Raymond LaRose and Joe continued infrastructure work for PremierOne CAD and RMS. (DG2)
- Mario and Joe began upgrading computers to maintain lifecycles and prepare for the end-of-life date for Windows 10. (DG2)
- Mario worked with Elections to assess their needs for early voting and ensure they were met. (DG1)
- Migrated wireless providers from Verizon to T-Mobile. (DG2)
- Purchased a training platform and began working on training plans. (DG4)
- Began working on replacement of critical network infrastructure. (DG2)
- Started renovations of the city hall server room, police server room, and police radio room to accommodate future equipment and allow for some expansion. (DG2)
- Replaced city hall's analog camera system with a modern IP system with expanded coverage. (DG2)

- Monitoring systems analyzed 50.8 million events, investigated 247 possible threat indicators, perfected 19 in-depth investigations, and resolved 11 incidents. (DG2)
- Automated patching applied 3364 software patches. (DG2)

Payroll

- Normal activity for the quarter.

Procurement

- Architect for Uncas and Moriarty schools has been selected and a contract executed.
- RFP for Owner's Rep for Uncas School was issued and submittals are under review.
- Transfer Station building – New building at Transfer Station has been completed.
- Working on bid packages for roofing and storefront improvements on YMCA building
- Issued RFP for Construction Manager for Occum Industrial Park.
- Engaged Gordian under the eZIQC contract to provide design services to upgrade kitchen at Teacher's Middle School
- Issued 38 procurement actions in 1st quarter FY25.

Revenue Collection

- The Revenue Office and the Assessor's Office has been working with Municipal Tax Service (MTS) to create and bill for out of town/state, or unregistered vehicles. There have been over 900 personal property and motor vehicle bills created. (DG1)
- Karlene is working on a new foreclosure list to be sent to Brown Jacobson for delinquent real estate accounts. ()
- Karlene is working on a Tax Sale which is scheduled for December 4, 2024. (DG1).

Risk Management

- All insurance, worker's comp, and cyber security policies renewed. COI's have been distributed to departments and vendors as needed.

Submitted by: Comptroller Joshua A. Pothier
10/19/2024

Norwich Fire Department

Quarter 3, July 1 - September 30, 2024



“Loyal to Our Duty”

Norwich Fire Department Quarterly Report – Q3

July 1 through September 30, 2024

Operations:

The city continues to experience a variety of types and severity of calls for emergency services. Total incidents for this quarter: **805** with the following breakdown: **28** fires, **559** rescue/emergency medical calls, **40** service calls, **178** misc*. Mutual aid / Automatic aid was provided **29** times and received **8** times. Automatic Aid per City Policy was given **11** times and received **7** times. There were **182** (22.61%) overlapping calls.

Significant incidents:

- 03JUL: 239 Nautilus Dr. in New London – mutual aid, FAST. Crews responded as FAST to an apartment building fire. Upon arrival, crews checked in with IC, completed a 360, forced one door, then stood by as FAST. Crew was released after incident was under control. No firefighter injuries reported.
- 07JUL: Thames River – boat in distress. Crews responded with both marine units to a report of a vessel on the rocks. Upon arrival a boat was found stranded on the rocks in the area of buoy #45. Seven persons had been removed to another boat prior to FD arrival. DEEP and USCG notified of the boat's location and status. No civilian nor firefighter injuries reported.
- 28JUL: 6 Wheeler Farm Rd in Preston – mutual aid, structure fire. Crews responded to a report of a structure fire. Upon arrival crews were assigned interior with Preston crew to check for extension of a fire that had been extinguished on the exterior of the residence. Crews also assisted with overhaul prior to being released by Command. No firefighter injuries reported.
- 31JUL: 22 Fairview Ave – vehicle fire. Crews responded to a report of a vehicle fire. Upon arrival on scene, crews reported a working vehicle fire in the driveway, no exposures to structures. Crews extinguished the fire and a Fire Marshal was called to the scene to investigate. While filling the tank on the apparatus crews found a defective hydrant. NPU was notified and subsequently placed the hydrant out of service. No civilian nor firefighter injuries reported.
- 20AUG: 63 Alice St – structure fire. Crews and auto aid companies responded to a report of a structure fire, garage fire. Upon arrival crews reported heavy fire in an attached garage of 2.5 story residence. The house was at the end of an approximately 250' driveway, something we don't typically encounter in the CCD. Crews made a fire attack from the exterior of the garage as other crews stretched a line into the house to protect the main house and check for extension. A second alarm was called and additional companies provided station coverage. Assisting on scene were EGP, Yantic, and MTFD FDs, along with NPD, NPU, Building Dept, and AASI/HHC. Occum, Laurel Hill and Taftville provided coverage. Fire is being investigated by staff of the FMO. No civilian injuries reported, one FF injury – FF is still out of work at this time.
- 31AUG: area of 200 North Main St – MVA. Crews responded to a report of a single car accident. Upon arrival crews reported one car into a retaining wall adjacent to the building. The car had struck a utility pole, snapping it off at ground level and causing a

second break higher up on the pole. Driver of the vehicle reported no injuries and refused treatment. NPU arrived on scene to assess the broken pole and impacted power lines. Scene turned over to NPU. No civilian nor firefighter injuries reported.

