

Assessors' Quarterly Report to the City Council
Beginning October 1, 2024 – December 31, 2024
"TO DISCOVER LIST & VALUE ALL TAXABLE AND TAX EXEMPT PROPERTY IN THE CITY"

Second Quarter

- Exemptions – Most of our exemption applications are due either October 1st or November 1st and need to be reviewed, processed and entered into the applicable programs or spreadsheets.
- Real Estate – New owner transfers were finalized through October 1st for the 2024 Grand List. Starting October 1st until September of 2028, monthly sales data must be verified and qualified before being reported to the Office of Policy and Management. Field inspections for building permits are ongoing. We continue to serve many attorneys, title searchers, and real estate appraisers with property record cards and maps via email as well as in person.
- Personal Property – Personal property declarations for 1960 accounts are being checked for completeness, compared to last year, data entered and valued. To date we have completed about 80% of this process.
- Supplemental Motor Vehicle – Our supplemental list came in from the Connecticut Department of Motor Vehicles for pricing and processing in late October. We had 6,292 vehicles to review, price and apply any remaining exemptions. The supplemental list was completed late November and tax bills were mailed December 19th.
- Motor Vehicle – The motor vehicle list was issued by the Connecticut Department of Motor Vehicles in mid December and consisted of 29,589 motor vehicles this year. We must review, price and apply exemptions to this list. To date we have completed 40% of this process.
- Court Appeals – We have two outstanding court appeals on the 2021 & 2022 grand lists. Along with 21 appeals on the 2023 revaluation. This quarter we had 11 cases on the 2023 list settled or withdrawn.
- 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 that are registered elsewhere in Connecticut or in other states. December 24th we added another 458 accounts with a total tax liability of \$111,400.

William M Lee, CCMA II
Assessor

Cash Codes Summary- Norwich

DATES 10/01/2024 TO 12/31/2024

ALL LOCATIONS

Report Date 01/02/2025 04:11:56 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	1449	\$43,520.00
Total For Cash Code	EXTRA FEE		4	234	\$468.00
Total For Cash Code	LOCAL TAX		5	231	\$299,617.13
Total For Cash Code	NEW CONV TAX		6	218	\$419,636.31
Total For Cash Code	COPIES		57	31	\$160.00
Total For Cash Code	CERTIFICATION		58	18	\$36.00
Total For Cash Code	VITAL		59	908	\$27,700.00
Total For Cash Code	CHARGE ACCOUNT PAYMENT		105	23	\$7,915.00
Total For Cash Code	MARRIAGE STATE		800	60	\$2,040.00
Total For Cash Code	MARRIAGE CITY		801	60	\$960.00
Total For Cash Code	DOG LICENSE BASE 19		901	28	\$532.00
Total For Cash Code	DOG LICENSE BASE 8		902	53	\$424.00
Total For Cash Code	DOG RENEWAL LATE FEE		903	53	\$249.00
Total For Cash Code	FISH & GAME		907	13	\$164.00
Total For Cash Code	NOTARY		908	85	\$445.00
Total For Cash Code	SURVEY/SITE MAPS		910	6	\$120.00
Total For Cash Code	OPEN VITAL		917	33	\$610.00
Total For Cash Code	MISC		918	31	\$681.00
Total For Cash Code	FEDEX CHARGE		919	19	\$760.00
Total For Cash Code	COPY		921	371	\$2,747.00
Total For Cash Code	LIGHT UP CITY HALL		932	4	\$80.00
Total For Cash Code	CREDIT CARD SURCHARGE		936	95	\$950.00
Total For Cash Code	STATE PRESERVATION		937	1059	\$46,596.00
Total For Cash Code	CITY PRESERVATION		938	1059	\$3,177.00
Total For Cash Code	TOWN PRESERVATION		939	1059	\$3,177.00
Total For Cash Code	LIQUOR PERMITS		948	13	\$260.00
Total For Cash Code	DOG TRANSFER FEE		952	1	\$1.00
Total For Cash Code	DOG REPLACEMENT TAG		953	2	\$1.00
Total For Cash Code	SUBDIVISION MAPS		963	1	\$1,770.00
Total For Cash Code	STATE TREASURER		1001	95	\$12,065.00
Total For Cash Code	TOWN GENERAL FUND		1002	95	\$3,040.00
Total For Cash Code	STATE TREASURER		1003	154	\$16,940.00
Total For Cash Code	TOWN GENERAL FUND		1004	154	\$6,006.00

Cash Codes Summary- Norwich

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<i>RECEIPT</i>	<i>CASH CODE</i>	<i>DESCRIPTION</i>	<i>REFERENCE</i>	<i>COUNT</i>	<i>DETAIL AMT</i>
Total For Cash Code TOWN CLERK FUND			1005	154	\$1,540.00
Total For Cash Code WEB SUBSCRIPTION - 1 WEEK			1960	37	\$1,850.00
Total For Cash Code WEB SUBSCRIPTION - 1 MONTH			1961	10	\$1,000.00
Total For Cash Code WEB SUBSCRIPTION - 6 MONTHS			1962	4	\$1,000.00
Total For Cash Code WEB SUBSCRIPTION - 1 YEAR			1963	7	\$3,150.00
Grand Total					\$911,387.44

Finance Department

Report for the Quarter Ended December 31, 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

- Revenue Collector Gynna Gaitan promoted to Accounting Generalist in December. (DG4)
- Tyler Tech held a three-day virtual user group conference in December and staff attended several relevant sessions (DG4).

