

Assessors' Quarterly Report to the City Council  
Beginning April 1, 2025 – June 30, 2025  
**"TO DISCOVER LIST & VALUE ALL TAXABLE AND TAX EXEMPT PROPERTY IN THE CITY"**

**Fourth Quarter**

- Board of Assessment Appeals – Relating to the 2024 grand list, there were 48 hearings scheduled on April 16<sup>th</sup> and April 17<sup>th</sup>, and the Board held deliberations on April 21<sup>st</sup>. Of the 48 hearings scheduled, 40 were heard and 9 changes were granted by the Board.
- Real Estate – New owner transfers and sales are being entered daily. Starting October 1<sup>st</sup> 2024 until September of 2028, monthly sales data must be verified and qualified before being reported to the Office of Policy and Management. Our exemption database is updated regularly as properties are sold and new residents apply. Our GIS maps are updated with survey maps, splits, and combinations. This years changes will refresh on the GIS website within the next few weeks. On April 14<sup>th</sup> we mailed out 957 Income and Expense forms to commercial property owners. These forms are due back prior to June 1<sup>st</sup>, to date we have received 703. Once received these forms are checked in, categorized, analyzed and stored for future research.
- Elderly Tax Relief – The elderly/totally disabled tax relief program wrapped up the application process May 15<sup>th</sup>. We completed 256 applications between February 1<sup>st</sup> and May 15<sup>th</sup>. Of those 250+ applicants, 214 were deemed eligible. Calculations were completed for all applications and credits issued on the July tax bill. Notices were sent out to all residents currently in the program June 26<sup>th</sup>.
- Motor Vehicle – Daily questions are fielded regarding motor vehicle values and taxes. Much time is spent accepting and processing proper proofs in order to adjust vehicles that were sold, traded, totaled, etc.
- Daily – Answer phone inquiries, serve the public at the counter, assist appraisers and title searchers searching for information and do daily motor vehicle corrections and pro-rates. Processing Veterans DD214 as received by the City Clerk. Establishing new personal property accounts through research and processing tradename certificates filed with the City Clerk.
- Court Appeals - There is currently one pending court appeal relating to the 2021 grand list, one relating to the 2022 list, 10 relating to the 2023 list and 3 relating to the 2024 list. I had 7 pretrial conferences attended this quarter.
- Motor Vehicle Investigations – MTS / Municipal Tax Services continues to conduct motor vehicle investigations on vehicles residing here in Norwich but are registered elsewhere in CT or other states.
- State Reports - This quarter saw the M13 & M13A list of taxable and tax-exempt properties, MM&E report for exempt equipment, M35B for elderly homeowners, and M42B for totally disabled persons, all filed with Office of Policy & Management. The City's forestry report was filed with the State Forester in May and in April our GIS data and CAMA file was submitted to SECOG
- Education - Two members of the Assessors office attended UCONN assessors school in June. Victoria passed course 3 and Katherina passed course 2A.

William M Lee, CCMA, II  
Assessor

**Cash Codes Summary- Norwich**

DATES 04/01/2025 TO 06/30/2025

ALL LOCATIONS

Report Date 07/01/2025 11:19:48 AM

Rev 07/06/2007

<i>RECEIPT</i>	<i>CASH CODE</i>	<i>DESCRIPTION</i>	<i>REFERENCE</i>	<i>COUNT</i>	<i>DETAIL AMT</i>
Total For Cash Code	RECORDING FEES		1	1317	\$37,345.00
Total For Cash Code	EXTRA FEE		4	192	\$384.00
Total For Cash Code	LOCAL TAX		5	188	\$335,700.52
Total For Cash Code	NEW CONV TAX		6	183	\$493,327.04
Total For Cash Code	COPIES		57	18	\$104.00
Total For Cash Code	CERTIFICATION		58	10	\$20.00
Total For Cash Code	VITAL		59	1248	\$35,600.00
Total For Cash Code	CHARGE ACCOUNT PAYMENT		105	27	\$6,576.63
Total For Cash Code	MARRIAGE STATE		800	90	\$3,060.00
Total For Cash Code	MARRIAGE CITY		801	90	\$1,440.00
Total For Cash Code	DOG LICENSE BASE 19		901	84	\$1,596.00
Total For Cash Code	DOG LICENSE BASE 8		902	556	\$4,456.00
Total For Cash Code	DOG RENEWAL LATE FEE		903	16	\$157.00
Total For Cash Code	FISH & GAME		907	103	\$2,767.00
Total For Cash Code	NOTARY		908	91	\$640.00
Total For Cash Code	SURVEY/SITE MAPS		910	6	\$600.00
Total For Cash Code	OPEN VITAL		917	24	\$410.00
Total For Cash Code	MISC		918	15	\$665.50
Total For Cash Code	FEDEX CHARGE		919	38	\$1,520.00
Total For Cash Code	COPY		921	358	\$2,461.50
Total For Cash Code	CREDIT CARD SURCHARGE		936	140	\$1,400.00
Total For Cash Code	STATE PRESERVATION		937	975	\$42,900.00
Total For Cash Code	CITY PRESERVATION		938	975	\$2,925.00
Total For Cash Code	TOWN PRESERVATION		939	975	\$2,925.00
Total For Cash Code	BUDGET BOOK		947	4	\$56.00
Total For Cash Code	LIQUOR PERMITS		948	15	\$300.00
Total For Cash Code	DOG TRANSFER FEE		952	1	\$1.00
Total For Cash Code	DOG REPLACEMENT TAG		953	1	\$0.50
Total For Cash Code	SUBDIVISION MAPS		963	2	\$180.00
Total For Cash Code	MAP INDEX		965	1	\$25.00
Total For Cash Code	STATE TREASURER		1001	79	\$10,033.00
Total For Cash Code	TOWN GENERAL FUND		1002	79	\$2,528.00
Total For Cash Code	STATE TREASURER		1003	172	\$18,920.00

**Cash Codes Summary- Norwich**

DATES 04/01/2025 TO 06/30/2025

ALL LOCATIONS

Report Date 07/01/2025 11:19:48 AM

Rev 07/06/2007

<i>RECEIPT</i>	<i>CASH CODE</i>	<i>DESCRIPTION</i>	<i>REFERENCE</i>	<i>COUNT</i>	<i>DETAIL AMT</i>
Total For Cash Code TOWN GENERAL FUND			1004	172	\$6,708.00
Total For Cash Code TOWN CLERK FUND			1005	172	\$1,720.00
Total For Cash Code WEB SUBSCRIPTION - 1 WEEK			1960	48	\$2,400.00
Total For Cash Code WEB SUBSCRIPTION - 1 MONTH			1961	7	\$700.00
Total For Cash Code WEB SUBSCRIPTION - 6 MONTHS			1962	7	\$1,750.00
Total For Cash Code WEB SUBSCRIPTION - 1 YEAR			1963	8	\$3,600.00
Grand Total					\$1,027,901.69

