

City of Norwich



2002-2003 FY Annual Report



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Transmittal from the City Manager

Fellow Citizens, Members of the Council, Council President, and Mayor:

The Annual Report of the City of Norwich for the 2002-2003 fiscal year is herewith submitted. The activities of the City Council, departments, and boards, agencies, and commissions are highlighted in summary form. The Report is divided according to the functions of municipal government.

The Report will be distributed to all City departments, and is available for public inspection at the Otis Library and the Office of the City Clerk.

My sincere appreciation to all who worked together to bring about another successful year for the City of Norwich.

Respectfully Submitted,

Richard A. Podurgiel
City Manager



Message from the Mayor



Dear Citizens of Norwich:

It is an honor to continue serving you as the Rose City's Mayor. Economic development proceeds apace in our city, with over 500 housing units under construction and a further 1,000 approved. Downtown, the LeRou Building, Thayer Block, and Heritage Building renovations are substantially completed, while the Mercantile Exchange will be completed in June 2004 and is already an ornament to a revived Main Street. The NCDC's Business Park continues to prosper, with completion of the Daticon and AC Linen facilities.

Other notable events in 2003 include keeping Three Rivers College in Norwich, creation and approval of a Main Street Program to enhance downtown development, and Governor Rowland's commitment to help fund the proposed park in Occum.

The 2003-2004 budget process was difficult with the increasing costs of services, reduced revenue from the State and the City Council's desire to limit a property tax increase. Norwich's finances, however, should improve for fiscal year 2004-2005 as tax revenue from development continues to grow. The City's bonded debt has been reduced by \$6.5 million since December 2001.

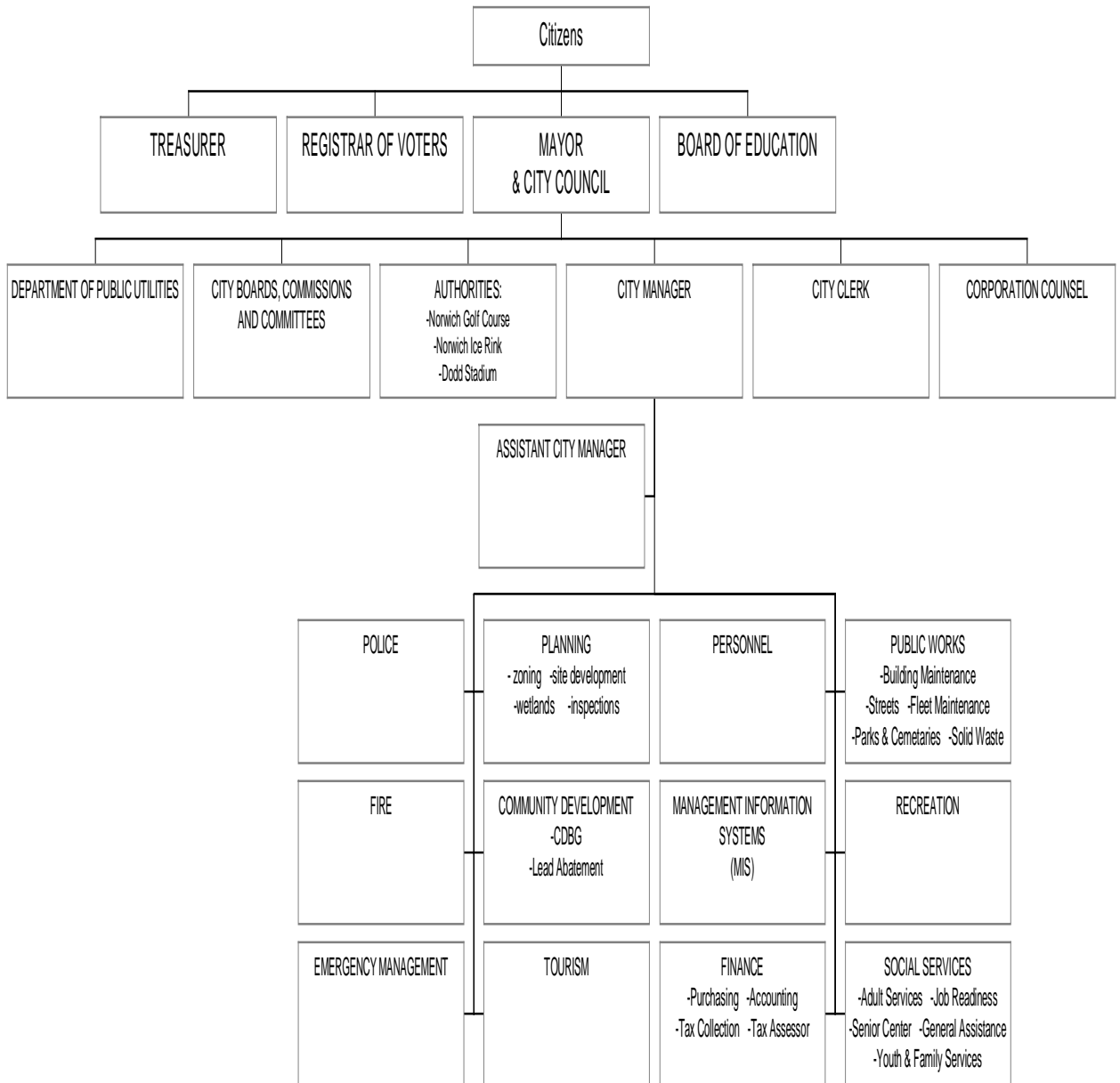
Citizen involvement is vital in making Norwich a better place whether it is volunteering at local schools, picking up litter, participating in a Neighborhood Crime Watch, assisting the Greenville and Downtown Neighborhood Revitalization Zone Committees, or serving on one of the City's Boards, Commissions or Agencies.