Accounting & Reporting

- Annual Audit – The audit of the fiscal year ended 6/30/2024 was completed in early December 2024. (DG3)
- American Rescue Plan Act Orla worked closely with recipients to finish up the majority of the 73 ARP projects. Some capital projects roll into 2025 however the majority ended 12/31/2024. Reporting will be due by 1/31/2025. (DG3)

Accounts Payable

- During December we prepared for the end of tax year forms for the City and the BOE. Worked with Tyler Tech (Munis software providers) on various formatting upgrades and changes. Forms will be generated and distributed in January 2025 (DG2).

Budgeting

- Sent out guidance to departments and received submissions from several departments for the 2025-26 budget. (DG3)

Debt Management

- S&P affirmed City's AA-rating for the \$10.6 million December 2024 bond issue. (DG3)

Information Technology

- IT Technician Mario Gagliardi began working with departments on integrating SharePoint and other Microsoft 365 tools into workflows (DG1, DG2)
- IT Manager Raymond LaRose and IT Technician Joe continued infrastructure work for PremierOne CAD and RMS. (DG2)
- Deputy Comptroller Orla and Ray began discussions with Civic Plus on a website design refresh (DG1, DG2)
- Ray applied for and received a Cybersecurity grant through DHS for \$72,000 (DG2)
- Ray and Norwich Public Utilities began the process of migrating City phone services to SIP (DG2).
- Mario and Joe continue upgrading computers to maintain lifecycles and prepare for the end-of-life date for Windows 10. (DG2)
- Continued work on the replacement of critical network infrastructure. (DG2)
- Continued renovations of the city hall server room, police server room, and police radio room to accommodate future equipment and allow for some expansion. (DG2)

- Monitoring systems analyzed 52.7 million events, investigated 186 possible threat indicators, perfected 289 in-depth investigations, and resolved 16 incidents. (DG2)
- Automated patching applied 4262 software patches. (DG2)

Payroll

- Like Accounts Payable, prepared for end-of-year payroll tax forms.

Procurement

- Issued RFP for new fuel system at Marina at American Wharf
- Issued RFP for design and engineering services for upcoming improvements to marina and waterfront
- CSG under contract as Owner's Rep for Uncas School
- 15 Procurement actions issued during second quarter of FY25
- Seven claims submitted to CIRMA
- Put eight vehicles and other miscellaneous items up for auction.

Revenue Collection

- The Revenue Office and the Assessor's Office continue working with Municipal Tax Service (MTS) to create and bill for out of town/state, or unregistered vehicles. As of 1/1/2025 there were 1,429 personal property and motor vehicle bills created. (DG1)
- The tax sale was such a success the Revenue Office will be reviewing accounts to add to a new tax sale which we are hoping to have by the end of 2025.
- A new list of foreclosure accounts will be sent to Attorney Siefert in February.
- The Revenue Office is working on bank executions for delinquent accounts that are multiple years in arrears.

Risk Management

- Working with insurance agent (USI) to manage cost increases for FY26.
- Renewed cyber-insurance policy.

Submitted by: Comptroller Joshua A. Pothier
1/7/2025

Norwich Fire Department

Quarter 4, October 1 - December 31, 2024



“Loyal to Our Duty”

Norwich Fire Department Quarterly Report – Q4

October 1 through December 31, 2024

Operations:

The city continues to experience a variety of types and severity of calls for emergency services. Total incidents for this quarter: **761** with the following breakdown: **23** fires, **464** rescue/emergency medical calls, **19** service calls, **255** misc*. Mutual aid / Automatic aid was provided **25** times and received **21** times. Automatic Aid per City Policy was given **11** times and received **17** times. There were **159** (20.08%) overlapping calls.

Significant incidents:

- 15OCT: 83 Summit St – structure fire. NFD responded along with auto aid companies to a report of a structure fire with a person trapped. NPD on scene confirmed working fire. Upon arrival crews reported heavy fire showing on two floors of a 2.5 wood frame residential, with live electrical lines burning in the street. Crews began fire attack while additional crews commenced a search for a child on the second floor. A second attack line was stretched to protect the search crew, and water supply was completed. Third due company conducted VES operations via ground ladder at the rear of the building. Crews located the victim and reported that they would be exiting through the front door. Victim was transferred to American Ambulance for transport to Backus. Crews continued to work to bring the fire under control and conduct overhaul. NPD assisted with crowd control and fire investigation. State FM called to the scene. EGP, Yantic, and Mohegan Tribal FDs assisted on scene, NPU, Building Dept, and NPW also assisted. Red Cross and Norwich Human Services assisted with 4 displaced persons. One civilian fatality, one civilian transported and treated for smoke inhalation, no firefighter injuries reported. Fire is under investigation by Norwich FMO, NPD, and State FMO.
- 02NOV: 11 Third St – structure fire. NFD along with auto aid companies responded to a report of a kitchen fire. Upon arrival crews reported fire showing from the first floor of 1.5 wood frame residential. Working fire declared. One occupant was home at the time of the fire and had self-evacuated. Crews stretched an attack line and made entry through the front door to extinguish the fire. Taftville, Laurel Hill, EGP and Mohegan Tribal FDs assisted on scene. NPD, NPU, AASI, and Building Dept also assisted. Red Cross assisted 2 displaced occupants. No civilian injuries nor firefighter injuries reported, though several pets perished. Fire is under investigation by the FMO.
- 05NOV: 31 Ninth St – structure fire. NFD and auto aid companies responded to a report of structure fire. Upon arrival crews reported fire showing from two windows on the second floor of a 2.5 wood frame multi-family residential. Second alarm was transmitted by the first due Officer upon arrival. Crews stretched a line for interior attack. Arriving companies secured water supply, initiated searches, roof ventilation and stretched additional attack lines. IC called for a third alarm. All Norwich companies operated on scene, station coverage provided by Mashantucket and Ledyard FDs. NPD, NPU, AASI, and Building Dept assisted on scene. Red Cross assisted displaced occupants. No civilian injuries reported, 1 minor FF injury. Fire is under investigation by the FMO.