## Finance Department

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Report for the Quarter Ended June 30, 2025

### Departmental Goals (DG)

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1. Increase efficiencies and impact by working collaboratively with other departments, agencies, boards, and commissions as well as outside agencies. **(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)**

### Personnel Development

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- Revenue Collector Gynna Gaitan promoted to Accounting Generalist in December 2024. (DG4)
- Hired Revenue Collector Yairiahna Perez in March 2025 (DG4).
- Assisted with the interview process for the positions of Fire Chief and Director of Community Development. (DG1)

### Accounting & Reporting

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- Annual Audit – The audit of the fiscal year ended 6/30/2025 began in June. (DG3)
- Assisted with final round of Sachem Fund awards. (DG3)
- Assisted Community Development office while they were in between Directors. (DG1)
- Assist Police Department with grant reporting. (DG3)
- Fulfilled several Freedom of Information Act information requests. (DG3)
- American Rescue Plan Act – Continue quarterly reporting for the incomplete projects. There are 13 open projects at 6/30/2025. (DG3)

### Accounts Payable

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- Normal activity for last fiscal year quarter.

### Budgeting

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- Attended budget hearings and Ad Hoc Committee meetings. (DG3)
- Provided updated revenue estimates for the City Council. (DG3)
- Facilitated the final adoption of the budget. (DG3)

### Debt Management

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- S&P affirmed City's AA-rating for the \$10.6 million December 2024 bond issue. (DG3)
- Provided update to Moody's in February 2025.

### Information Technology

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- Continue to work with departments on integrating SharePoint and other Microsoft 365 tools into workflows (DG1, DG2)
- Continue infrastructure work for PremierOne CAD and RMS. (DG2)
- Worked with Civic Plus, Finance, and the City Manager's office to launch the redesigned .gov website (DG1, DG2)
- Completed integration of Managed Detection and Response platform. (DG2)
- Coordinating with Norwich Public Utilities on migration of City phone services to SIP (DG2).
- Upgrade 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)

- Completed 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 1.2 billion events, investigated 188 possible threat indicators, performed 30 in-depth investigations, and resolved 3 incidents. (DG2)
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### *Payroll*

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- Assisted Human Resources in implementing new contracts for Dispatchers, City Hall Employees and Public Works Employees. (DG1)
- Worked with Human Resources to implement new Connecticut Paid Sick Leave law provisions. (DG1)
- Evaluate software solution for FLSA calculations (DG1)

### *Procurement*

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- Transitioned purchase card program from JPMorganChase to USBank. (DG1)
- Transitioned Pension and OPEB custodial services from Comerica to First State. (DG1)
- Contract awarded for Energy Efficient Lighting replacement for City Hall
- 22 Procurement actions issued during fourth quarter of FY25
- Six claims submitted to CIRMA
- Received \$2,500 from auction of surplus

### *Revenue Collection*

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- 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.
- Worked with Assessor, Planning & Neighborhood Services, and Public Works to identify more City-owned parcels that may be sold. (DG1)
- Transitioned Tax Office credit card processing to InvoiceCloud to facilitate electronic delivery of tax bills. (DG1)
- Worked with Planning & Neighborhood Services and Norwich Fire Department to draft new permit and inspection fee ordinances. (DG1)
- Worked with Public Works to update direct hauler fee and pavilion rental ordinances. (DG1)
- Continue to work to add and update parking leases. (DG1)
- Worked with Police Chief on updated private duty rates. (DG1)

### *Risk Management*

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- Working with insurance agent (USI) to manage premium costs in FY26 renewals

Submitted by: Comptroller Joshua A. Pothier  
7/10/2025

Norwich Fire Department  
10 North Thames Street  
Norwich, Connecticut 06360



Samuel Wilson  
Chief of Department  
860-892-6080

## **City of Norwich Fire Department – Q2 Operational Executive Summary**

During the most recent quarter, the City of Norwich Fire Department implemented key operational adjustments and made progress across several divisions. Rescue 1 was officially designated as the primary FAST (Firefighter Assist and Search Team) response apparatus, reducing mechanical strain on Truck 1 and ensuring aerial coverage remains available within the city. The Marine Unit returned to limited service following resolution of engine surging issues tied to fuel quality. While the unit operated successfully during the city’s fireworks event and is scheduled for Sailfest and a local fishing derby, its mast rebuild timeline remains uncertain.

Training efforts focused heavily on marine operations, with all shifts participating to reinforce foundational skills. Plans are in place to develop a marine training cadre once the unit is fully operational and funding becomes available. Although a regional swiftwater training program was approved, scheduling conflicts with the vendor mean the class will not occur this year. Rope and confined space training continued per Assistant Chief Erban’s annual plan, with emphasis on Arizona Vortex setups in preparation for upcoming high-angle training. In June, FAST/MAYDAY training was completed across all shifts, with participation from Norwich Dispatch, and procedural improvements to MAYDAY operations and radio usage are under review.

The department is nearing completion of its 2024–2025 PPE project, awaiting only the final delivery of boots. A five-year replacement plan now includes PPE accessories such as gloves, hoods, and boots, expanding beyond just coats and pants. Two new hires were fully outfitted, and full gear sets were provided to four officers and two firefighters, while additional accessories were issued to four more members. Six new grant-funded thermal imaging cameras (TICs) were deployed to various apparatus, replacing outdated ISG models. These new units are fully compatible with existing equipment and were integrated seamlessly.

In EMS operations, services remained steady with supply ordering managed on an as-needed basis to minimize waste. Members began assembling Active Aggressor Trauma Kits using station supplies, though full compliance with SOG standards will require additional purchases in the future. Training resources have been enhanced with an EMS bag and Frac Pac now located in the Emergency Management building. The department is preparing for the November expiration of its Narcan stock and may redistribute excess doses to community partners.

In the area of pre-incident planning, updates to GIS hydrant status were completed in collaboration with NPU. The Dropbox repository was refreshed with the latest maps, dangerous building data, and unsafe structure information. Evaluations are underway to select a permanent successor to Dropbox, with both First Due and Motorola CAD under consideration. Dispatch

Norwich Fire Department  
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operations are in review ahead of 2025 procedural revisions. A new Motorola project manager has been assigned, and stakeholder meetings are ongoing. Dispatchers also participated in recent FAST training sessions, further strengthening inter-agency coordination.