Sincerely,

Arthur L. Lathrop
Mayor



City of Norwich Organizational Chart



City of Norwich Directory

Departments/Offices

Animal Control	887-5747
Assessors	823-3723
Board of Education	823-4200
Building Inspector	823-3745
City Clerk	823-3732
City Manager	823-3750
Community Development	823-3770
Corporation Counsel	889-3321
Economic Development	823-3742
Emergency Management	887-1018
Finance	823-3700
Fire Department	892-6080
Health Department	823-1189
Historian	889-2514
Housing Authority	887-1605
Housing Inspector	823-3739
MIS	859-4404
Personnel	823-3713
Planning & Zoning	823-3766
Police Department	886-5561
Public Parking	889-5586
Public Utilities	887-2555
Public Works	823-3789
Purchasing	823-3708
Recreation	823-3791
Registrar of Voters	823-3754
Social Services	823-3778
Tax Collector	823-3760
Tourism	886-4683
Treasurer	823-3712
Uncas Health District	823-1189
Youth & Family Services	823-3782

Office of Mayor and City Council 823-3742

Mayor Arthur L. Lathrop	823-3743
Alderwoman Jacqueline Plowden	886-2435
Alderwoman Sofee Noblick	892-2058
Alderman Benjamin P. Lathrop	889-0580
Alderman John Paul Mereen	887-1108
Alderman Bob Booth	889-9456
Alderman Todd C. Postler	889-8966

Emergency Calls

911

- Police
- Fire
- Medical



Assessor's Office

Charles Glinski
Assessor 823-3723

Number of employees: 3.5

Responsibilities:

The Assessor's Office is responsible for discovering, listing and valuing all taxable property including Real Property, Personal Property and Motor Vehicles. In addition the office prepares the taxroll, transfers ownership of property, prepares the abstract of assessment and administers state programs concerning Veterans, Additional Veterans, Blind and Social Security Exemptions as well as tax relief for Elderly Property Owners and Renters including Circuit Breakers and Freezes. The Assessor's Office also accepts applications for Distressed Municipality, New Manufacturing Equipment and New Commercial Truck Exemptions. The Department is also responsible for the Grand List of all exempt property. It provides technical assistance and information to attorneys, title searchers, appraisers, real estate agents, surveyors as well as the general public and the taxpayers of the City of Norwich. The staff acts as a liaison between the Board of Assessment Appeals and the Taxpayers. The Assessor's Office is responsible for implementing revaluations. Revaluation is state mandated and must be done every four years.

Accomplishments:

Statistics for Fiscal Year 2002-2003:

Number of Deeds Processed	1,550
Circuit Breaker and Freeze Applications	660
Number of Building Permits Checked	875
Sales Ratio Forms Processed	1,486
Personal Property Forms Processed	1,443
Real Estate Accounts	12,344
Personal Property Accounts	1,408
Motor Vehicle Accounts	28,701
Exempt Property	824



City & Town Clerk

Dee Anne Brennan

City Clerk 823-3732

Number of employees: 4

Responsibilities:

- Record and maintain all records of real property and mobile homes, currently comprising 1827 volumes dating from Year 1659.
- Collect conveyance taxes for the State of Connecticut.
- Administer elections and absentee ballot voting process.
- Register electors.
- Issue fish and game licenses and permits, itinerant vendors' licenses, and dog licenses.
- Register fictitious name certificates; military discharge records.
- Issue burial and cremation permits.
- Register and certify notaries of the public.
- Approve liquor permit applications.
- All records are maintained under prescribed archival conditions.
- Provide notary services, genealogical research assistance, land records research instruction to the public, and passport application processing.
- Prepares and maintains the minutes of all City Council meetings and public hearings, and provides to state and city departments and citizens of Norwich accurate and timely information on the legislative proceedings of the City Council.
- Maintains all original records of births, marriages and deaths occurring in Norwich and copies of vital records of Norwich residents occurring in other towns in the State of Connecticut. It is our responsibilities to forward copies of all original records to the State Department of Vital Records and to towns of residence.

Accomplishments:

Statistics for Fiscal Year 2002-2003:

Deeds	9838
Passport Applications Processed	471
Maps and Site Development Plans	22
Freedom of Information Filings	57
City Council Meetings	32
Elections	2
Absentee Ballots	442
Adoptions and Legitimations	167
Number of Conveyance Taxes Collected	882
Service Discharges Recorded	72
Itinerant Vendors Permits	2
Sales Ratio Reprots to State	1486
Notaries Public Recorded	76
Vital Statistics Recorded	1822
Trade Name Certificates Filed	149
Dog Licenses Issued	2135
Fish & Game Licenses Issued	3177

Mark your calendar:

April 17, 2004	Fishing Season Opens
June	Dog Licensing Month
October 16, 2003	Hunting Season Opens
November 2, 2003	Municipal Election



Community Development

Kathryn Crees

Director 823-3770

Responsibilities:

- Administer the U.S. Department of Housing and Urban Development (CDBG) Program and Lead Hazard Control Grant.
- Administer programs through the Connecticut Department of Economic and Community Development.
- Ensure that all funds are distributed in compliance with applicable state and federal regulations.