- 09NOV: 90 North St – brush fire with extension to a structure. NFD and auto aid companies responded to a report of a brush fire with extension to the building. While enroute, Dispatch advised that the fire may be spreading to two separate buildings, prompting the BC to request a second alarm. Upon arrival crews reported brush fire with extension to one building, and stretched a line for fire attack. Additional arriving companies conducted search and checked the interior of the building for fire extension. NPD assisted occupants with evacuation as smoke conditions allowed. Fire was extinguished with only exterior damage to the building. Second alarm companies were used for station coverage. Area of brush/grass involved was approximately 75'x100'. Taftville, EGP, Laurel Hill and Mohegan Tribal FDs assisted, with Occum, EGP, and Yantic providing station coverage. NPD, NPU, AASI, and Building Dept also assisted. No displaced residents, no civilian nor firefighter injuries reported. Fire is under investigation by FMO.
- 16NOV: 76 Laurel Hill Ave – structure fire. NFD responded along with auto aid companies to a report of a structure fire. Upon arrival crews reported heavy fire showing on the second floor rear windows with extension to the third floor. Fire attack included 3 lines in operation. EGP and Laurel Hill assisted with searches and ventilation. Mohegan Tribal FD provided FAST support. Fire was placed under control in one hour. NPU, NPD, and Building Dept assisted on scene. No civilian nor firefighter injuries reported. Fire is under investigation by the Norwich FMO.
- 18NOV: 43 Lafayette St – structure fire. NFD along with auto aid companies responded to a report of a structure fire. NPD on scene confirmed working fire. Upon arrival crews reported heavy fire on the exterior extending into the house with live wires down. Crews conducted a transitional attack moving from exterior to interior. Yantic, EGP, and Mohegan Tribal FDs assisted on scene. NPU, NPD, and American also provided assistance. Fire was placed under control in under an hour. Red Cross assisted 2 displaced residents. No civilian injuries nor firefighter injuries reported. Fire is under investigation by the FMO.
- 20DEC: 20 Kitemaug Rd in Montville – mutual aid, structure fire. NFD Truck-1 and Battalion 1 responded as FAST assignment on a working fire in a residence. Upon arrival crews reported to command and conducted an assessment of operations and FAST duties. Crews remained on scene until released by command. No NFD injuries reported.
- 25DEC: 8 Mountain Ave – basement fire. NFD along with auto aid companies responded to a report of smoke in the building. Upon arrival companies found a fire in the basement and were able to quickly extinguish it. Assisting on scene were Yantic, EGP, and Mohegan Tribal FDs. No civilian nor firefighter injuries reported. Fire is under investigation by the Norwich FMO.
- 29DEC: Marina – sinking boat. Crews responded to a report of a sinking vessel at the dock. Upon arrival crews found a 30' boat that had sunk overnight in its dockslip. DEEP and USCG notified of fuel and other fluids leaking out of the boat. Crews deployed booms to contain the spill and DEEP arranged for a contractor to conduct cleanup. No civilian nor firefighter injuries reported.

Notable Events:

- NFD hosted Flu shot clinics at HQ.
- In light of the weather conditions and lack of rain over a period of past several weeks, the State issued numerous Red Flag Warnings and instituted an Open Flame/Burn ban on

State parks and properties. The City followed suit with a local burn ban issued on 01NOV which remained in effect until 26NOV. During that period we did experience a number of brush fires.

- Paul O'Connell and I appeared on the WICH morning show with Stu Bryer during Fire Prevention week.
- Crews did a walk-through of the NPU Waste Water Treatment Plant construction project.
- Following the fatal fire on Summit St. crews participated in CISD (Critical Incident Stress Debriefing) meetings at Backus and NFD. Our peer support team was also active in addressing needs and making resources known to our personnel.
- Crews supported SVDP Soup Kitchen during Christmas mealtime.
- VFW had a tribute to First Responders. Firefighter Zachary Topping was recognized as NFD's selected First Responder of the Year. FF Topping is an exemplary firefighter who serves the local community with honor and commitment. It was a privilege to be part of the team recognizing his service.
- DTS supported NPD in oral interviews for Dispatcher candidates.
- DTS conducted community outreach and CPR/AED training at St. Mark's Church.
- Officers supported outside FDs as panelists for promotional and hiring processes.

Fire Marshal Office:

- Investigated **25** fires: **1** incendiary fire investigation. There were **6** vehicle fires, **14** structure fires (one fatality 15OCT), and **5** outside fires.*
- Conducted **384** Fire Code Compliance Inspections/re-inspections, **21** Plan Reviews, and **15** consultations, approximately **500** residential units inspected.*
- 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, four members attended the 2-day CT IAAI seminar. 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:
 - 5 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 surface work complete, interior stabilized and construction beginning.
 - 85 Main (formerly 77-91) – temporary C/O's issued for most apartments. All fire related issues have been addressed, there are still outstanding items for the Building dept.
 - 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. No change since last quarter.