Radio system performance remained stable throughout the quarter. Programming updates are anticipated to accommodate mutual aid enhancements, with OTA (Over-The-Air) functionality supporting efficient changes. Training sessions based on recent incidents are planned. Additionally, a working group is assessing options for station alerting system upgrades, having identified four vendors compatible with the P1 CAD platform and collected initial specifications and quotes.

Officer development made significant progress this quarter with the formal launch of the Acting Lieutenant Program. Three candidates passed the written and practical exams on May 22, and orientation was held on May 29 with presentations by Car 10 and Car 1. Feedback was gathered from participants to inform future improvements.

In the area of Emergency Services Function 9 (Water Rescue), planning continues for a fall swiftwater training session. While funding has been secured, vendor availability remains a limiting factor. Meanwhile, collaboration with regional partners remains strong.

The Fire Marshal's Office (FMO) reported over 500 inspections this quarter, including 110 residential (covering 897 units), 47 re-inspections, 20 plan reviews, and 24 fire protection system inspections. The office also completed 21 fire investigations, including 12 structure fires and one double-fatal incident on Otis Street. Public education efforts continued, with a presentation at 70 Mechanic Street attended by 12 residents. Inspectors also completed required continuing education to maintain Fire Marshal and EMT certifications.

Major construction projects progressed citywide. Significant developments included apartment complexes, commercial renovations, cannabis facilities, and school upgrades. Notable projects under construction or inspection include the 555 Norwich Ave. housing development, Reid and Hughes Building, 285 Taftville/Occum Road complex, and the Greenville and Stanton school sites. Several projects reached completion, such as the MRI building at Backus Hospital and the Take 5 oil change facility. However, delays were noted at the Hale Mill and certain cannabis sites. Fire Marshal staff also participated in a new state initiative to review fatal fire incidents. The recent Otis Street fatality was examined for code-related issues; however, no violations were found to have contributed to the deaths.

Fire prevention activities also included the phased rollout of the First Due software platform for inspections, requiring new code and letter inputs. The fireworks season began with three shows already held at Dodd Stadium and more scheduled for the coming months. In grant-related efforts, Captain Gilot and Director of Safety/Training Jason Erban submitted a funding request

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for equipment to support the Fire Marshal's Office, including battery-powered fans, updated PPE, and five-gas meters for fire scene monitoring.

Finally, collaboration with the Opioid Taskforce continues, with monthly reporting and data sharing supporting regional awareness and response efforts. Overdose spikes in the area underscore the importance of these partnerships.

Respectfully Submitted,

Samuel Wilson MPA, CFO, CEMSO  
City of Norwich – Chief of Department

# City of Norwich Fire Department – Quarterly Operational Detailed Summary

## Operations

- **Rescue 1** is now the designated apparatus for **FAST response**, reducing wear on **Truck 1** and ensuring an aerial remains staffed in the city.
- **Marine Unit** is back in **limited service**:
  - Engine surging has subsided following a fuel change.
  - Mast rebuild timeline remains unknown.
  - Successfully operated at city fireworks; scheduled for **Sailfest (New London)** and a **fishing derby (Norwich, Sept)**.

## Training

- **Marine operations training** for all shifts this month to reinforce fundamentals.
- Plans to build a **marine training cadre** once the boat is fully operational and budget permits.
- **Swiftwater training** plan approved by the region, but the required class timing (before end of August) conflicts with the vendor's availability; **will not occur this year**.
- **Rope and Confined Space**: Ongoing training following AC Erban's annual plan. Focus on Arizona Vortex setup continues in preparation for **September high-angle training at the Falls**.
- **FAST/MAYDAY** training completed in June across all shifts, including Norwich Dispatch participation. Improvements to MAYDAY SOG and radio procedures are under evaluation.

Total classes	399
Total class hours	867.5
Total student hours	<b>4,339</b>
Total training hours by objective	<b>5,529</b>
Total training hours personnel by category	<b>4,500</b>
April student hours	1,564
May student hours	1,736
June student hours	1,039

## **TRAINING LOCATION**

<b>LOCATION</b>	<b>CLASSES</b>
City streets	65
Connecticut Fire Academy	5
District target hazard	18
EM Facility	23
Greeneville	92
Marina	1
Headquarters	166
Other	51
Thames river	1

## **TRAINING CATEGORY HOURS/PERCENTAGE**

Administration	38.5	4
Apparatus	16.5	1.8
Certification Programs	76	8.3
Community Risk Reduction	1	.5
Driver Operator	0	0
Emergency Management	23.5	2.5
EMS	49	5
Firefighting Operations	39	4.3
FMO	239	26.3
Hazardous materials	0	0
Leadership	0	0
Marine Operations	2.5	1
OSHA	195	21.4
Pre Plan	28	3
Probationary Firefighter Training	98	10.8

## **PPE**

- 2024–2025 PPE project nearly complete; awaiting final **boot deliveries**.
- A **5-year PPE replacement plan** now includes accessories (gloves, boots, hoods), not just coats and pants.
- **PPE Summary:**
  - 2 new hires fully outfitted.
  - 4 officers received full sets.
  - 2 firefighters received full sets.
  - 4 members received miscellaneous accessories.

## **Thermal Imaging Cameras**

- 6 new **grant-funded TICs** delivered and deployed:
  - Assigned to **SQ A, E2, E2 Step, E3, BC1, Car 10**
- Obsolete ISG units from early/mid-2010s removed.
- New TICs are compatible with previous Avon/Argus models and integrated seamlessly.

## HazMat

- **No report.**

## Knox System

- **Occum FD** approved to use city license for their KnoxConnect portal.
- NFD roster updated following **Soberal's resignation**.

## EMS

- Status remains steady; supply orders continue on an **as-needed basis** to reduce waste.
- Members working on **Active Aggressor Trauma Kits** using existing station supplies; full SOG-compliant kits will require future purchases (TQs, chest seals, etc.).
- An **EMS bag and Frac Pac** assigned to the **EM Building** for training use.
- **Narcan stock** expires in November; may redistribute surplus to local organizations.

## Pre-Incident Planning

- Worked with **NPU** to fix hydrant status updates in GIS maps.
- Updated **Dropbox** with latest DNE, unsafe buildings, and new maps.
- **First Due** and **Motorola CAD** are potential successors to Dropbox for pre-plans; decision needed to ensure consistency.

## Apparatus & Equipment

- **Squad A** delivery remains on track for **December 2026**.
- Planning for **Engine 2 replacement** will begin in **August**.

## Dispatch Liaison

- Ongoing review of **January 2025 revised procedures**.
- New **Motorola Project Manager** assigned to the CAD project; meetings underway with stakeholders.
- Dispatchers attended **FAST Training**, fostering stronger inter-agency communication and understanding.