- 01SEP: area of 756 North Main St – MVA. Crews responded to a reported MVA, vehicle rollover possible ejection and entrapment. Upon arrival crews reported one vehicle on its roof in the roadway. Both occupants had self-extricated prior to FD arrival. One patient was evaluated for trauma and care was transferred to AA/HHC for transport to Backus. Second patient was evaluated for injuries and care was transferred to a second AA/HHC ambulance for transport to Backus. Assisted on scene by NPD. Crews cleared once the vehicle was removed. No firefighter injuries reported.
- 10SEP: 15 Paster Ln in Preston – mutual aid, rescue. Crews responded with Truck-1 to a report of 2 persons stuck in a man-lift 30’ up in the air. Upon arrival crews assessed and removed 2 workers that had been stuck in the equipment after a mechanical malfunction. Workers were placed in harnesses, transferred to Truck-1 bucket and lowered to the ground. No civilian nor firefighter injuries reported.
- 11SEP: 23 Hunters Rd in Taftville – auto aid structure fire. Crews responded along with Taftville for a report of a kitchen fire. NFD first to arrive. Upon arrival Engine-2 reported fire showing from a window. Crews stretched a hoseline to extinguish the fire. Red Cross on scene to assist on displaced resident and a pet. No civilian nor firefighter injuries reported. Fire is under investigation by the Norwich FMO.
- 22SEP: 19 Oakwood Knoll in EGP – auto aid kitchen fire. Crews responded with EGP to a report of a kitchen fire in an occupied unit. NFD first to arrive. Upon arrival on scene crews reported a fire in the kitchen. Fire appeared to have been partially extinguished prior to FD arrival, but still smoldering in the cabinets and surrounding area. A handline was stretched and operated while other crews conducted a primary search and check for fire extension. One occupant transported to the hospital for smoke inhalation. No firefighter injuries reported. Fire is under investigation by the FMO. There was an incident between personnel at this scene. A Housing Authority employee who is also an EGP member, and the FM on scene had a strong discussion on access to the scene. The FM has the scene while conducting the investigation and limits outside personnel to prevent scene tampering or spoilage. The Housing Authority did not like the way he was told to leave the fire scene until the FM was complete with his tasks. I have spoken with the FM involved, the Chief of EGP, the BC on duty that day, as well as the Housing Authority employee/EGP member. I don’t know if he was accepting of the discussion he had with me and whether or not he will pursue further complaints. The bottom line is that both as a Housing Authority employee and as an EGP member, he has been informed of the importance and need for the FM to limit access to fire areas while an investigation is taking place.

Notable Events:

- Crews participated in an end school year celebration at St Vincent de Paul Soup kitchen for the children.
- Crews supported the Harbor fireworks show.
- Crews supported New London Sail Fest fireworks show with Marine-1.
- Crews supported Mohegan Tribal FD with Marine-1 requested for their annual ceremonial canoe event.
- Crews supported First Day of School ride in a fire truck with NPS.

- Crews working with Uncas Health District and Building Department to obtain assistance for a resident with hoarding conditions in the apartment.
- Officers supported outside FDs as panelists for promotional and hiring processes.

Fire Marshal Office:

- Investigated **20** fires: **1** arson investigations. There were **4** vehicle fires, and **10** structure fires, **4** outside fires, and **2** other fires.*
- Conducted **273** Fire Code Compliance Inspections/re-inspections, **31** Plan Reviews, and **18** consultations, **521** residential unit inspections.*
- The office submitted a grant request for equipment (lighting, fans, PPE, meters) in Q1, still waiting to hear if we were selected. Update: grant request was denied. We will look to alternate funding sources.
- The Norwich Fire Department is continuing to process the incidence of fire in collaboration with State and Local Police support. The staff is working hard to address the many inspections that are delinquent.
- All marshals attended continuing education courses, all members attended the 2-day Fire Death/Arson Investigation seminar hosted at Kelly Middle School. 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 – no change since last quarter.
 - US Foods Expansion –Plans reviewed – no change since last quarter.
 - US Foods commercial kitchen renovation – Plans reviewed – no change since last quarter.
 - Backus MRI Building – construction progressing, concrete work completed, steel being erected.
 - Reid and Hughes Bldg. Exterior work in progress, interior stabilized.
 - 85 Main (formerly 77-91) – temporary C/O’s issued for 13 apartments. No one living in the building as of 30SEP, interior work is still being done.
 - 19 Thermos Ave. 51 apartment units - No plans yet – no change since last quarter.
 - 555 Norwich Ave - Ponemah 114 Units – interior framing completed, sprinkler system being installed, wiring, plumbing, and mechanical equipment being installed.
 - Self- Storage Facility Salem Tpk. almost complete, sprinkler work almost done. The building is being evaluated for a BDA (emergency services radio booster) system.
 - These Guys - YMCA plans have been scrapped, they are looking at other sites.
 - These Guys - Brew Facility Church St. C/O issued for basement production area. Discussion is ongoing for plans for the first floor.
 - YMCA/Mattern Construction Building – demo completed. – no change since last quarter.
 - 458 East Main St. Mexican restaurant Type 1 hood installed, interior renovation continuing. Seems to have stalled – no change since last quarter.
 - 623 West Main Take 5 oil Change – driveway changes made, project is complete and open for business.
 - 401 West Main St. Caliber Collision to begin demo, no work as of yet – update, they have pulled out of the project.