*A complete breakdown is available upon request

- Self- Storage Facility Salem Tpk. almost complete, sprinkler work almost done. The building is being evaluated for a BDA (emergency services radio booster) system. No changes since last quarter.
- These Guys – project to move the restaurant to the Marina is underway. Expect completion in the coming weeks.
- These Guys - Brew Facility Church St. C/O issued for basement production area. Discussion is ongoing for plans for the first floor. No change since last quarter.
- 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.
- 401 West Main St. Caliber Collision has pulled out of the project.
- 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 almost completed – no change since last quarter.
- Greeneville and Stanton school plans reviewed and sent for State approval. There will be one more plan review before final approval.
- 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.
- 138 Norwich Ave. – site plan reviewed for a gas station renovation, construction has begun, new tanks installed, construction on the building to begin soon.
- 16 S. Golden St. NPU – kitchen reconstruction and hood installation completed.
- 142 Yantic Rd. Hale Mill – temporary standpipes that were installed but not up to code were replaced with permanent standpipes. Sprinkler system installation in progress. NPU reports the 12” main that was installed is having trouble passing the pressure test.
- 78 Fanning Ave. – being renovated into a live-in youth behavioral facility.

Training Safety Division:

- Three new hires graduated the CFA Recruit Program on 06DEC. They are assigned on shift and have done well in their first few weeks.
- All platoons completed annual Confined Space refresher training.
- All platoons completed annual Hazmat Operations refresher training.
- Two members completed and certified Proboard Health and Safety Officer.
- EMT in-service training conducted on all 4 platoons.
- Two Officers completed ILEAD program.
- DTS obtained certification as EMS Instructor. This will be a great resource for in-house training for NFD and the VFDs.
- One member certified Proboard Fire Officer II.
- One member attending the GNACC Leadership program.
- One member attending the State Fire Code Inspector module. Expected completion in JAN.
- Extrication drill with EMT students from American Education Services.
- One member attended FBI Swatting Incidents awareness training.
- Three members attended the 2024 AFG workshop.

- DTS delivered Bail Out training program to EGP and Yantic.
- LT Cooke delivered radio training program to EGP.
- In-house study program developed to assist personnel with NREMT test preparation.
- Annual training plan for 2025 completed.
- Continued and focused training on First Due Fire RMS program.
- In-house training with MIS on systems.
- Probationary FF manual was updated.
- Paratech Rescue bag delivered as the last item we were waiting for to closeout the 2021 AFG award. Closeout reports are being prepared with coordination with Finance.
- Classes booked for the 2023 AFG Officer Development award. Fire Instructor I: APR25, Fire Officer I: OCT25.
- Thermal Imager training as part of 2023 AFG award scheduled for MAR25.
- We have submitted a 2024 AFG microgrant request for gear extractors and driers. The total budget for the grant is \$28,665: 26,059.09 in federal funds, 2,605.91 City match.
- Daily Training for this reporting period included in-house and external courses, assigned Vector/Target Solutions programs, recruit program, and multiple company level trainings totaling **6,073** 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:

- EMD, DEMD, and Finance rep attended DEMHS led training on CIVIX, the software program for grant management.
- Crews supported the Regional JHAT (Joint Hazards Assessment Team) that was stood up as part of election day security across the state. The JHAT staged in the EGP firehouse with personnel and equipment from CSP, NFD, and other regional partners.
- Attended training/planning meeting with DEMHS for updates on Host Community Reception Center procedures. We will conduct NSEF funded training for NFD personnel in the coming months.
- DEMHS radio test and EOC equipment review completed with Region 4 communications specialist.
- EMD and DEMD attended the annual DEMHS EMD meeting. Updates from the DEMHS Commissioner and Regional leadership were provided, renewal of loyalty oath and discussion on regional issues.
- City entered into agreement with TVCCA to run a No Freeze Overnight Shelter at the Buckingham Memorial building 307 Main Street. The shelter will be open overnight during Cold Weather Protocol periods as declared by the Governor.

Attended, virtually or in person:

- RESP monthly meeting.
- CCFCA meetings.
- Region 4 ESF-4 meetings.
- Region 4 ESF-5 South meetings.

*A complete breakdown is available upon request

- Region 4 ESF-20 Marine group meetings.
- City Public Safety meetings.
- NLCFMA meetings.
- AASI/HHC contract meetings.
- Coordination meetings with School construction group.
- Downtown Mobilization Study meetings.
- Norwich Emergency Services Collaboration meeting.
- City Council meetings.
- City Public Safety Meetings
- NFD Chiefs meetings.
- DEMHS Host Community Training.
- City warming center meetings.

Apparatus / Equipment update:

- CAD project: MIS is working with Motorola on the project, system upgrades were completed but no go live date at this time, estimate is now Q2 2025.
- Radio project update: All departments are operating on the CLMRN for radio communications. The legacy high band system is still in use for siren activation and traffic light pre-empt in Yantic. They have been notified and are researching options to move away from the old radio system, so it can be decommissioned. As part of that project, we are looking at transferring the Plain Hill Tower site to the State.
- Squad-A (2021) replacement has been ordered with Bulldog Fire Apparatus. Anticipated 26-month delivery time. Truck committee and Fleet Maintenance continue will to meet with the vendor through the construction process.
- Chief's vehicle (2012, 149,000 miles) should be a priority for replacement.
- Annual hose testing completed for all inventory.
- RFP for Thermal Imaging Cameras (TIC) closed. Order placed for 6-TICs with AFG funding.
- 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. Update: State is planning to issue title to Norwich which will allow us to handle decommissioning the equipment.
- 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, 18 and 15 years old respectively will be due soon.