## Radio Operations

- System continues to perform well.
- Programming updates needed soon due to **mutual aid upgrades**; working with CTS and vendors to schedule.
- OTA updates allow for efficient changes.
- Ongoing training sessions planned based on recent incident lessons.

- Working group established to advance **station alerting** project:
  - 4 vendors identified that integrate with **P1 CAD**.
  - Specs identified; quotes being collected.

## Officer Development

- **Acting Lieutenant Program:**
  - Process finalized and advertised.
  - Exams conducted **May 22**; 3 candidates passed.
  - Orientation held **May 29** with presentations from Car 10 and Car 1.
  - Participant feedback gathered via survey.

## ESF-9 / Water Rescue

- Collaboration ongoing for **fall swiftwater class**; vendor availability uncertain.
- Funding secured; awaiting more info.

## Recruitment Committee

- **No new updates.**

## Opioid Taskforce

- Continuing **monthly reporting** to the Norwich Area Taskforce.
- Local overdose spikes underscore the importance of ongoing data sharing.

## Emergency Management

- ESF meetings discussing upcoming training events and funding
- Host Community practice drill (NFD)
- Host Community quarterly meeting
- REPT meeting
- RESF 5 meeting
- Host shelter collaboration with region 4, communities and school dept
- Sandbags provided for Dodd Stadium
- Housing Bird Flue epidemic PPE at Em building
- Calibration of portal meters (radiological)

## Grants

- 2023 AFG grant education programs continue
- 2024 AFG Fire Prevention Safety Grant submitted
- NSEF grant funding submitted
- Collaborated with finance to resolve a 2019 AFG issue
- 2023 reimbursement approved

## **FMO QUARTERLY REPORT**

### **Inspections**

Hood/Ansul inspections: **27**  
Residential (includes Hotel): **110**  
Re-inspection: **47**  
Assembly: **17**  
Business: **17**  
Business Reinspection: **23**  
Mixed Use: **6**  
Consultations: **22**  
Complaints: **10**  
Daycare: **1**  
Educational: **1**  
Fire Drills: **2**  
Fire Protection Systems: **24**  
Controlled Burn Inspection: **10**  
Plan Review: **20**  
Health Care: (In the business category)  
Mercantile: (In the business category)  
Storage Tanks: **2**  
Board & Care: **7**  
C of O: **12**  
Knox Box: **6**  
No Show to Inspection: **7**  
DNE/Vacant Inspections: **1**  
Construction Insp: **16**  
Other On-Site: **12**  
General FMO Activity: **5**  
Other/Case Management: **16**  
Occupant Load: **1**  
Blasting: **3**  
Fireworks Vendors: **3**  
Fireworks shows: **3**  
Events: **1**  
Pub Ed: **2**  
Reviews/Approvals for other departments: **68**  
Housing Prosecutor Referral/Warrants: **1**  
Open Status: **3**

**Residential Inspections Involved 897 Units**

**Fire Investigations: 21**

Vehicle Fires: 7

Structure fires : 12

Other:2

**Incendiary Fires: 1**

**Fatal Fires: 1** (Double fatal Otis St.)

**Fire Prevention:** Inspector Wrobel conducted a fire prevention presentation to the tenants of the 70 Mechanic St. The presentation was approx. 1 hr. long with 12 people attending. Fire prevention materials were also handed out.

**Training:** All inspectors attended continuing education through OEDM and IAAI to maintain FM Certification and EMT Certification.

**Personnel:** None

**Projects :**

1. 5- 8th St. Cannabis Cultivator – Construction started. Slow going, the developer is completing a building in another area and when it is completed, he will finish this building. NO CHANGE 6/31/25.
2. Backus MRI Building –CO issued completed.
3. Backus OR and Cath Lab under construction.
4. Reid and Hughes Bldg. nearing the end of construction. Fire protection testing to begin soon.
5. 555 Norwich Ave. Ponemah 114 Units – Work is still progressing. Cabinets and finish work is in process. Sitework is progressing. They are looking for a CO date later this year.
6. Self- Storage Facility Salem Tpk. Is complete with a temp CO. The BDA system was tested  
and passed. Still waiting for the elevator to be completed to test the recall with the alarm system. This is the last test for the CO.
7. 345 Main St. Old YMCA/Mattern office/apartments- demo completed. Construction is Starting.
8. 458 East Main St. Mexican Rest. Type 1 hood installed, interior renovation continuing from fire. New owner started work without permits. The building dept. stopped the renovation work. The new owner is trying to build out a takeout restaurant and laundry. NO CHANGE 6/31/25.
9. These Guys- Brew Facility Church St. Sprinklers installed, basement work completed and

C/O issued for basement production area. Discussion is still ongoing on the upper floor.  
NO CHANGES 6/31/25

10. 623 West Main St.- Take 5 oil Change project complete CO issued.
  
11. 285 Taftville/ Occum Rd.- 66 Apartments Complex- site work is underway, underground utilities and roadway are being worked on.
12. 201 Central Ave. type 1 hood installation for small restaurant completed CO issue.
13. Greenville and Stanton schools beginning construction. Sitework is in process for both sites. Greenville school will require extensive blasting over the next few months.
14. St. Vincent DePaul Soup Kitchen elevator installation completed.
15. A small laundromat is being designed for 230 Central Ave. NO CHANGE 6/31/25
16. 138 Norwich Ave. Gas station- renovation almost complete. New type 1 hood installed and inspected. Fuel dispensers are next to be tested.
17. 115 Forest St.-Cannabis cultivation facility completed, CO issued.
18. 78 Fanning Ave.- youth behavioral clinic renovation is underway. A portion of the building has been demolished and in the process of rebuilding.
19. Hale Mill- No update on the 12" water main test problems. Construction is progressing very slowly. Yantic FD was taken on a tour of the facility by this office for familiarity.
20. 1 Winnenden Rd. NALAS- renovation is still underway. The mixing and drying facility is under construction. Yantic VFD and NFD taken on tour of the facility due to the nature of the product. This facility will produce accelerants for the military. Some are explosive in nature and are in small quantities and shipped out regularly. Only temporary storage on site in exterior magazines. Magazines are not on site yet. No production yet.
21. Kelley Middle School- kitchen renovation. Plans reviewed renovation to start.
22. 184 Salem Tpke. -Crematorium renovation. Plans reviewed.
23. 50 Town St – Chelsea Groton Savings Bank interior renovation.
24. 59-61 Broadway- apartment and commercial use renovation.
25. 57 Lafayette- Day care renovation completed, CO issued.
26. 55 Town St. – UCFS remodel.