Accomplishments:

- Property Rehabilitation Program: has been serving the community for over 25 years, we are currently assisting 30 properties with a wait list of an additional 50 properties.
- Lead Paint Abatement Grant: made over 138 housing units lead safe while funding public education and job training programs and providing for temporary relocation of lead poisoning victims.
- Façade Grant Program: to renovate façade of buildings in the Chelsea Central District. The façade program allocated funds for the restoration of historic façades on the Spirit of Broadway.
- Sidewalk Program: installed sidewalks and handicap ramps on the East Side, Greenville, and Washington Street areas within the City.
- Program Assistance: provided funding and administrative oversight to 17 public social welfare organizations, to the Norwich Authority for rehabilitation and upgrades for senior housing, and the Norwich and Laurel Hill Fire Department for purchasing equipment to ensure safety and upgrades to the City's Fire Stations.
- Assistance was also provided to the Greenville Neighborhood Revitalization Zone, and the Redevelopment Agency.



Emergency Management

Gene Arters

Director 887-1018

Responsibilities:

- Maintain and staff Emergency Operations Center.
- Prepare and maintain Emergency Operation Plans for the city.
- Respond to major emergencies including, but not limited to, natural and man-made disasters.
- Coordinate, plan and organize resources in Federal, State and Municipal governments for fast emergency response assistance.
- Work with Federal and State Governments in mitigation, preparation, response and recovery.
- Provide underwater rescue and recovery, radiological defense, shelter management, communications and training.

Accomplishments:

- Restructured plans and operations to conform with new National Homeland Security Department.
- Activated Emergency Operations Center for numerous weather related emergencies.
- Conducted dozens of public informational and educational programs for health and civic organizations.
- Conducted numerous public safety awareness programs on radio station WICH.
- Provided training classes to certify personnel in emergency response.
- Developing plans with Southeastern Connecticut Council of Governments to develop all hazards mitigation plans and terrorism annexes.



Finance/Treasurer

Joseph Ruffo, *Comptroller*

William Murray, *Treasurer*

823-3700

Responsibilities:

Comptroller:

- Oversee the divisions of : Accounting and Control, Tax Collection and Purchasing Agent.
- Control encumbrances, expenditures and disbursements and assist in compiling the City budget.
- Prepare a complete financial statement for the fiscal year.

Accounting and Control Division:

- Maintain a general fund and over 45 special funds.
- Audit and approve payment of bills, invoices, payrolls and claims, demands or charges against the City.
- Inspect and audit the accounts kept in each department, office or agency.

Tax Assessment and Tax Collection:

- Collect and record all taxes and assessments.
- Prepare and analyze annual reports, delinquent motor vehicles.

Purchasing Agent:

- Contract for all supplies, equipment, materials and contractual services.
- Conduct the required formal bids for the Board of Education and Department of Public Utilities.
- Purchase requisite bonds and insurance.

Treasurer:

- Receive and disburse City funds.
- Maintain special fund cash receipts and disbursement journals.
- Retain and reconcile checking accounts.
- Invest the City fund.
- Custodian of the City's deeds, leases, bonds and agreements.

Accomplishments:

- Received Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the **9th** year in a row.
- Received the distinguished "**Budget Presentation Award**" for the 2001-2002 Budget Document. This is the third year in a row the City has received this. Only 8% of Connecticut communities have received this distinction.
- Collected \$1,038,000 in interest and lien fees.
- Developed and issues requests for proposals for professional services including staffing for the municipal child care center and the design-build project for the Broadway parking deck.
- Generated approximately \$460,000 in interest income from investments.
- Sent out approximately 57,700 tax bills, including the supplemental motor vehicle, totaling \$45,131,182.
- Advertised 78 sealed bids, including bids under the project impact grant, and the special education center.



Fire Department

James F. Walsh

Fire Chief 892-6080

Responsibilities:

- Reduce the loss of life/property due to fire or hazardous conditions.
- Provide emergency medical assistance to the community.
- Provide a fire education program in the Norwich School System.
- Conduct fire prevention programs at convalescent homes, hospitals, and government and private agencies.
- Offer in-house tours/fire safety sessions for school children, scouting groups and civic organizations.

Accomplishments:

- Held a successful 5th annual Fire Prevention Open House at fire headquarters.
- Continue to work with the Juvenile Review Board in conjunction with our Fire Hawk Program which works with juvenile firesetters.
- Responded to 1,750 emergency calls (fire and medical).
- The Fire Marshal's Office investigated 86 fires and conducted 792 inspections.
- Implemented an Automated External Defibrillator program which involved installation and training on usage in public buildings.
- Hired 3 Firefighters who completed the Fire Academy Recruit School.
- Received FEMA Grant for Bush Truck.
- Implemented a Car Seat Safety/Installation Program.
- Development of a Regional HazMat Response Team.
- Deputy Chief received the Educator of the Year Award from the State Fire Commission.
- Public Education Program received the Public Life Safety Education Team of the Year Award from the State Fire Commission.
- Provided a temporary hospitality facility for those in need during the winter.