Station update:

- Men's shower / bathroom work at HQ is complete.
- 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. While repairs have been made and it is currently functional, this will be a costly project to upgrade both stations.

- Termite damage found in HQ, first floor. Pesticide treatment applied and damaged wood removed. Repairs are pending. No change in this project.
- Repairs made to two of the garage door openers on the apparatus floor at HQ. Other doors should be planned for future work/replacement.
- Repairs made to multiple doors/hardware at HQ. Most repairs complete, but waiting on parts for one of the doors in the stairwell.
- Due to initial quotes for brick work at Greeneville station to prevent further water damage being substantially higher than expected. The project was divided into two phases. Work was completed on two sides of the exterior tower walls that were the most problematic for leaking during storms. Additional Capital funds will be requested next budget cycle as there is more work to be done to prevent further water damage.
- Floor in bunk room at Greeneville in need of refinishing. We will pursue quotes. No change in this project.
- Seeking quotes for generators for both stations.

Administration / Fire Services:

- LT, Captain and Assistant Chief promotions took place in DEC along with the swearing in of four new Firefighters (3 entry-level and 1-certified). Congratulations to LT Ryan Flaherty, Captain Michael Podzalne, Assistant Chief of Training and Safety Jason Erban, and Probationary Firefighters: Griffin Bellavance, Jacob Fabry, Michael Ignacio, and Maximillian Kuczorski.
- Special Operations Group meetings ongoing to discuss future training and facility project with NPU. The goal is to work with NPU to provide a site for their Leak Street training facility, as well as training props for FD special operations: confined space, high angle rope, and trench. Site review and discussion with Building and Zoning on the EM building lot has taken place. It was determined that the site survey for hazards and special permit process would be cumbersome for the property. Building and Zoning have suggested we look at other City property for this project. We are currently looking at land at 687-725 North Main St as a potential site.
- Department SOGs under review and revision.
- City Manager meetings with Chiefs. CM has met with volunteer Chiefs once and will meet with them one more time before meetings with all Chiefs resume. The auto aid policy should be reviewed for Incident Command procedures. Overall, auto aid has shown to be effective in getting resources early to fire incidents. Other issues to be addressed include First Due access for FMs, radio procedures, and calling for resources.
- COVID: no known work related positive cases this quarter.

Respectfully submitted by:

Tracy Montoya

Chief of Department

Human Resources Department
 October 1, 2024 – December 31, 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	12	Pension processing	51
Position announcements	11	Pension Applications	4
Applications processed	372	Pension Refunds/Rollovers	4
Applicants tested	146	Pension Calculations	5
Exams administered	15	Pension Benefit Statements (Distribution)	500
Realistic job previews/Interviews	0	Drug/Alcohol/Mental Health Testing	
Lists extended	4	CDL monthly random	4
Advertisements	8	Pre-employment (P, S & T)	10
PoliceApp Candidates processed	24	Workers Compensation/Safety	
Police Agilities held	3	Claims reviews	0
Police Oral Boards held	1	Claims processed/FRI	29
Employees		OSHA 300 Filing & Posting	0
New hire background checks (P, S & T)	7	Disability Wage Statements	3
Orientations	6	Committees	
Evaluations	22	Personnel & Pension Board	2
Step increases	32	Volunteer Firefighters Relief Fund	1
FMLA	7	Safety Committee	2
Unemployment processing and hearings	4	Commission for Persons with Disabilities	0
Full-Time Permanent Hires	6	Health Equity Committee	2
Seasonal hires	1	Mandatory Reporting	
Temporary hires	61	State - DOL Employment Statistics Reports	3
CDL Physical Recertification’s	12	State - DOL Multiple Worksite Report	1
Benefits Administration		CCM – Annual Salary Survey	0
Insurance changes processed		EEO-4 Report	0
Active	29	Labor Relations	
Retiree	13	Contract/pension negotiations/MOUs	6
COBRA elections processed	13	Grievances/mediations/arbitrations/CHRO	0
Voluntary Benefits	5	Training	
Insurance billings		CIRMA Trainings	24
Active	9	Sexual Harassment Prevention Training	6
Retiree	16	Checklists/Procedures	10
Insurance waivers	2	Record Keeping	
Open Enrollment	31	Organize/Digitize Active Personnel Files	34
		Employee Relations	
		Meetings	16

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	3653			5,145
				# of Residents reached by public forums/educational events	300	63	51			114
				# of Youth Program Registrations	4,000	2,569	512			3,081
				# of Adult Program Registrations	800	303	140			443
				# of field permits issued	150	42	11			53
				# of Youth Program Hours		1086.5	584			1,671
				# of Adult Program Hours		213	59			272
				Outside Funding Obtained		\$ 281,086	\$216,476			\$ 497,562
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	7			22
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	25			38
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	9			17
				# of youth diverted from justice system (successfully completing diversion agreement)	40	7	5			12
				# of Families With Service Needs receiving services	4	1	0			1
				# of Summer Jam & Learn Program Participants	15	15	n/a			15
			Provide counseling, case management, consultation, crisis management, substance use prevention resources, and mentoring opportunities to all Norwich residents.	# of Counseling Cases	25	8	10			18
				# of Hours of counseling, case management, and mentoring	500	336	418			754
				# of Residents reached by anti-substance use resources	20,000	11,511	1133			12,644
		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	21			23
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	216476			216478