*A complete breakdown is available upon request

- 285 Taftville Occum Rd. 66 unit apartment complex approved, site work has begun – no change since last quarter.
- 201 Central Ave. Type 1 hood installation for small restaurant in process – no change since last quarter.
- Two new school projects in the design phase. Meetings with school construction committee are ongoing, site plan has been reviewed and approved. Still awaiting final plans.
- New elevator being installed at SVDP Soup Kitchen, plans reviewed and approved. Fire Alarm system plans have been reviewed.
- 230 Central Ave. - Small laundromat in the design stages – no change since last quarter.
- 153 Chelsea Harbor Dr (old ice cream shop by Brown Park) – Type 1 hood being installed for a new restaurant – project is complete and they are open for business.
- 138 Norwich Ave. – site plan reviewed for a gas station renovation, construction has begun.
- 16 S. Golden St. NPU – plans reviewed for Type 1 kitchen hood in break room, kitchen reconstruction and hood installation has begun.
- 142 Yantic Rd. Hale Mill – temporary standpipes were installed but not up to code. FMO ordered them to be removed and replaced with proper system components, work is ongoing. A new fire main on the road is also being installed.
- 772 Boswell Ave gas station – C/O issued.

Training Safety Division:

- Three new hires are attending the CFA Recruit Program. They are in week 6, with graduation to take place in DEC.
- One Certified FF started on shift in JUL.
- All platoons completed annual Electrical / Gas safety training with NPU.
- All platoons completed state mandated Reporting on Human Trafficking program.
- Two members completed DEEP waterborne booming training.
- EMT in-service training conducted on all 4 platoons.
- Two members completed Q-endorsement qualification.
- All platoons conducted refresher training on Arizona Vortex technical rescue equipment.
- Training for 3 probationary firefighters is proceeding well, with some issues being addressed with one of the probies.
- Three members participated in SERC Interagency Response program.
- Two members completed CT Safe Boat Operator course.
- One member attending the GNACC Leadership program.
- Three members completed ProBoard Haz Mat Tech program.
- All platoons completed extrication training with new e-draulic tools.
- Hosted an Arborist Rescue program for FDs from across the state, five NFD members attended.
- DTS developed Bail Out training program for EGP.
- In-house study program developed to assist personnel with NREMT test preparation.
- One member completed CT Fire Instructor I.
- We have been awarded AFG funds for Officer Development, Thermal Imagers and associated training. Total budget for the grant is \$282,450: 256,773 in federal funds, 25,667 in City match. First round of Training has been scheduled for APR25.
- The grant request for FM equipment was denied.

- Daily Training for this reporting period included in-house and external courses, assigned Vector/Target Solutions programs, and multiple company level trainings totaling **4,776** 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 EMD/DEMD attended DEMHS led hurricane briefings and awareness programs.
- Crews conducted a sandbag filling detail, filling 600+ sandbags to replenish our supply in preparation for storm season. Thank you to NPW for the support and assistance with the detail.
- Radiological monitoring equipment for Host Community Reception Center was exchanged with DEMHS.
- Crisis Track (CT) training attended. CT is a program that the State recently contracted with to aid in preliminary damage assessment and incident management during storm or weather related events. Target audience for the ongoing training is agencies and field users that conduct damage assessments to aid in IC decision making as well as integrating data with FEMA forms for public and individual assistance programs.
- DEMD attended EM 101 Academy program.

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.
- SCCOG CEO/EMD meeting.
- City Public Safety meetings.
- Coordination meetings with School construction group.
- Meetings with US Foods regarding road closures.
- Downtown Mobilization Study meetings.
- Norwich Emergency Services Collaboration meeting.
- City Council meetings.
- City Public Safety Meetings
- NFD Chiefs meetings.
- DEMHS Host Community Training.
- Hale Mill meeting and site visit.

Apparatus / Equipment update:

*A complete breakdown is available upon request

- CAD project: MIS is working with Motorola on the project, unknown status or go live date at this time, estimate is Q1 2025.
- Radio project update: the switch to the CLMRN was made on 12AUG, mobile unit and portable units are in service across all departments. Pagers have all been tested and are in service, but VFDs are still reporting some issues. They are working with outside vendors to get the units reprogrammed for best coverage. A reminder that all pagers are currently set up to meet the scope of the project, but some had additional programming that was initiated by Laurel Hill. That programming was outside of the scope of work and created some challenges due to State infrastructure projects. There is also the issue raised by NPD that some of the volunteers were programming police frequencies into their pagers so they can monitor. I don't believe that as City purchased and issued equipment that the volunteers should be doing additional programming, and would recommend that a standard templates be used by all.
- Squad-A (2021) replacement has been ordered with Bulldog Fire Apparatus. Anticipated 26-month delivery time.
- Truck-1 (2010) and Truck-2 (1995) were out of service for short periods for various repair work.
- Chief's vehicle (2012, 145,000 miles) should be a priority for replacement.
- Aerial and Pump testing was completed on all apparatus. All equipment passed with minor repairs and issues noted.
- RFP for Thermal Imaging Cameras (TIC) posted and closed. We will place an order with the selected vendor to purchase 6-TICs with AFG funding. Training under the grant will be scheduled at a later date.
- The Mass Decon Trailer which has been in service about 20 years is questionable in functionality and purpose. It was originally a State asset that was hosted by NFD as part of the statewide rollout of equipment following 9/11. The State rep thought that equipment had been transferred to the municipalities, but we don't have verification of that. If that is the case, we will be looking to put the trailer out for auction. We discussed repurposing it for Rehab, Command, or Training, but it is not suitable for any of those purposes.
- 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. A vendor was chosen, awaiting them to schedule installation.
- Station alerting at Greenville and HQ stations is under review. Since the new radios have come online, unanticipated performance issues have come up. We are seeking quotes to address the system, and will look in the future for a complete overhaul in the future possibly through a grant request.
- Termite damage found in HQ, first floor. Pesticide treatment applied and damaged wood removed. Repairs are pending. No change in this project.
- Workbench at HQ completed. The project was jointly funded through FD budget items and local donations and provides a well-lit, safe work area for tool repair and maintenance.