Historian

Dale Plummer
889-2514

Responsibilities:

- Offers assistance to members of the public interested in the history of Norwich.
- Assists the Otis Library and the City Clerk with queries regarding the City's history.
- Conducts walking tours which include Jail Hill, Laurel Hill, Greeneville and Civil War sites.
- Assists the Board of Review of Dangerous Buildings in identifying historic buildings and in marketing these buildings through Connecticut Preservation.

Accomplishments:

- Guided six walking tours during Columbus Day weekend as part of Quinebaug Shetucket National Heritage Corridors' Walking Weekend. Several hundred attended the free tours.
- Participated in planning the celebration of Abraham Lincoln's visit to Norwich in 1860. This was combined with a commemoration of the 140th anniversary of the salute to the Emancipation Proclamation.
- Continues to participate in the Connecticut series on Connecticut Public Television, the most recent being Connecticut and its Cities.
- Responded to many phone calls and letters requesting assistance in research.



MIS

Dianne Daniels
Director 859-4404

Responsibilities:

- Continued installation, configuration, repair, maintenance and troubleshooting of computer hardware and systems for all City of Norwich departments, except for the Board of Education and the Department of Public Utilities.
- Software installation, configuration, maintenance and troubleshooting for all City of Norwich departments, except the Board of Education and the Department of Public Utilities.
- Maintain the official municipal website for the City of Norwich, including departmental pages, general information, calendars, sections for Tourists and Residents.

Accomplishments:

- System uptime continued at 99% level (minimal downtime).
- Continued support for major upgrades of financial software affecting three major departments.
- Responded to over 1,700 service calls from City employees.
- Continued posting of live election results on municipal website for local primaries and elections.
- Addition of Family Guide for Terrorism and Preparedness, Vision Statement for Downtown Norwich, expanded Local Area Business Listings.



Otis Library

Linda E. Summers, MLS

Director 889-2365

- Located at 261 Main Street, is the public library for Norwich.
- Otis Library has served Norwich residents since 1850.
- Although it is a private, nonprofit "association" library, 86% of Otis' operating funds come from public tax dollars.
- 56% of Norwich residents have library cards.
- Last year Otis loaned 182,650 items, up 3.7% from the previous year.
- Computer and Internet use more than doubled from the previous year.
- Librarians answered more than 23,000 reference questions.
- Over 300 people per day use the Library for many purposes, including borrowing books, reading newspapers, using computers and the Internet, attending classes, meetings and programs, and more.
- The Children's Room holds regular story hours for preschoolers; a summer reading program; class visits; craft and music programs; book discussions and parent-child programs.
- Otis Library has an outstanding local history and genealogy collection for writers, historians, and those who enjoy researching family history.
- Otis Library houses the Norwich office of Literacy Volunteers and provides materials and tutoring space to adult learners.
- Otis Library is handicapped accessible.
- Using their library card's barcode number, residents can access an array of sophisticated online databases either in the Library or at home.
- Cardholders can request books from other Connecticut libraries.
- Cardholders can use their cards at public libraries all over Connecticut.
- For \$23.22 per person (*less than the cost of one hardcover book*), each Norwich resident has 12 months' access to unlimited children's and adult books, books on tape and CD, newspapers and magazines, videos, computers and Internet, educational toys, literacy materials, music CDs and much more!



Personnel

Tom Dawkins

Director 823-3713

Responsibilities:

- Provide supportive services to all City departments and the Department of Public Utilities.
- Administer the provisions of the City's Merit System Rules.
- Ensure compliance with state and federal employment laws (Ex., American with Disabilities Act & Family and Medical Leave Act).
- Applicant recruitment and testing to establish eligibility lists of candidates for appointment to all vacant classified positions in the City.
- Labor negotiations, record retention, benefit administration, and pension administration for 430 active employees and 380 retired employees.
- Work with the City Personnel and Pension Board to coordinate the Employee's Retirement Fund.
- Coordinate programs to promote employee safety, well being, and morale
- Coordinate the City's safety programs, employee assistance programs, and random drug and alcohol testing program for employees with a commercial driver's license.
- Sponsor, develop, and coordinate an annual health fair, recognition dinner, suggestion program, and quarterly employee newsletter.

Accomplishments:

- Processed 1,936 applications.
- Administered 35 employment examinations.
- Filled 37 vacancies.
- Negotiated collective bargaining agreement with Administrative Union.

The City of Norwich is an equal opportunity employer and is committed to the recruitment, training, and promotion of qualified individuals. Job line for information about possible job openings (860) 823-3713 or www.norwichct.org



Planning & Neighborhood Services

Peter Davis, AICP
Director 823-3766

Responsibilities:

- Provide technical assistance to the land use commissions.
- Process land use applications.
- Prepare the Capital Improvement Plan and the Plan of Conservation and Development.
- Administer & enforce State & City building, housing and zoning codes.
- Provide assistance to developers including coordination with other City agencies.
- Administration of City Geographic Information Systems.
- Administration of Rental Certification Program.