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	3,367			
				Outside Funding Obtained	\$75,000	\$ 93,928	\$20,000			
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	819/36			
				# of Completed Benefits Counseling Appointments	250	0	0			
				# of Clinic RN/Podiatrist Appointments	750	172 *does not include HHC Nurse Barbara	175 *does not include HHC Barbara			
				# of Counseling Cases	20	1	5			
				# of Counseling Hours	1000	145	253			
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	13,163			
				# of Events Hosted	50	37-Senior Events with Comm. Partners	39-Community Partner Events			
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-improve service.	Identify, evaluate, and update functionality and	# of phone calls fielded annually	45,000	9,841	9,325			
				# of RCSC Membership Renewals	1,500	1,014	1,177			
				# of New Memberships	400	89	57			
				Increases in innovative programming	5%	10%	7%			
				Increase in homebound senior services	2%	0 but no BC since May 2024	56%			
				Increase in membership support	3%	1%	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-	# of Direct Services Provided Norwich Residents	1,000	779	113			
				# of Clients Assisted with NHS Funds	30	9	11			
				# of Clients Assisted with OTHER Funds	970	71	64			
				# of Renters Rebate Applications Processed	1,200	1,028	0			
				# of Condemnations Processed	25	3	4			
				# of people diverted from shelter or Rapidly Rehoused	10	6	3			
				Total # screened for employment services	100	19				
				# of ECTC Requests Processed	30	18	32			
				# of CDBG Norwich Works Enrolled	20	0	3			
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.	Norwich Works Client Details via CDBG						
				# of homeless CDBG clients	10%	0	0			
				# of extremely low income	50%	0	2			
				# of very low income	25%	0	1			
				# of low/moderate income	15%	0	0			
				# of Female Head of Household	80%	0	3			
				# of CDBG Norwich Works Clients who Obtained Employment	75%	0	0			
				# of CDBG Norwich Works Clients who Obtained Training	100%	0%	2			
				Outside Funding Obtained		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	1			
				# of Employment-related Events Hosted	10	2	4			
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	7			
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	15			

Planning & Neighborhood Services

Quarterly Report: 10-01-24 through 12-31-24

During the 3-month period from October 1, 2024 through December 31, 2024, the Planning and Neighborhood Services Department Staff:

- Assisted with the preparation and participated in the dedication of the completed Uncas Leap Heritage Park.
- Facilitated the acceptance of the Capehart Mill property into the State's Municipal Brownfield Liability Relief Program and continued to process paperwork related to acceptance of the CIF, DECD Brownfields and CTDEEP grant awards for the remediation of the site.
- Assisted NCDC with tasks related to the procurement of the Norwich State Hospital Site including the resubmittal of a \$250K CIF application grant request to initiate a planning study related to determining potential uses for the site. The grant request was previously not awarded to the city, but the State recommended that we reapply for the most recent round.
- In partnership with the PW Department, wrapped up the SHPO grant funded conditions assessment of the municipally owned Cassidy House. Work will now commence, with assistance from the State and the Purchasing/Finance Department, to prepare a new RFP for its disposition in early 2025.
- 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: **13**

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

Received Complaints

- Blight 11
- Housing/Property Maintenance 13
- Work without Permit(s) 16
- Building 9
- Wetlands 0
- Zoning 20
- **Total Complaints Received: 69**

Investigated and/or Issued Violations

- Blight (Includes Exterior Property Maint.) 96
- Housing 35
- Work without Permits(s) 16
- Wetlands 0
- Zoning 28
- **Total Violations: 175**
- Closed Violations 13
- Closed Zoning 3

Inspections

- Building Permit Field Inspections 356
- Housing & Blight Field Inspections 158
- Zoning Field Inspections 35

Police or Fire Call-Outs 14

Citations

- Citations Issued 1
- Citations - Value Of \$24,300.00

· Citation Fees Collected	\$0.00
Building Permit Applications	618
Building Permits Issued	
· Residential	499
· Commercial	108
· Industrial	2
· Municipal	9
· Total Building Permits Issued:	<u>618</u>
· Building Permits per assigned - divide by 3	206
Structures Condemned	4
Dwelling Units Condemned	5
Buildings Demolished	1
Zoning Letters of Compliance Prepared	12
Zoning Permit Applications	55
· New Businesses	4
· Rejected or Withdrawn Applications	8
Zoning Permits Issued	39
· New Businesses	3
Yard Sale permits	2



CITY OF NORWICH
CONNECTICUT
POLICE DEPARTMENT



PATRICK J. DALEY
Chief of Police



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

Quarterly October 1, 2024 thru December 31, 2024

PATROL DIVISION

In the period **October 1st, 2024 thru December 31, 2024** the Norwich Police Department Patrol Division handled approximately **13,511 calls for service**. Included in these service calls:

- **316 Arrests Made**
- **723 Offense Reports Taken**
- **398 Traffic Accidents Investigated**
- **1411 Motor Vehicle Stops Initiated**
- **249 Infractions Issued**
- **554 Alarm Responses (Burglary and/or Panic)**
- **4401 Telephone calls into Dispatch**
- **2047-911 Calls**

QUARTER OVERDOSE DEATHS - 18 OD's total 4 fatalities.

JUVENILE SEXUAL ASSAULTS COMPLAINTS:

Several cases are currently being investigated by the Detective Division with forensic interviews were and are 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 as well.