- Initial quotes for brick work at Greeneville station to prevent further water damage have been substantially higher than expected. If the remaining quotes come in as high as the first one, additional Capital funds will be requested next budget cycle. We will look at repairing what we can with current funds available to minimize further water damage.
- Floor in bunk room at Greeneville in need of refinishing. We will pursue quotes. No change in this project.

Administration / Fire Services:

- LT, Captain and BC promotion testing posted. Written and oral exams will take place in OCT, with promotions in DEC.
- Special Operations Group meetings ongoing to discuss future training and facility project with NPU. The goal is to work with NPU to provide them a site for their Leak Street training facility, as well as training props for FD special operations: confined space, high angle rope. Site review and discussion with Building and Zoning on the EM building lot has taken place. We will work with NPU to see what is required for the Special Permit process. The site would be an excellent location for combined NPU/FD training and would help us utilize and clean up the space.
- Department SOGs under review and revision.
- VFD Station sirens and traffic light pre-empt. The current systems utilize highband radio for activation. The departments that use these will need to come up with an alternative means of activation, as the high band radio infrastructure will not be maintained as we decommission legacy equipment.
- Volunteer chiefs sent a letter to the City Manager with changes to the Auto Aid policy that they wanted to implement. The changes were not discussed as a group, nor were they approved by the City Manager. The City Manager did not implement the changes, as this was a deviation from how the policy was written and how updates had been made in the past.
- COVID: no known work related positive cases this quarter.

Respectfully submitted by:

Tracy Montoya

Chief of Department

Human Resources Department
July 1, 2024 – September 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 |
|---------------------------------------|--------|---|--------|
| Recruitment and Testing | | Pension Administration | |
| Requisitions processed | 15 | Pension processing | 29 |
| Position announcements | 13 | Pension Applications | 10 |
| Applications processed | 283 | Pension Refunds/Rollovers | 6 |
| Applicants tested | 14 | Pension Calculations | 16 |
| Exams administered | 5 | Drug/Alcohol/Mental Health Testing | |
| Realistic job previews/Interviews | 0 | CDL monthly random | 6 |
| Lists extended | 5 | Pre-employment (P, S & T) | 10 |
| Advertisements | 7 | Workers Compensation/Safety | |
| PoliceApp Candidates processed | 27 | Claims reviews | |
| Police Agilities held | 2 | Claims processed/FRI | 16 |
| Police Oral Boards held | 1 | OSHA 300 Filing & Posting | |
| Employees | | Disability Wage Statements | 2 |
| New hire background checks (P, S & T) | 12 | Committees | |
| Orientations | 6 | Personnel & Pension Board | 2 |
| Evaluations | 24 | Volunteer Firefighters Relief Fund | 1 |
| Step increases | 28 | Safety Committee | 1 |
| FMLA | 9 | Commission for Persons with Disabilities | 0 |
| Unemployment processing and hearings | 1 | Health Equity Committee | 2 |
| Full-Time Permanent Hires | 6 | Mandatory Reporting | |
| Seasonal hires | 5 | State - DOL Employment Statistics Reports | 3 |
| Temporary hires | 30 | State - DOL Multiple Worksite Report | 1 |
| CDL Physical Recertification’s | 3 | CCM – Annual Salary Survey | 0 |
| Benefits Administration | | EEO-4 Report | 0 |
| Insurance changes processed | | Labor Relations | |
| Active | 16 | Contract/pension negotiations/MOUs | 3 |
| Retiree | 17 | Grievances/mediations/arbitrations/CHRO | 3 |
| COBRA elections processed | 5 | Training | |
| Voluntary Benefits | 3 | CIRMA Trainings | 64 |
| Insurance billings | | Sexual Harassment Prevention Training | 7 |
| Active | 9 | Checklists/Procedures | 11 |
| Retiree | 12 | Record Keeping | |
| Insurance waivers | 8 | Organize/Digitize Active Personnel Files | 63 |
| Open Enrollment | | Employee Relations | |
| | | Meetings | 19 |
| | | | |
| | | | |