Accomplishments:

- Completed update of Plan of Conservation and Development and Comprehensive Rezoning of City.
- Assisted Mayor and other City Commissions and Agencies in economic development efforts. Continued to develop procedures to streamline development review and permitting processes.
- Bi-monthly meetings of building & code enforcement staff with Fire Marshall's office to review development and enforcement issues.
- Continued to assist in the rehabilitation of vacant and blighted structures through the Urban Homestead Program.
- Established GIS Public Access Station.



Police Department

Louis J. Fusaro

Chief of Police 886-5561

Responsibilities:

- Provides full range of law enforcement and community services.
- 911 Emergency Answering Point and Dispatch Center for police, fire, EMS.
- Provides dispatch services for the Norwich Fire Department and the Five City Volunteer Fire Companies and the Occum Ambulance service.

Statistics:

- Received 18,086 calls via Emergency 911, a significant, 7% increase over 2001.
- Responded to 35,781 calls for police service and investigations.
- Completed 11,875 Police and Accident Investigations and Reports.
- Continued to assist in the rehabilitation of vacant and blighted structures through the Urban Homestead Program.

Community Service and Outreach:

- Maintain the successful citizen-based Norwich Safe Communities Coalition.
- Support the Juvenile Justice Delinquency Prevention Policy Board.
- Support the Norwich Community Care Team.
- Support the Norwich Juvenile Review Board.
- Support the Youth Advisory Committee.
- Our Officers volunteer their personal time to various community activities and community based programs throughout the city.

Crime:

- Had unprecedented success solving major and high profile crimes during 2002.
- Norwich's Part I Crime Index showed a negligible decrease, that is in line with the national average. However, violent crime has shown an increase.
- Promoted and maintained Crime Prevention and Neighborhood Crime Watch Programs.

Traffic Safety and Enforcement:

- Obtained grants for additional DUI enforcement and equipment purchases greatly reducing cost to local taxpayers.
- Made 261 DUI arrests, a 33% increase over 2001.
- Investigated 1,434 highway accidents.
- Maintained flawless record of participation in "No excuses, Buckle Up, It's the Law" seatbelt and child safety seat, as well as the "High Intensity Traffic Enforcement" traffic safety programs, increasing usage to 82% (above state & national averages) and reducing not only injuries but the associated hidden costs to taxpayers.
- Promoted traffic safety at civic events incorporating the use of the "Seatbelt Convincer" and the "Rollover Simulator" and Child Safety Seat Inspections.
- Use of Speed Monitor, Radar, and Laser throughout various areas to provide awareness and enforcement of speeding violations.



Public Schools

Dr. Michael J. Frechette
Superintendent 823-4245

Responsibilities:

- Provide a learning environment that encourages all students to excel (this is the guiding principal behind all initiatives, programs and organizational structure).
- Serve and administer 9 elementary schools, 2 middles schools, 1 alternative high school, 2 day treatment special education centers and adult education.

Accomplishments:

- Norwich Public Schools boasts efficient class sizes, high test scores, building and technology enterprises, long range visions, data based decision-making to improve student outcomes, a caring school community of learners, prevention vs. remediation and a wide variety of regular and special education programs.

Norwich Public Schools Central 2002-2003 Office Administration:

- Michael J. Frechette, Ph.D., Superintendent of Schools
- Maureen Picard, Assistant to the Superintendent
- Pam Aubin, Curriculum Director
- Lanie Kochanski, Director of Special Education
- Mary Berry, Adult Education Director
- Phyllis Cummings, Nursing Supervisor
- Katherine Quattrini, Coordinator of Instructional Technology
- Robert Hartz, MIS Director

Board of Education:

- Ann Alfiero, Chairperson
- Paul Chinigo, Vice-Chairperson
- Jeremy Booty
- Cora Lee-Boulware
- Dianne Kalinowski
- John LeVangie
- Chuck Norris
- Angelo Yeitz



Public Utilities

Richard DesRoches

General Manager 887-2555

Mission Statement:

- As a utility owned by the citizens of Norwich, Norwich Public Utilities exists for the good out our community. We serve the people of Norwich by providing high quality, low cost utility service to our customers and by contributing revenues to the City General Fund. We promote the city of Norwich through leadership in community development and stewardship of our natural resources.

Making Norwich a Better Place to Live:

- Provides supplies and financial support for city events such as the July 4th fireworks, Rose City Challenge, and Norwich Winterfest. NPU hangs street banners at no cost for civic groups and celebrations as well as hanging the downtown flags and Christmas lights and erecting the displays the accompany Winterfest
- We support a variety of children's activities including PAL, Taftville and Norwich Little Leagues and Norwich Youth Football NPU also participates in Healthy Kids Day at the YMCA and provides speakers for safety programs for both electricity and gas.
- NPU offers school children tours of our water facilities. To celebrate Drinking Water Week and educate school children on the wise use of water NPU sponsors the National Children's Theater to perform at each public and parochial school within Norwich. Employees commit their time by serving as mentors through the public school mentoring program. NPU also participates in school programs such as Career Days, Truck Days and sponsors a middle school team in the statewide solar derby.
- NPU coordinates the Clean Cities initiative and operates over 14 natural gas vehicles. Grants obtained by the Clean Cities Initiative have made it possible to obtain 3 natural gas school buses. NPU operates one of the few natural gas filling stations within the state.