**Misc:**

- Fireworks season has started. 3 shows at Dodd Stadium. More to come in the upcoming summer months.
- First Due software is being phased in with respect to inspections. Some codes had to be added as well as letters.
- Dep. FM Southworth and I attended a meeting at the State Fire Marshal's office for a review of the fatal Otis St. fire. This is a new initiative for all fatal fires in the

state. The State Fire Marshal, State Health Dept., State Police FEIU, were involved in the meeting. The context of the meeting was to identify if there were any factors such as missing smoke alarms, fire doors, ratings, or other code related items could have contributed to the death. This information would be used to help address shortcomings in the code and where improvements could be made. In our case there was nothing the code could have done to prevent the fire or death.

**Grant Funding:** Capt. Gilot assisted Director of Safety/Training Jason Erban with a grant request for equipment for the fire marshal's office. The following items have been requested.

1. Portable fans – battery operated to assist with bringing fresh air into fire scenes.
2. PPE- new pants, and jackets. Some gear is damaged, some inspectors only have one set.
3. 5 gas meters for monitoring fire scenes during investigation.

## Human Resources Department

April 1, 2025 – June 30, 2025

Human Resources is responsible for recruitment • testing • realistic job previews/interviews • pre-employment backgrounds • benefits administration of medical, dental, and life for employees, retirees and Golf Authority • FMLA • worker’s compensation • safety coordination including annual OSHA 300 reporting • retirement and pension administration • collective bargaining • grievance, mediation, and arbitration coordination and resolution • labor and employee relations • unemployment • contract and Merit System Rules interpretation and administration • Affordable Care Act compliance • ADA compliance • training • performance evaluations • wage rates and step changes • diversity initiatives • payroll certification • participation of numerous City committees • federal and state mandated reporting • drug/alcohol testing • Police Accountability Act Testing

Description	Number	Description	Number
<b>Recruitment and Testing</b>		<b>Pension Administration</b>	
Requisitions processed	16	Pension processing	29
Position announcements	13	Pension Applications	6
Applications processed	268	Pension Refunds/Rollovers	12
Applicants tested	48	Pension Calculations	7
Exams administered	5	Pension Benefit Statements (Distribution)	0
Realistic job previews/Interviews	0	Pension Service Connected Disability letters	7
Lists extended	2	<b>Drug/Alcohol/Mental Health Testing</b>	
Advertisements	7	CDL monthly random	7
PoliceApp Candidates processed	24	Pre-employment (P, S & T)	48
Police Agilities held	2	<b>Workers Compensation/Safety</b>	
Police Oral Boards held	3	Claims reviews	1
<b>Employees</b>		Claims processed/FRI	26
New hire background checks (P, S & T)	46	OSHA 300 Filing & Posting	0
Orientations	5	OSHA 301 FORMS	26
Evaluations	26	Disability Wage Statements	3
Step increases	16	<b>Committees</b>	
Buybacks	6	Personnel & Pension Board	3
FMLA	7	Volunteer Firefighters Relief Fund	1
Unemployment processing and hearings	5	Safety Committee	1
Full-Time Permanent Hires	5	Commission for Persons with Disabilities	0
Seasonal hires	61	Health Equity Committee	1
Temporary hires	3	<b>Mandatory Reporting</b>	
CDL Physical Recertification’s	8	State - DOL Employment Statistics Reports	3
<b>Benefits Administration</b>		State - DOL Multiple Worksite Report	1
Insurance changes processed		CCM – Annual Salary Survey	0
Active - Anthem (25) The Hartford (25)	50	EEO-4 Report	0
Retiree- Anthem (12) The Hartford (9)	21	<b>Labor Relations</b>	
COBRA elections processed	5	Contract/pension negotiations/MOUs	17
Voluntary Benefits	2	Grievances/mediations/arbitrations/CHRO	1
Insurance billings		<b>Training</b>	
Active	9	CIRMA Trainings	31
Retiree	6	Sexual Harassment Prevention Training	5
Insurance waivers	41	Checklists/Procedures	6
Open Enrollment	9	<b>Record Keeping</b>	
ACA Reporting		Organize/Digitize Active Personnel Files	21
Submissions	0	<b>Employee Relations</b>	
Forms	0	Meetings	16
		<b>FOIA Requests</b>	1

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
<b>YOUTH, FAMILY, &amp; RECREATION</b>										
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	5413	2580	13,138
				# of Residents reached by public forums/ educational events	300	63	51	81	857	1,052
				# of Youth Program Registrations	4,000	2,569	512	745	283	4,109
				# of Adult Program Registrations	800	303	140	190	184	817
				# of field permits issued	150	42	11	17	70	140
				# of Youth Program Hours		1086.5	584	356	283	2,310
				# of Adult Program Hours		213	59	84	69	425
				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	10	9	41
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	23	6	67
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	7	5	29
				# of youth diverted from justice system (successfully completing diversion agreement)	40	7	5	2	10	24
				# of Families With Service Needs receiving services	4	1	0	0	2	3
				# of Summer Jam & Learn Program Participants	15	15	n/a	n/a	16	31
				# of Counseling Cases	25	8	10	8	0	26
				# of Hours of counseling, case management, and mentoring	500	336	418	318	234	1,306
				# of Residents reached by anti-substance use resources	20,000	11,511	1,133	4,921	5196	22,761
				***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		
# of Year-Round Youth Employment Participants	150	121				121				
# of Youth in-or-completed Leadership Initiatives	10	2	21	19	17	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	28	50	24	104

City Goal	Dept. Goal	Department Goal Details	Division Deliverables	Measure	Target	Q1: July-Sep	Q2: Oct-Dec	Q3: Jan-Mar	Q4: Apr-Jun	FINAL
<b>ROSE CITY SENIOR CENTER</b>										
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	3,252	3347	13,800
				Outside Funding Obtained		\$ 93,928	\$ 20,000	\$ 115,000	\$ 3,200	\$ 232,128
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	3500	891	855	665	750	3,161
				# of Completed Benefits Counseling Appointments-Can be removed	250	0	0	0	0	0
				# of Clinic RN/Podiatrist Appointments	750	172	175	167	190	704
				# of Counseling Cases	20	1	5	8		14
				# of Counseling Hours	1000	145	253	276		674
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	15,133	15477	57,703
				# of Events Hosted with Community Partners & Seniors	50	37	39	35	33	144
C1, P2	DG4	Construction of ADA-compliant restrooms, and expanded outdoor program space at the Rose City Senior Center.	Completion by end of FY25	Completed?		No	No	Almost	Yes	YES
C1, C2	DG5	Increase efficiencies and decrease waste by evaluating expenditures through a sustainability-focused lens.	Identify, evaluate, and update functionality and improve service.	# of phone calls fielded annually	45,000	9,841	9,325	10319	9942	39,427
				# of RCSC Membership Renewals	1,500	1,014	1,177	1348	1352	4,891
				# of New Memberships	400	106	66	57	48	277
				Increases in innovative programming	5%	10%	7%	5%	7%	7%
				Increase in homebound senior services	2%	0%**	56%	135%	1%	48%
				Increase in membership	3%	15%	4%	9%	15%	11%