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 | | | |
|---|------------|--|--|---|--|--|-------------|-------------|-------------|------------|--------|-----|-----|
| YOUTH, FAMILY, & RECREATION | | | | | | | | | | | | | |
| C1, C2, G5 | DG1 & DG3 | Work collaboratively with other Departments, agencies, boards, and commissions as well as outside agencies to secure funding that won't have a negative impact on taxpayers. | Coordinate activities, events, growth, 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 | 1,492 | | | | 1,492 | | | |
| | | | | # of Residents reached by public forums/ educational events | 300 | 63 | | | | 63 | | | |
| | | | | # of Youth Program Registrations | 4,000 | 2,569 | | | | 2,569 | | | |
| | | | | # of Adult Program Registrations | 800 | 303 | | | | 303 | | | |
| | | | | # of field permits issued | 150 | 42 | | | | 42 | | | |
| | | | | # of Youth Program Hours | | 1086.5 | | | | 1,087 | | | |
| | | | | # of Adult Program Hours | | 213 | | | | 213 | | | |
| | | | | Outside Funding Obtained | | \$ 281,086 | | | | \$ 281,086 | | | |
| C2 | DG2 | 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 Collaborative Meetings Chaired (Prevention Council, JRB) | 16 | 15 | | | | 15 | | | |
| C1, C2, C5 | DG2 & DG3 | 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 Trainings Attended per Division | 20 | 13 | | | | 13 | | | |
| C2, C4 | DG4 | Promote the health and well-being of Norwich residents through organized and structured activities. | Prevent juvenile delinquency and reduce recidivism through counseling, case management, consultation, crisis management, and mentoring opportunities. | # of Juvenile Review Board cases | 45 | 8 | | | | | 8 | | |
| | | | | # of youth diverted from justice system (successfully completing diversion agreement) | 40 | 7 | | | | | 7 | | |
| | | | | # of Families With Service Needs receiving services | 4 | 1 | | | | | 1 | | |
| | | | | # of Summer Jam & Learn Program Participants | 15 | 15 | | | | | 15 | | |
| | | | | # of Counseling Cases | 25 | 8 | | | | | 8 | | |
| | | | | # of Hours of counseling, case management, and mentoring | 500 | 336 | | | | | 336 | | |
| | | | | # of Residents reached by anti-substance use resources | 20,000 | 11,511 | | | | | 11,511 | | |
| | | | | ***Youth Employment moved to TVCCA on Oct 1st 2024*** | Provide youth with local work, education, leadership opportunities, and job skills training. | # of Youth provided with Employability Assessments | 200 | 187 | | | | | 187 |
| | | | | # of Year-Round Youth Employment Participants | 150 | 121 | | | | | | 121 | |
| # of Youth in-or-completed Leadership Initiatives | 10 | 2 | | | | | | 2 | | | | | |
| L2 | 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. | # of In-School and After-School Programs | 20 | 2 | | | | 2 | | | |

| 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 | | | | | | | | | | |
| C1, C2, G5 | DG 1 | Coordinate and provide accessible Medical Transportation, affordable health services, and counseling services through various Federal, State, and local grants. | 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. | # of Senior Center Transports | 13,000 | 3,834 | | | | |
| | | | | Outside Funding Obtained | \$75,000 | \$ 93,928 | | | | |
| C2, G5 | 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. Provide Preventive Health Services that will result in a positive financial impact and better overall healthcare for our members. Provide on-site mental health and counseling services for our older adult population. | # of Completed Outreach Appointments/Home Visits | 3500 | 849/42 | | | | |
| | | | | # of Completed Benefits Counseling Appointments | 250 | 0 | | | | |
| | | | | # of Clinic RN/Podiatrist Appointments | 750 | 172 *does not include HHC Nurse Barbara | | | | |
| | | | | # of Counseling Cases | 20 | 1 | | | | |
| | | | | # of Counseling Hours | 1000 | 145 | | | | |
| C1, C2, P1 | DG3 | Maintain strong community relations through candid communication, professional service, and collaboration with other Departments and community outreach programs. | Coordinate a wide variety of exercise, enrichment, and health-focused programs with professional instructors to educate and assist our members. Host Community-wide Events with local partners | # of Program Visits | 37,500 | 13,930 | | | | |
| | | | | # of Events Hosted | 50 | 37-Senior Events with Comm. Partners | | | | |
| C1, P2 | DG4 | Construction of ADA-compliant restrooms, and expanded outdoor program space at the Rose City Senior Center. | Completion by end of 2024. | Completed? | | No | | | | |
| C1, C2 | DG5 | Increase efficiencies and decrease waste by evaluating expenditures through a sustainability- | Identify, evaluate, and update functionality and improve service. | # of phone calls fielded annually | 45,000 | 9,841 | | | | |
| | | | | # of RCSC Membership Renewals | 1,500 | 1,014 | | | | |
| | | | | # of New Memberships | 400 | 89 | | | | |
| | | | | Increase in innovative programming | 5% | 10% | | | | |
| | | | | Increase in homebound senior services | 2% | 0 but no BC since May 2024 | | | | |
| | | | | Increase in membership support | 3% | 1% | | | | |