Working for the Good of the Community:

- NPU is committed to assisting its customers who may be impacted by rising utility costs. A charter member of the Community Assistance Review Team, CART, NPU provides assistance and affordable payment plans to those who need assistance. An NPU representative also sits on the statewide Operation Fuel board of directors.
- NPU annual water quality report is distributed to all water customers and is available at the library and senior center. NPU produces high quality water that meets or exceeds all federal standards.
- Sponsoring National Night Out with the Norwich Police Department NPU supports the Neighborhood Watch Program by providing and replacing street lights and participates in elderly prevention programs with the department of Social Services.
- NPU hosts monthly meetings of the Norwich Newcomers Committee and is working to provide translations for the many ethnic groups who now call Norwich their home
- NPU supports the Main Street Program, the arts community as well as various civic organizations through donations and program sponsorships

Maintaining a revenue stream:

- Supporting economic growth helps to ensure that our contribution to the City will grow as new and expanded businesses use electric, gas, water and sewer services.
- NPU contribute \$4,432,300 to the city's revenue stream.
- Since 1981 NPU has contributed over \$84,843,000 to the general fund



Public Works Department

Joe Loyacano

Director 823-3789

Responsibilities & Accomplishments:

Engineering and Administration --

- Interact with municipal departments, state and federal agencies, engineering consulting firms, and civic groups on development and infrastructure projects.
- Maintain information regarding sidewalk construction, house numbers, drainage systems, plow plan and boundary line locations.
- Process purchase orders, manage the budget and payroll, prepare plans and specifications, issue and track work orders, and schedule events at parks and greens.
- Work with State DEP on environmental issues at both Rogers Road and Corning Road landfills
- Paved approximately four miles of roadways.
- Constructed sidewalks in several areas of the City.
- Numerous drainage and other small projects.
- Installed new basketball courts in city parks.
- Re-roofed several city buildings.

Building Maintenance --

- Clean and maintain City Hall, 23 Union Street, Senior Center, and others.
- Maintain downtown sidewalks, flower baskets, City Hall Plaza, Buckingham Memorial, downtown trash and litter.

Parking Maintenance --

- Maintain and clean nine parking commission lots and three garages.

Maintenance and Cleaning --

- Maintain 160 miles of City streets, roads, right-of-ways and City properties
- Street sweeping, paving, snow removal, ice control, tree trimming, bush control, litter pickup, storm drain cleaning and repair and street sign and fence repair
- Pick up curbside-bagged leaves in the fall, curbside brush in the spring and fall, and Christmas trees after the holiday season
- Support other agencies in tasks such as boarding up vacant facilities & evictions
- Monitor refuse collection, bulky waste, and recycling pickup

Fleet Maintenance Facility --

- Maintain fleet of vehicles for Public Works, Police Department, Fire Department, Recreation Department, 5 Volunteer Fire Departments, Senior Center, Uncas Helath District, Board of Education, food service and emergency management maintenance

Park and Cemeteries --

- Maintain Howard T. Brown Park, the Norwich Memorial Rose Garden, Mohegan Park, the Heritage Trail, flowerbeds, parklets and cemeteries
- Host events (weddings, concerts, picnics, charitable and private functions)



Recreation Department

Luis Depina

Director 823-3791

Responsibilities:

- Plan, promote and administer a comprehensive recreation program.
- Manage and maintain all athletic fields, courts and playgrounds.
- Work with all private and public recreation service providers to promote leisure activities and provide safe play environments.

Accomplishments:

- Reconstructed the Thamesville and Jenkins Park Basketball Courts.
- Formed a youth Skateboarding Club resulting in reduced vandalism.
- Increased lifeguard safety awareness by providing additional training.
- Purchased automatic defibrillator and certified all lifeguards in its use.
- Installed new scoreboard at the Hamilton Avenue baseball fields.
- Secured grants to offer free Tennis Lessons for Norwich children.
- Upgraded maintenance equipment.
- Increased enrollment in both adult and youth programs.
- Scheduled and coordinated all gymnasium and athletic fields use.

Future Plans:

- Make improvements to --
 - the girl's softball field,
 - the Armstrong Tennis Courts, and
 - Mohegan Park beach.
- Construct new soccer fields.
- Promote the concept of a community center and pool.