City Goal	Dept. Goal	Department Goal Details	Division Deliverables	Measure	Target	Q1: July-Sep	Q2: Oct-Dec	Q3: Jan-Mar	Q4: Apr-Jun	FINAL
<b>ADULT &amp; FAMILY SERVICES</b>										
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 residents displaced by fires, condemnations, and disasters.	# of Direct Services to Norwich Residents	1,000	779	422	431	605	2237
				# of Clients Assisted with NHS Funds	30	9	11	12	12	44
				# of Clients Assisted with OTHER Funds	970	71	64	34	14	183
				# of Renters Rebate Applications Processed	1,200	1,028	0	0	86	1114
				# of Condemnations Processed	25	3	4	4	8	19
				# of people diverted from shelter or Rapidly Rehoused	10	6	3	3	8	20
				Total # screened for employment services	100	19	13	19	37	88
				# of ECTC Requests Processed	30	18	32	14	0	64
				# of CDBG Enrolled	20	0	3	8	9	20
				# of homeless CDBG clients	5	0	0	0	0	0
# of extremely low income	20	0	2	2	26	30				
# of very low income	10	0	1	3	5	9				
# of low/moderate income	5	0	0	3	3	6				
# of Female Head of Household	30	0	3	4	14	21				
% of CDBG Norwich Works Clients who Obtained Employment	75%	80%	50%	25%	50%	51%				
% of CDBG Norwich Works Clients who Obtained Training	100%	95%	95%	95%	100%	96%				
Outside Funding Obtained						\$ 158,570	\$ 4,899,000			\$ 5,057,570
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	1	1	9
				# of Employment-related Events Hosted	10	2	4	0	0	6
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	5	2	18
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	17	16	66

## Planning & Neighborhood Services

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Quarterly Report: 04-01-25 through 06-30-25

During the 3-month period from April 1, 2025, through June 30, 2025, the Planning and Neighborhood Services Department Staff:

- Participated in the 2025-2026 budget process by assisting the City Manager and Director of Finance to find ways to reduce costs to lessen impact on taxpayers. Through this process, the Assistant ZEO/Blight Enforcement Officer position was eliminated and vacated as of June 30, 2025.
- Assisted the Finance Department to prepare a proposal, approved by the City Council, to increase building permit and inspection fees to be in line with other communities.
- Continued to make progress on draft proposed zoning regulations and map amendments with the assistance of the City's Consultant, SLR.
- Attended training courses to stay up to date with credential requirements and apprised of current land use trends.
- Participated in regional meetings including Resilient Yantic River Project with SECCOG & the Sub-Base RC-Cup Steering Committee plan.
- Collaborated and attended meetings with other municipal departments, NCDC, State of Connecticut, and outside agencies on matters related to quality of housing stock, disposal of municipal properties, waterfront redevelopment, agricultural issues related to keeping of livestock, and demolition of structures.
- Continued to complete required tasks associated with finalizing grants awarded related to the Capehart Mill Park Redevelopment (DECD/OBRD and CIF & DEEP/CERCLA) and for Norwich State Hospital Planning (DECD CIF)
- 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.
- Attended groundbreaking events and ribbon cutting ceremonies when invited including Greeneville School, CIF grant award projects, and openings of new businesses.
- 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

1

REGULATED

1

ADMINISTRATIVE/UPLAND

NON-JURISDICTIONAL

Commission on the City Plan

Total

5

SUBDIVISION

1

SPECIAL PERMIT

3

SITE DEVELOPMENT

1

DMV K-7

DEEP CAM

Zoning Board of Appeals

Total

7

APPROVED VARIANCE

2

DENIED VARIANCE

0

APPEALS OF ZEQ

1

VARIANCE PENDING DECISION

2

WITHDRAWN

2

Received Complaints

- Blight 24
- Housing/Property Maintenance 14
- Work without Permit(s) 22
- Building
- Wetlands 1
- Zoning 21
- **Total Complaints Received:** 82

Investigated and/or Issued Violations

- Blight (Includes Exterior Property Maint.) 30
- Housing 12
- Work without Permits(s) 19
- Wetlands
- Zoning 10
- **Total Violations:** 71
- Closed Violations 162
- Closed Zoning 2

Inspections

- Building Permit Field Inspections 1015
- Housing & Blight Field Inspections 140
- Zoning Field Inspections 28

Police or Fire Call-Outs 7

Citations

- Citations Issued 1
- Citations - Value Of \$1,500.00

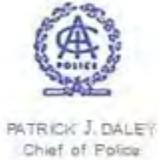
· Citation Fees Collected	\$0.00
Building Permit Applications	631
Building Permits Issued	
· Residential	410
· Commercial	91
· Industrial	2
· Municipal	14
· <b>Total Building Permits Issued:</b>	<b><u>517</u></b>
· Building Permits per assigned - divide by 3	172
Structures Condemned	7
Dwelling Units Condemned	19
Buildings Demolished	6
Zoning Letters of Compliance Prepared	16
Zoning Permit Applications	112
· New Businesses	5
· Rejected or Withdrawn Applications	6
Zoning Permits Issued	67
· New Businesses	4
Yard Sale permits	12



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



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



PATRICK J. DALEY  
Chief of Police

**Quarterly April 1, 2025 thru June 30, 2025**

**PATROL DIVISION**

In the period **April 1, 2025 thru June 30, 2025** the Norwich Police Department Patrol Division handled approximately **13,324 calls for service**. Included in these service calls:

- **416 Arrests Made**
- **809 Offense Reports Taken**
- **290 Traffic Accidents Investigated**
- **991 Motor Vehicle Stops Initiated**
- **203 Infractions Issued/Arrests**
- **663 Alarm Responses (Burglary and/or Panic)**
- **4961 Telephone calls into Dispatch**
- **2243-911 Calls**

**QUARTER OVERDOSE DEATHS -** 21 OD's total 5 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 graduated from POSTC Police Academy in Meridian CT, class 384 on March 26 2025 and have begun their field training which is a minimum of 12 weeks.

## **PROJECTS**

The CAD/RMS system upgrade continues to be a work in progress. It is estimated to be completed on or around September 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.
- The Norwich Police department has been actively attempting to save expenditure as well as control costs by controlling staffing to actively be under budget for the year.