| City Goal | Dept. Goal | Department Goal Details | Division Deliverables | Measure | Target | Q1: July-Sep | Q2: Oct-Dec | Q3: Jan-Mar | Q4: Apr-Jun | FINAL | | | | | |
|--|------------|---|--|--|--|---|---|--|-------------|-------|--|--|--|--|--|
| ADULT & FAMILY SERVICES | | | | | | | | | | | | | | | |
| C1, C2 | 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 | # of Direct Services Provided Norwich Residents | 1,000 | 779 | | | | | | | | | |
| | | | | # of Clients Assisted with NHS Funds | 30 | 9 | | | | | | | | | |
| | | | | # of Clients Assisted with OTHER Funds | 970 | 71 | | | | | | | | | |
| | | | | # of Renters Rebate Applications Processed | 1,200 | 1,028 | | | | | | | | | |
| | | | | # of Condemnations Processed | 25 | 3 | | | | | | | | | |
| | | | | # of people diverted from shelter or Rapidly Rehoused | 10 | 6 | | | | | | | | | |
| | | | | Provide work, education, training, and job placement opportunities, via Norwich Works. | Total # screened for employment services | 100 | 19 | | | | | | | | |
| | | | | # of ECTC Requests Processed | 30 | 18 | | | | | | | | | |
| | | | | G5 | | Develop, coordinate, and provide accessible services to Norwich Residents, securing funding that won't have a negative impact on taxpayers. | Administer programs that increase household income and act as a conduit for non-city dollars for Norwich residents. | # of CDBG Norwich Works Enrolled | 20 | 0 | | | | | |
| | | | | | | | | <i>Norwich Works Client Details via CDBG</i> | | 0 | | | | | |
| <i># of homeless CDBG clients</i> | 10% | 0 | | | | | | | | | | | | | |
| <i># of extremely low income</i> | 50% | 0 | | | | | | | | | | | | | |
| <i># of very low income</i> | 25% | 0 | | | | | | | | | | | | | |
| <i># of low/moderate income</i> | 15% | 0 | | | | | | | | | | | | | |
| <i># of Female Head of Household</i> | 80% | 0 | | | | | | | | | | | | | |
| <i># of CDBG Norwich Works Clients who Obtained Employment</i> | 75% | 0 | | | | | | | | | | | | | |
| <i># of CDBG Norwich Works Clients who Obtained Training</i> | 100% | 0% | | | | | | | | | | | | | |
| <i>Outside Funding Obtained</i> | | 0% | | | | | | | | | | | | | |
| C1, C2 | DG2 | Maintain strong community relations through candid communication, professional service, and the coordination and implementation of community outreach programs and partnerships. | Participate in community-wide events, fairs, and other outreach activities. | # of Community Outreach Events Attended | 5 | 6 | | | | | | | | | |
| | | | | # of Employment-related Events Hosted | 10 | 2 | | | | | | | | | |
| C1, C2, C5 | DG3 | Train personnel to the highest standards while holding them accountable to those standards. | Create professional development plans for each staff and ensure proper level of professional certifications are achieved through education and training. | # of Trainings Attended per Division | 3 | 4 | | | | | | | | | |
| C1, C2 | DG4 | Increase impact by working collaboratively with other departments, agencies, boards and commissions as well as outside agencies that focus on increasing personal self-sufficiency. | Coordinate and participate on local, regional, and State-wide teams to deliver best practices in social service issues. | # of Collaborative Meetings Chaired (CCT, CAN Steering, Task Force) | 75 | 18 | | | | | | | | | |

Planning & Neighborhood Services

Quarterly Report: 07-01-24 through 09-30-24

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

- Kicked off the project to amend the Zoning Regulations for consistency with the adopted POCD.
- Continued to participate in meetings related to the development of the Uncas Leap Heritage Park and the Yale Urban Design Jubilee Park community project.
- Prepared a RFP and solicited submittals for the Sachem Fund Board
- Received notification that the city's \$250K CIF application grant request to initiate a planning study relative to potential uses for the Norwich State Hospital site was not funded, but State recommended that we resubmit in the next round.
- Coordinated with the Public Works Department to assist the 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.
- Performed essential functions of the department (see attached breakdown)

Assisted municipal boards and commissions with processing and reviews of applications: **10**

| | | | | | | |
|--|--------------|--------------------------|----------------------------------|---------------------------|----------------|-----------------|
| Inland Wetlands and Watercourses Conservation Commission | Total | REGULATED | ADMINISTRATIVELY E/UPLAND | NON-JURISDICTIONAL | | |
| | 2 | 2 | 0 | 0 | | |
| Commission on the City Plan | Total | SUBDIVISION | SPECIAL PERMIT | SITE DEVELOPMENT | DMV K-7 | DEEP CAM |
| | 5 | 0 | 4 | 1 | 0 | 0 |
| Zoning Board of Appeals | Total | APPROVED VARIANCE | DENIED VARIANCE | APPEALS OF ZEQ | | |
| | 3 | 3 | 0 | 0 | | |

Received Complaints

| | |
|-------------------------------------|------------------|
| · Blight | 22 |
| · Housing/Property Maintenance | 28 |
| · Work without Permit(s) | 26 |
| · Wetlands | 1 |
| · Zoning | 17 |
| · Total Complaints Received: | <u>94</u> |

Investigated and/or Issued Violations

| | |
|--------------------------------|-------------------|
| · Blight | 103 |
| · Housing/Property Maintenance | 17 |
| · Work without Permits(s) | 26 |
| · Wetlands | 0 |
| · Zoning | 9 |
| · Total Violations: | <u>155</u> |
| · Closed Violations | 80 |
| · Closed Zoning | 5 |

Inspections

| | |
|--------------------------------------|-------|
| · Building Permit Field Inspections | 615 * |
| · Housing & Blight Field Inspections | 210 * |
| · Zoning Field Inspections | 26 * |

*= The number of inspections are underreported. OpenGov to investigate tabulation and correct.