Social Services

Beverly Goulet

Director 823-3778

Responsibilities & Accomplishments:

- Provided 1,179 families & individuals with emergency food supplies. This represents a 21% increase from FY 2001/2002.
- Coordinate "Norwich Safety Net Team" programs. Distributed 370 backpacks, school supplies, as well as clothing vouchers to 100 needy children—a significant increase from FY 2001/2002.
- Played a lead role on CART (Community Assistance Review Team), which assisted over 400 low income households maintain utility service through improved management & payment of their monthly bills, resulting in a lower debt amount to NPU.
- 900 Norwich residents in need were provided with a range of services (case management, information and referral resources, emergency shelter & health care services, etc.).
- Under the City's important Lead Paint Abatement Program, provided case management & education services to over 80 families & prevention education to over 750 individuals relative to the serious health hazard inherent in a young child's exposure to lead paint.
- 527 (unduplicated) Norwich residents received medical benefits and/or minimal cash assistance under the State reimbursed General Assistance Program.
- Coordinated the work of the "Community Care Team," a homelessness prevention collaborative, which opened & operated a Hospitality Center at the NFD for 30 homeless Norwich residents during our coldest winter in 10 years.
- Awarded \$40,000 in Federal funds, which provided 140 unskilled and/or undereducated Norwich residents with occupational skills training & employment services necessary to obtain and maintain employment.
- Continue to coordinate the challenging work of the Norwich Newcomers Committee, which addresses the education and human service needs of a rapidly expanding immigrant population from Haiti, Asia, South America, etc. promoting cultural awareness activities and coordination and access to interpretative and translation services, etc.



Youth & Family Services

Peter Schultheis

Director 823-3782

Responsibilities & Accomplishments:

- Provided 368 parents & children with professional counseling services & advocated on behalf of families needing essential health, mental health, and specialized educational services, etc.
- Continue to work collaborating with the local, regional & state agencies addressing the services system changes necessary to address the increased number of child abuse & neglect cases, & behaviorally acting out children & youth.
- Awarded a combined \$48,000 in state & federal funds to continue our administration of a youth employment program & implementation of an apprenticeship program involving area employers such as Electric Boat & Adelphia Cable Co.
- Awarded over \$300,000 in state & federal grants to support the overall services, programs & administration of NY&FS.
- Through funds received from the State Depts. of Public Health & Children & Families we continue our administration of a Young Parents Program (YPP) providing fragile teen parents with the services & supports necessary to obtain positive family life outcomes. Served a total of 186 young parents, infant & young children.
- Continue to work in partnership with Hospice of SECT in providing a "Survivors of Suicide Support Group." Teen suicide continues to rank 3rd among the top causes of death of youth under age 18.
- In collaboration with Uncas Health District, continued in promoting anti-smoking activities to approximately 600 NFA students.
- Maintain Program Administration of the Norwich Children First Initiative, which was awarded \$30,000 by the "William Caspar Graustein Memorial Fund" to produce an "early childhood report card" which was completed & released in June of 2003, & will be the basis for identifying the work the community needs to do to enable all Norwich children to have the opportunity to prosper.
- Provide program & administrative support to the "Greater Norwich Leadership Team," which has received state recognition for their work in teaching leadership skills to parents & youth.
- Coordinate the services of the "Norwich Family Support Team," which provides critical & specialized resources to families identified as needing very complex and comprehensive services.
- Continue to play a lead administrative role in the Federally funded "Hearts, Hands and Homes Community Collaborative," a programs dedicated to recruitment and support of local foster and adoptive homes for children in the Norwich region.



Rose City Senior Center

Susan Sabrowski

Director 889-5960

Responsibilities & Accomplishments:

- Built in 1994, The Senior Center is a focal point for senior activities and community meetings.
- Continue to provide a multitude of programs & daily services to the residents of Norwich who are sixty years and older which included educational/recreational programming, a nutrition program, social service information, and preventative health care.
- Senior Center transportation program provided rides via vans and escort vehicle, plus handicapped transportation, to over 3000 senior citizens.
- Outreach Worker visited and assisted over 300 seniors, providing essential health care information and coordinating needed services for homebound seniors.
- Activities aide, along with the Elderly Housing Units and Assessor's Office , processed over 500 Rental Rebate applications for low income seniors.
- Granted a \$5000 award from the Backus Foundation and \$4000 from Federal Community Development funds for Geriatric Assessments, along with \$5000 from Senior Resources, Agency on Aging, for Preventive Health Care.
- Continued with "Brighten Your Day" Program for the frail elderly through a Federal Grant from Community Development, which enables disabled homebound seniors to participate in center activities.
- Began our sixth year of the Senior/Student Friendship Program, which unites seniors with second graders at Wequonnoc School for a year-long intergenerational learning & mentoring program.
- Continue to offer a program for the visually impaired through an independent living training program and monthly low vision center.
- The Center's Preventive Health Clinic conducted 641 Blood Pressure Screenings, provided essential foot care to seniors with diabetes, served 254 individuals in the walk-in clinic and provided flu shots to approximately 450 seniors. The clinic provided health education and a range of health care screenings and physicals as well as exercise programs.



Tourism

Jacque Barbarossa

Director 886-4683

Responsibilities:

- Coordinate programs related to tourism and to the support of businesses and economic growth of Historic Chelsea, downtown Norwich.
- Actively promote the City of Norwich, its attractions and events.
- Develop, update and distribute Norwich tourism brochures and promotional items.