### **Patrol**

Patrol has seen an increase in calls for service over the last three months to include the statistics from the previous page as well as the following:

Responding to approximately 317 Domestic Disturbances with 110 arrests made or warrants applied for.

Responding to approximately 29 Sexual assault claims, all of which are being investigated either by the Patrol Division or the Detective Division.

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.

### **Patrol Cases**

On 5/12/25 Patrol officers responded to a report of a male individual in the women's restroom at Walmart who was observed placing a cellphone under a stall occupied by a 9-year-old girl. The suspect fled the store, entered a vehicle, and left the area. Through the

investigative efforts of the Norwich Police Detective Division and Officer Michael Krodel, the suspect was quickly identified. Based on witness statements and supporting investigative work, probable cause was established for the suspect's arrest. He was taken into custody without incident and provided written consent for a search of his cellphone. A forensic extraction of the device was conducted by the Federal Bureau of Investigation and examined by Investigator Barber and Detective Nott.

On 6/11/25 the Midnight Officers of the Norwich Police Department were notified of a stolen vehicle which had been driving through numerous cities and heading towards Norwich. A short time later the vehicle was located and was driving recklessly through the city. Patrol Officers did an Outstanding job and partially disabled the vehicle. The vehicle continued onto 395 where the CT state police pursued the vehicle and it ultimately crashed. Three Juveniles ran from the scene and were later apprehended with the third who stayed with the vehicle. Ultimately numerous agency's arrested the Juveniles and they were released to the parents.

It is impossible to note all that the Patrol Unit responds to all of the above cases and the important actions they take daily. Patrol responds to all of the overdoses, car accidents, Domestic violence and has the most interactions with the public. Our continued success is based upon their professionalism, training and actions.

### **Detective Division Cases**

On 04/17/25 Detective Lawton completed and executed an arrest warrant for Andrew Scovish in connection with a series of burglaries committed between July 20, 2024, and August 12, 2024. The targeted establishments included Monro Muffler, Mommy's Delicious Food, Irene's Family Restaurant, Lori Deli and Bakeshop, and the Sunoco Gas Station.

On 4/21/25 Detective H. Meikle was assigned a juvenile sexual assault that was reported to the Hudson Massachusetts Police Department. The complainant advised officers he was sexually assaulted years ago. At the time of his interaction with the Hudson Police Department, he was in the midst of a mental health crisis and was sent to the hospital to be evaluated. While in the hospital he admitted to a hospital employee that he sexually assaulted his niece in both Massachusetts and in Norwich. A forensic interview of the victim was completed in Massachusetts which led to the disclosure of sexual assaults conducted by the suspect. The suspect has since retained an attorney and will not speak to police. Detective H. Meikle is continuing the investigation. On 2/21/25 the detectives assisted the Patrol Division with an investigation into graffiti that contained swastikas and the word "Trump" in numerous locations on Old Salem Road and Salem Turnpike. A thorough video and neighborhood canvas conducted by Detective Lawton was able to track the suspect's movements for approximately 1/2 a mile after applying the graffiti. During the neighborhood canvas, Detective Lawton located the suspect and critical evidence at his house. An arrest warrant was completed for the suspect, and he has since been arrested.

On 5/16/25 An individual called the Police Department routine line and stated he killed his wife Diane Swan by shooting her in the head at 8 Mountain View Road. This was quickly determined to be a swatting incident. A child in the residence reported having a conflict with an individual while playing video games on the internet. Based upon the information gathered, a Twitch account associated with the potential suspect was

identified. Officer Czernicki with the assistance of Detective Castro, completed an ex-parte warrant for subscriber information associated with the Twitch account. No actionable information has been gathered at this point but the investigation is continuing.

On 5/27/25 NFA swatting incident for a male approaching the school with a gun due to being bullied. JTTF Investigator Froehlich is assisting in the investigation, but no actionable information has been gained.

#### BSI/Violent Crime Task Force

On 04/14/25 Members of the Connecticut State Police Joint Task Force, along with Detective Nott, were conducting proactive surveillance related to narcotics activity on Oak Street. During the operation, occupants of a vehicle were observed engaging in multiple hand-to-hand transactions consistent with the distribution of illegal narcotics. Investigator O'Keefe requested the assistance of a uniformed patrol officer to initiate a motor vehicle stop on the vehicle. During the stop, probable cause was established to conduct a search of the vehicle. The search resulted in the discovery of approximately 51 grams of crack cocaine and two digital scales, indicative of drug distribution. William Dickerson was identified as the operator of the vehicle and was charged accordingly.

### **Training and Selection**

In the Last Quarter numerous Officers and Detectives have gone to training to include:

***April 28, 2025*** – Females in Law Enforcement (13 female officers from our department attended)



***April 8 - 9, 2025*** – Advanced Roadside Impairment Enforcement (Officer Kodraj)

***April 24, 2025*** – Automated Traffic Enforcement Safety Devices (Officer Burroughs)

***June 10, 2025*** – Tactical Emergency Combat Care “TECC” (SRO B. Santiago & Officer Losty)

***June 10 - 11, 2025*** – Managing Property Room & Evidence (Sgt. Karasuk & Officer Desmond)

***June 9 - 20, 2025*** – NYPD Homicide Detective School/PART ½ – (Det. Lawton & Det. Harsley)

**April 2, 2025** – Recruit Sara Donahue was sworn in as the newest member of the Norwich Police Department. Recruit Donahue began the CT Police Academy in Meriden, CT on April 7, 2025 and expected to graduate in September 2025.



**April 7, 2025** – Riley Sfakios started her first day as a Norwich 911 Emergency Dispatcher. Sfakios is already a certified telecommunicator who previously worked in the Willimantic Public Safety Dispatch Center. Sfakios is expected to finish her field training by the end of June 2025 and will be assigned to a permanent shift.



**June 26, 2025** – Officer Kyle Young graduated from the 385<sup>th</sup> session of the CT Police Academy and was class leader for his academy class. Young will begin patrol field training on July 6, 2025.



**April 10, 2025** – Sgt. Marsh, Investigator Dupointe, Officer Nute and Police Intern Alex Melchiorre attended the University of New Haven Criminal Justice Career Fair. Officer Nute was a graduate of UNH and she was excited to engage with other UNH students interested in a career in law enforcement.



## Public Works

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**Mission:** Protect the safety, property and well-being of all Norwich citizens and businesses through the maintenance and preservation of the city's assets and infrastructure, including roads, bridges, parks, buildings, cemeteries, solid waste facilities and automotive equipment.