Police or Fire Call-Outs **8**

Citations

| | |
|---------------------------|------------|
| · Citations Issued | 0 |
| · Citations - Value Of | \$0.00 |
| · Citation Fees Collected | \$2,024.02 |

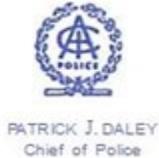
| | |
|---|-------------------|
| Building Permit Applications | 598 |
| Building Permits Issued | |
| · Residential | 453 |
| · Commercial | 80 |
| · Industrial | 3 |
| · Municipal | 10 |
| · Total Building Permits Issued: | <u>546</u> |
| · Building Permits per assigned - divide by 3 | 182 |
| Structures Condemned | 7 |
| Dwelling Units Condemned | 8 |
| Buildings Demolished | 2 |
| Zoning Letters of Compliance Prepared | 3 |
| Zoning Permit Applications | 57 |
| · New Businesses | 4 |
| · Rejected or Withdrawn Applications | 2 |
| Zoning Permits Issued | 71 |
| · New Businesses | 2 |
| Yard Sale permits | 19 |



CITY OF NORWICH
CONNECTICUT
POLICE DEPARTMENT



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



Quarterly July 1, 2024 thru September 30, 2024

PATROL DIVISION

In the period **July 1st, 2024 thru September 30, 2024** the Norwich Police Department Patrol Division handled approximately **12,237 calls for service**. Included in these service calls:

- **326 Arrests Made**
- **821 Offense Reports Taken**
- **412 Traffic Accidents Investigated**
- **2497 Motor Vehicle Stops Initiated**
- **276 Infractions Issued**
- **519 Alarm Responses (Burglary and/or Panic)**
- **4966 Telephone calls into Dispatch**
- **1968-911 Calls**

QUARTER OVERDOSE DEATHS - 22 OD's total 3 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 completed their Field Training and have been assigned to the midnight shift.

Kutjim Kodraj graduated from the POSTC academy and is currently on Field Training.

Alexis Freel will be graduating on October 2, 2024 from the POSTC academy and will begin Field Training in October.

PROJECTS

The CAD/RMS system upgrade continues to be a work in progress. Estimated completion December 2024 to January 2025.

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

Patrol has seen an increase in calls for service over the last three months to include:

Large Police presence for the 4th of July Fireworks. Approximately 80 Officers were brought in from the Police Department as well as Mutual aid Officers to handle the large crowd and traffic concerns.

Officers continue to complete proactive motor vehicle enforcement. Officer conduct close to 2500 motor vehicle stops in an attempt to reduce our MV collisions.

August 26, 2024 – 102 Stonington Rd – Officers Respond to the report of shots fired. Upon arriving on scene numerous shots are heard by Officers. The suspect is later

located on the second floor of the residence. Numerous rifles are located after the Officers take the suspect into custody.

Numerous Officers were sent to bicycle school to get newer Officer riding in the downtown area.

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 July 1, 2024, to September 30, 2024

- Relocated and set up the stage for multiple events, some of which needed barricades, no parking signs, extra garbage, and recycling cans. The biggest of which was the Rose Arts Festival and fireworks.
- Cleaned and prepped the Group and Lakeside pavilions for over 50 rentals.
- New England Asphalt chip sealed over 4 miles of roads, and DPW swept all excess stone to ensure safe traveling.
- Replaced multiple driveway aprons and curbing in conjunction with the annual street paving projects.
- Completed the citywide Fall brush pick up.
- Removed over 50 trees in decline. Cut back roadsides and guardrails to prevent sightline issues for the traveling public as well as keeping all city owned property trimmed.
- Trucked in and compacted over 900 tons of fill for the YMCA, as well as clearing all trees and brush in between this property and the Viaduct.
- Rebuilt or replaced tops on 75 catch basins, in order to stay ahead of the yearly paving schedule.
- Installed nearly 1000 feet of new drainage pipe in preparation for street paving, and to address ongoing ice conditions.
- Cut, lined, and maintained multiple athletic fields for numerous games and events.
- Used our Vactor truck to clean out over 500 catch basins.
- Mowed and picked litter throughout the city in our numerous cemeteries, parklets, and parks.
- Weeded, dead headed, and pruned the Rose Garden after full bloom to ensure nice growth in the Spring.
- Replaced damaged and older street signs as needed around the City.
- Repainted or replaced most stop bars and crosswalks throughout the City to ensure the safety of the traveling public.
- Performed 328 Fleet Repairs
- Made ready 25 plows and material spreaders for the upcoming winter season
- Impounded 4 Vehicles for the Police Department
- Repaired and made improvements to the Large Plow (sign) at the entrance to 4 Almshouse
- Oversaw the build of 6 Police Cruisers and decaled the six Cruisers and made ready Police Service
- Oversaw the Pump testing of 18 units of the City's Fire Service
- Oversaw the Testing of the Fire Service ground ladders and Aerial equipment
- Painted ceiling in City Hall room 212.
- Installed new fire panel at the Dog Pound.
- Installed a new mini split in the vault at the city clerk's office.
- Installed window laminate on front offices of the police dept.