NORWICH POLICE TRAINING AND SELECTIONS

Patrick Clarke and Paola Rodriguez were sworn in on October 1, 2024 and they are attending POSTC class 384 at the Police Academy in Meridian CT.

Kyle Young was sworn in on December 30, 2024 and he is attending POSTC class 385 at the Police Academy in Meridian CT.

Alexis Freel graduated on October 2, 2024 from the POSTC academy and has almost completed her Field Training.

PROJECTS

The CAD/RMS system upgrade continues to be a work in progress. Estimated completion February 2025 to May 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 the statistic from the previous page as well as the following:

Responding to approximately 253 Domestic Disturbances with 93 arrests made or warrants applied for.

Responding to approximately 24 Sexual assault claims, all of which are being investigated.

Officers continue to conduct proactive motor vehicle stops on all shifts. This is a continued attempt to decrease the number of motor vehicle accidents within the city of Norwich.

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.

Detective Division Cases

On 12/08/2024 There was a shooting in the area of Sandy Lane. The victim was brought to Backus Hospital, where he was treated and survived his injuries. The investigation is ongoing and is being conducted by Detective Harsley. ****Project Longevity completed a Walk in the area, speaking to many of the residents****

On 11/09/2024 Officers were sent to Central Avenue after the property manager located live ammunition, controlled substances, and drug packaging equipment. Detectives Callender and Lawton were called in and drafted a search and seizure warrant. The search yielded numerous items of evidence, and an arrest warrant for the subject was signed on November 26, 2024

BSI/Violent Crime Task Force

On 10/14/2024 members of the VCTF were conducting surveillance related to a shooting and requested a car be stopped. When members of the VCTF arrived at the car stop, the subject fled in his vehicle from the motor vehicle stop.

The subject is known to use storage units to store drugs and firearms. The subject was located at a storage facility in Franklin, Connecticut. The subject drove away from officers and stop sticks were utilized to slow his vehicle. As the vehicle was driving away from the area, the subject threw a backpack from his vehicle. The backpack was recovered and contained nearly one kilogram of cocaine. The subject's vehicle eventually stopped and he was placed under arrest. A search and seizure warrant for the storage unit was completed and led to the discovery of four (4) firearms. A search warrant for the vehicle was completed which led to the discovery of cash, narcotics and a large amount of marijuana. Additional charges for the subject are pending. Investigator Goddu is investigating.

All Divisions of the Norwich Police Department assisted and contributed to numerous Community Events.

Halloween:

Saturday October 5th: Healthy Living Festival.

Saturday October 5th: Hurricane Helene Relief.

Sunday October 6th: Kids Fall Fest.

Friday October 18th: Trunk-or-Treat.

Friday October 25th: Ghost Tours.

Saturday October 26th: Halloween Strut.

Wednesday October 30th: Trunk-or-Treat.

Thursday October 31st: Halloween.

Christmas

Wednesday December 4th and Thursday December 5th - Tommy Toy Fund collection hosted at Walmart.

Friday December 6th - Light Up City Hall / Tommy Toy Fun Run

*Saturday December 7th - Winterfest Parade (Downtown)
Wednesday December 11th and Thursday December 12th - Tommy Toy Fund*



Paola Rodriguez and Patric Clarke Swearing In Ceremony



Kyle Young Swearing in Ceremony



Tommy Toy Fund Collection at Walmart (The NPD pickup truck as well as the van were completely filled after the 2 evening's of collections.



Harbor Glow Event (Marina)



Halloween Strut



Veterans Recruitment Event Mohegan Sun Casino

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 October 1, 2024 to January 1, 2025

- Responded to 4 snow and ice events so far this season.
- Completed fall bagged leaf pick up.
- We have completed city wide street sweeping.
- Blew and removed leaves from all Parks and Recreation areas.
- Worked with a crane to move the holiday tree from Bozrah to the front of City Hall.
- Broke down and stored all Parklets for the winter.
- Roadside trimming of trees and brush.
- Took down approximately 25 trees in decline throughout the city as well as trimming trees to prevent issues with the traveling public.
- Performed seasonal maintenance such as picking litter.
- Replaced 15 catch basin tops in preparation for next year's paving schedule.
- Cleared culverts of debris and dug out as needed to ensure proper drainage.
- Repaired several ongoing drainage conditions, including one from Maple Street to West Main that entailed installing almost 200 feet of new concrete pipe.
- Used our Vactor truck to clean out over 750 catch basins.
- Decorated Brown Park and the tree on Norwichtown Green with holiday lights.
- Upgraded numerous aging street signs as well as many damaged from accidents.
- Prepped numerous athletic fields for easier opening in the Spring.
- Continued to work on compliance with the Municipal Separate Storm Sewer System (MS4), including cleaning catch basins, and sweeping the streets.
- Installed new flooring and painted walls at the 307 Main Street warming center
- Replaced the broken drainpipe in the ceiling of room 213 and repaired ceiling.
- Installed new tile on the floor and walls in the public bathrooms on the 3rd floor at city hall.
- Installed 21 new light bulbs and fixtures at the Market Street garage.
- Performed 305 Fleet Repairs
- Impounded 4 Vehicles for the Police Department
- Made ready 17 pieces of Equipment for Auction
- Took delivery and decaled one large plow truck
- Took delivery of a pick-up, decaled and installed emergency lighting

2024 Construction Season Projects Status

- Completed the 2024 Pavement Project with the paving of Browning Road.
- Continued Construction Management of Uncas Leap Heritage Park.
- Browning Road Water Main project is in progress with anticipated completion in Spring 2025.
- Armstrong Tennis Courts Bathrooms – purchased prefabricated building and awarded site preparation contract.
- Bliss Place Drainage Improvements – contract awarded for spring construction.