### Accomplishments from April 1, 2025, to June 30, 2025

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- Responded to 10 snow and ice events since January 1st.
- Relocated and set up the stage for multiple events. Some of which needed barricades, no parking signs, extra garbage, and recycling cans, the largest of which was the Rose Arts Festival.
- Installed Parklets in different locations around the city.
- Transported and installed of the new Promised Day Sculpture in the Roundabout downtown.
- Installed over 300 feet of new drainage on South Thames to solve a drainage problem before the upcoming paving.
- Rebuilt or replaced tops on over 30 catch basins to stay ahead of the yearly paving schedule.
- Completed citywide spring street sweeping.
- Cut, lined, and maintained multiple athletic fields for numerous games and events.
- Brought in 60 yards of sand to level and fix issues at the Mohegan Park Beach.
- Cut back roadsides and guardrails to prevent sightline issues for the traveling public.
- Removed over 30 trees in decline.
- Cleaned out over 450 catch basins using the Vactor truck.
- Mowed and picked litter throughout the city in our numerous cemeteries, parklets, and parks.
- Weeded, edged, pruned, and mulched the Rose Garden to have it fully completed in time for full bloom.
- Replaced damaged and older street signs as needed, as well as changes in No Parking signage.
- Replaced the carpet in the registrar's office.
- Started mowing and pruning all city properties. Hung downtown flowers and started the weekend watering schedule.
- Repaired elevator at Dodd stadium. Replaced the motor for condenser at City Hall.
- Installed all window unit air conditioners for all city hall offices: (31 units).
- Performed 331 vehicle repairs
- Impounded 2 vehicles for the Police Department
- Prepared 14 zero turn mowers
- Made ready the two sweepers for the sweeping season

### 2025 Construction Season Projects Status

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- Completed patio and pavilion project at the Senior Center.
- Continued Construction Management of Uncas Leap Heritage Park with the stairs to be completed this summer.
- Began the 2025 Road Reconstruction program, in the East Great Plains area.
- Completed the installation of the Armstrong Tennis court bathrooms.
- Continued design of West Town Street sidewalk project under a Community Connectivity Grant.
- Awarded bid for the 2025 Sidewalk Improvement Program for 6 properties to E.C.F. Construction.
- Completed repaving of the Public Works parking lot at 50 Clinton Avenue.
- Finalized plans for the New London Turnpike Pedestrian Improvement project
- Prepared the design Request for Proposals for the Fontaine Field CIF project
- Construction Management of the Bliss Place Drainage Improvement project

OFFICE OF COMMUNITY DEVELOPMENT: Quarter 2- 2025 April – June

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

	Quarterly	Calendar 2025 (Cumulative)
Units Completed/Cleared	1	1
Number of Units in Progress or Under Contract	5	11
Property Rehabilitation Funds Expended	\$26,300.00	\$91,420.22
CDBG Funds Expended	\$148,522.60	\$372,984.77
Revolving Loan Income	\$19,557.89	\$91,778.60

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

- Former Director of Community Development Craig Kleman resigned his post in May of this quarter.
- The Community Development Department staff continued capable implementation of the CDBG Program in the absence of a director.
- Current Director of Community Development Patricia Mullins started in the post as of June 23, 2025.
- Community Development staff continue to draft and prepare to submit the 2025-2029 Consolidated Plan, which governs how the federal funding will be used for the five-year period. The Annual Action Plan for Program Year 51 is part of the Plan. The Consolidated Plan must be submitted to HUD electronically by August 16, 2025. Since the 16<sup>th</sup> is a Saturday, the HUD program representative has advised that we submit by Friday, August 15.
- Prior to Mr. Cleman’s departure and as part of the public outreach for the Consolidated Plan, he participated in outreach events centered around housing and homelessness.
- Additional focus groups are planned by the current Director for 3<sup>rd</sup> quarter 2025 in concert with the preparation and submittal of the Consolidated Plan.

**LEAD-BASED PAINT HAZARD CONTROL PROGRAM**

	Quarterly Progress	Calendar 2025 (Cumulative)
Completed/Cleared	0	0
Number of Units in Progress or Under Contract	2	0
Funds Expended (Includes Healthy Homes)	\$81,281.89	\$118,997.53

- The community Development staff continued start-up and implementation of the Lead grant program, with intake and eligibility confirmed and 2 units under construction.
- Several other projects are in the planning stages

- The Community Development staff participated in one outreach event related to the Lead Program outreach.
- The event was the June 7 Duck Race sponsored by the Norwich Chamber of Commerce.



## **Director's Report, 2024-25 Fourth Quarter**

Over the final quarter of Fiscal Year 2023-24 we continued to roll out our new strategic plan. We shared the plan with the public, and the committee worked with the staff on the particulars of identifying and assigning objectives. Now comes the work of implementing it all.

In this quarter, we provided 154 programs, serving 3,465 people from newborns through senior citizens. The programs spanned a wide variety of topics including storytimes, book clubs, a silent reading club, knitting clubs, a songwriting club, animal programs, nature programs, arts and crafts instruction, LEGO robotics and other STEAM programs, Dungeons & Dragons, board games, poetry reading, cultural events, author events, financial literacy classes, legal assistance, wellness events, a tax return preparation program, and more.

In this year's VITA (Volunteer Income Tax Assistance) program, 152 returns were filed, 487 volunteer hours were logged, and the total federal and state refunds totaled \$319,584. That is \$319,584 that can go back into our local economy.

Our numbers of followers on social media continue to grow. Our services are flourishing, with materials, passports, notary services, job assistance, and technology assistance all in constant demand.

The Norwich Adult Multilingual Learner Collaborative, organized by the library in the fall of 2024 and comprised of a few people who wanted to coordinate efforts to support English language learners, has grown to include 67 people from organizations from Greenwich to Hartford. The Collaborative is now addressing far more concerns than language learning. We are coordinating resources to provide legal assistance, food assistance, job assistance, and housing assistance as legal statuses change and people fear for their safety and survival.

The presidential administration is dismantling the Institute of Museum and Library Services, which provides over \$2,000,000 to the Connecticut State Library. That money trickles down from the State Library to local libraries through interlibrary loan service, online educational databases and resources, professional development, an e-book and audiobook streaming platform, grants, and other resources. The federal budget zeroed out support for the next fiscal year.

We have made some cost-saving moves, such as switching from our longtime language-learning database to a less expensive, but still high-quality, program. We also changed companies for our e-newsletters. The changes will save over \$1,000/year. Other services are being reviewed for potential cost savings.

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Our 21<sup>st</sup> Annual Evening with an Author held on June 6 featured author Kelly Corrigan and illustrator George Sweetland. It was a very successful event netting over \$40,000. We also recently received approximately \$20,000 in grants this quarter to support programming and services. The library is part of the America 250 Norwich CT committee, and the grants will be helpful in supporting programming and exhibits planned through December 2026.

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