2024 Construction Season Projects Status

- Continued the 2024 Pavement Project with the paving of Thamesville and East Great Plains area.
- Sherman Street Bridges Project completed.
- Continued Construction Management of Uncas Leap Heritage Park.
- Completed abatement at the former YMCA and site preparation for the development of the Crossings at 345 project.
- Completed the Capital Improvement Sidewalks Projects throughout the City.
- Browning Road Water Main project is in progress with anticipated completion before winter.
- Received bids and awarded contract for the Norwichtown Brook Culvert Lining project near Pleasant Street
- Awarded design for the West Town Street Community Connectivity Sidewalk project.

OFFICE OF COMMUNITY DEVELOPMENT: Quarter 3 -2024 July –September



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

| | Quarterly | Calendar 2024 (Cumulative) |
|---|--------------|----------------------------|
| Units Completed/Cleared | 13 | 25 |
| Number of Units in Progress or Under Contract | 4 | 15 |
| Property Rehabilitation Funds Expended | \$147,758.14 | \$294,494.12 |
| CDBG Funds Expended | \$73,936.70 | \$456,417.76 |
| Revolving Loan Income | \$53,305.15 | \$152,130.25 |

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

- The City was awarded \$845,890 from the U.S. Department of Housing and Urban Development (HUD) in Community Development Block Grant funding for the FY2024 which started on September 1st;
- OCD staff prepared an application for a new Lead Hazard Reduction Funding and the awards should be announced by November 1st;
- The Office is also preparing to issue a Request for Proposal (RFP) for the remaining CDBG-CV funds which are used to prepare, prevent and respond to any disparities caused by the COVID-19 pandemic, and
- The Office is developing their performance and evaluation report that must be submitted to HUD by the end of November.

LEAD-BASED PAINT HAZARD CONTROL PROGRAM

| | Quarterly Progress | Calendar 2024 (Cumulative) |
|--|---------------------------|-----------------------------------|
| Completed/Cleared | 7 | 17 |
| Number of Units in Progress or Under Contract | 5 | 5 |
| Funds Expended (Includes Healthy Homes) | \$162,802.70 | \$509,214.71 |

The City of Norwich's Lead-Based Paint Hazard Control program is a 4-year grant that began in 2019 and is scheduled for closeout by the end of October 2024. Of the 13 units listed in the CDBG (rehab) above, 7 of them had lead funding as well.

OUTREACH SUMMARY

| | |
|-----------------------|---|
| <u>25-July</u> | <u>Tax Office Outreach – Real Estate</u> |
| <u>6-Aug</u> | <u>National Night Out</u> |
| <u>9-Sept</u> | <u>Cultural Diversity Event</u> |
| <u>14-Sept</u> | <u>Rose City Block party</u> |
| <u>22-Sept</u> | <u>Greenville Block Party</u> |





Director's Report, 2024-25 First Quarter

In the first quarter of the new fiscal year, we provided 127 programs, engaging 3,086 participants, an increase of 57% and 46% in program offerings and participation, respectively, compared to the same time period last year. The programs, held onsite and out in the community, featured traditional and innovative ideas such as storytimes, book clubs, social justice discussions, cooking and knitting clubs, a manga club, gardening events, music performances, art classes, craft sessions, back-to-school events, a "Meet Your SRO" night, acrobatics, dancing, animal programs, recycling initiatives, therapy dogs for kids, poetry readings, AI informational sessions, gambling addiction resources, a suicide prevention program, legal and job assistance, wellness and pride events, and more for newborns through senior citizens. Additionally, we distributed free books to children in the Norwich Human Services summer program at Mahan School and rolled out a "little free library" wagon for beachgoers at Spaulding Pond throughout the summer.

We continue to forge new partnerships while strengthening existing ones. Since partnering with SCADD in February 2024, 12 individuals have entered treatment, with many more receiving vital information and assistance related to addiction for themselves and their loved ones. Collaborating with Madonna Place and Norwich Public Schools, we hosted a lively karaoke night complete with pizza, games, giveaways, community assistance information, and library card sign-ups. The League of Women Voters is organizing multiple registration events at the library as the election approaches. We also are conducting job assistance sessions for residents at Thames River Community Services and collaborating with the Norwich Historical Society and other local organizations in preparation for the 250th anniversary of the Declaration of Independence. Additionally, we have launched regular meetings of local groups offering English language classes to foster collaboration and streamline resources, making it easier to inform residents about these essential services. Otis Library will serve as the central hub for this information.

While these achievements are encouraging, we face some challenges. As our building ages, we are struggling with HVAC and electrical system issues, deteriorating furnishings, and worn carpeting. Furthermore, we have been actively searching for a part-time Business Manager for over six months, and that search continues.

261 Main Street Norwich, CT 06360

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