OFFICE OF COMMUNITY DEVELOPMENT: Quarter 4 -2024 October –December



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

	Quarterly	Calendar 2024 (Cumulative)
Units Completed/Cleared	5	30
Number of Units in Progress or Under Contract	4	19
Property Rehabilitation Funds Expended	\$141,016.14	\$435,510.47
CDBG Funds Expended	\$83,058.22	\$539,475.98
Revolving Loan Income	\$24,358.66	\$176,488.91

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

- The Office issued a Request for Proposal (RFP) for the remaining **CDBG-CV funds** (150K) which are used to prepare, prevent and respond to any disparities caused by the COVID-19 pandemic; the CDAC made funding decisions from the applicants that submitted and the awards have to be approved by the City Council before approval is sought from the Hartford HUD Field Office;
- The City of Norwich’s **2019 Lead-Based Paint Hazard Control program** which was originally a 4-year grant that began in 2019 but was extended due to COVID-19 was closed out November 1st with a closeout report sent to HUD by the end of November. Due to the end of the grant outreach efforts were curtailed.
- The City found out that it received another Lead grant in October – the **2024 Lead Paint Hazard Reduction grant** in the amount of \$3,157,991 which is composed of \$2,807,991 in lead abatement monies and \$350,000 in Healthy Homes funds that can be used for radon detection and mitigation in homes. The Office has been working with the HUD division in Washington, D. C. to answer questions on the budget but these funds should be available in the first quarter of 2025 to accept applications.
- The Office worked over the holidays to develop new request for proposals for the **Annual CDBG allocation** which, due to the uncertainty with the approval of the federal government, won’t be

known until late spring. Nevertheless requests for proposals (RFPs) were issued in early January 2025 for these funds;

- The Office also embarked on doing a **reprogramming of CDBG funds from prior years**. This was also done through an RFP process, and it is estimated that there are \$700,000 available that will be used for Public Facilities and Public Improvements. The RFP was issued in early January.
- The Office developed and submitted to the HUD Hartford Field Office the yearly assessment of the CDBG program known as **the Consolidated Annual Performance and Evaluation Report (CAPER)**. HUD noted that the City has the continued capacity to administer these programs and that the activities undertaken were consistent with the HUD-approved five-year Consolidated Plan.

LEAD-BASED PAINT HAZARD CONTROL PROGRAM

	Quarterly Progress	Calendar 2024 (Cumulative)
Completed/Cleared	6	19
Number of Units in Progress or Under Contract	3	3
Funds Expended (Includes Healthy Homes)	\$240,989.58	\$750,204.29



Director's Report, 2024-25 Second Quarter

After seven months of posting, we have successfully hired a part-time Business Manager. In the meantime, our Administrative Assistant retired, and we have posted a part-time position to fill this role.

Partnerships continue to grow. Bethany Jensen, Head of Children's Services, and I have been meeting with Susan Lessard and Jamie Bender of Norwich Public Schools to coordinate school and library visits as well as the summer learning programs. In addition, Kait Moseley, our Young Adult Librarian, has been visiting the middle schools every Monday to work with students on journaling and improving their writing skills. The students were encouraged to write whatever they felt passionate about in a format of their choosing, i.e., poetry, song, short stories. Kait compiled the stories and shared the collection with the students and their teachers.

We are partnering with CorePlus on a series of financial literacy classes for young adults. The program is geared toward individuals aged 16-22 and runs December through April. Participants can attend any or all of the sessions. We are working on offering translation services for the program as well. Topics include basic banking transactions, checking and savings accounts, building a budget, borrowing and credit, and investing.

The Norwich Adult ESOL Collaborative, initiated by Otis Library and including Literacy Volunteers of Eastern CT, Norwich Adult Education, Rose City Learning Center, LEAD, the Jewish Federation of Eastern CT, Catholic Charities, United Way of Southeastern CT, and more, met with Sen. Osten and Rep. Ryan in December to discuss concerns of our students and respective organizations. Monthly meetings of this group will continue.

Geovanni Denizard, our Technology Instruction Coordinator, has joined an AI Roundtable through the Connecticut Library Consortium. Library staff have been discussing the pros and cons of AI for quite some time and are working to see how it can benefit the library and our patrons.

We began a strategic planning process with assistance from the Connecticut Library Association and Maureen Sullivan Associates in the early fall of 2023 and are near completion. Onsite and offsite community conversations and a survey were open to the public for their input. We also held sessions with the staff, board of trustees, and Friends of Otis Library. The data has been compiled and analyzed and a draft plan prepared. The plan is now awaiting board approval in late January to move forward.

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I was accepted into the Library Leaders in New England program, an immersive three-day program held in late November where library leaders from across New England gathered to discuss the challenges facing libraries now and in the future. The timing coincided well with our strategic planning.

Otis Library was selected as a featured stop on the **AgeWell Across Connecticut** tour for prioritizing inclusivity and accessibility for aging residents, people with disabilities, and those with dementia. We were nominated by Matthew Geeza, Director of the CT Library for Accessible Books.

The 16th Annual O'tis a Festival was held on Saturday, November 23. As always, the day included shopping, music, dancing, a raffle, and other activities. Although it was a bitterly cold and rainy day, 1,115 people attended and enjoyed shopping the wares of 52 local vendors of hand-made crafts.

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