Accomplishments:

- Hosted Lantern Light Graveyard Tour at the historic Old Norwichtown Burial Grounds.
- Supervised 3rd Annual City Banner Sponsorship Program.
- Participated in organizing and promoting the sale of the official Norwich Sweetheart Rose.
- Assisted Downtown Neighborhood Revitalization Zone (NRZ) with 1st Annual "Taking it to the Streets" block party.
- Helped coordinate Norwich Summer Concert Series.
- Coordinated and co-hosted Tourism Booth Volunteers luncheon with the Assoc. of Chamber of Commerce of Eastern CT at the Donald Oat Theater.
- Assisted students from Veterans School with their Service Learning Project of trash collecting on the Heritage Walkway.
- Assisted in the creation of Rose City Renaissance—a Main Street Program for downtown.
- Coordinated and promoted Hometown Days with the Norwich Navigators.
- Promoted events, performances, concerts, exhibits and monthly *First Friday Arts Walk*.
- Sold promotional items including shirts, posters, mugs and postcards.
- Assisted in the distributed and sale of the annual Winterfest ornaments.
- Place advertisements in regional and state publications.
- Distributed brochures to area locations and hotels, 9 statewide tourism information centers and The Big E.
- Mailed over 800 tourism packets in response to visitor inquiries.



City of Norwich Profile

Economics

Business Profile (2001)

Sector	Firms	% of Total	Emp.	% of Total	
Agriculture		28	1.7%	99	0.5%
Const. & Mining		199	12.1%	950	5.0%
Manufacturing		83	5.0%	1,468	7.7%
Trans. & Utilities		48	2.9%	461	2.4%
Trade	394	24.0%	3,597	18.8%	
Finance, Ins. & Real Estate		108	6.6%	697	3.6%
Services	748	45.5%	10,393	54.4%	
Government		37	2.2%	1,444	7.6%
Total	1,645	100%	19,109	100%	

Demographics (2001)

<i>Population</i>	Town	County	State
	37,391	254,957	3,287,116
2000	36,117	259,088	3,405,565
2001	35,111	259,938	3,414,784
Land Area (sq. miles)	28	666	5,009
Pop./Sq. Miles	1,239	390	682
Per Capita Inc.	\$23,099	\$26,213	\$32,317
Households	13,842	95,656	1,285,210
Median Age	36	35	37



City of Norwich Profile (cont.)



Education

2002-2003 School Year

	Town	State
Total Students	4045	461,203
Total Expenditures Per Pupil	\$7,678	\$8,014
Average Teacher's Salary	\$61,882	\$62,171
Students Attending Public Schools	87.4%	89.2%
Student/Teacher Ratio	15.8	13.7
Grads Pursuing Post-Secondary Ed.	78.4%	79.1%
High School Dropout Rate	4.1%	3.0%

Average Class Size

Kindergarten	15.6	Grade 2	18	Grade 5	19.6
Grade 7	20.9	High School	9.4		

Average SAT Score

	Town	State
Verbal	516	502
Math	511	503

Connecticut Mastery Test: Percent Above Goal

	Grade 4		Grade 6		Grade 8	
	Town	State	Town	State	Town	State
Reading	49.0%	55.9%	63.3%	64.1%	60.9%	68.1%
Math	48.5%	60.4%	47.2%	61.0%	51.6%	56.1%
Writing	52.5%	61.5%	58.9%	60.8%	48.6%	60.0%



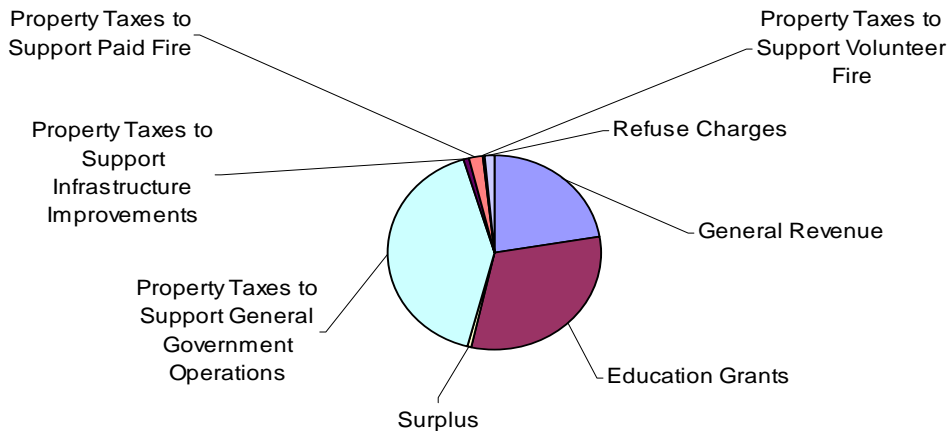
Budget Summary

Revenues	2002-2003	2003-2004
General Revenue	\$20,746,603	\$19,247,122
Education Grants	28,688,217	28,525,495
Surplus	650,000	1,000,000
Taxes to be Raised (City)	38,037,168	39,721,837
Taxes to be Raised (GF Cap. Imp)	800,000	800,000
Taxes to be Raised (Fire)	1,987,883	2,081,574
Taxes to be Raised (Volunteer Fire)	202,000	220,000
Special Refuse	1,280,980	1,305,466
Total	\$92,392,851	\$92,901,494
Appropriations		
General Operations	\$28,241,254	\$28,208,017
Debt Service	6,652,497	6,401,100
Education	51,194,721	1,834,655
Capital Improvements	800,000	800,000
Fire-Special Service	4,021,399	4,132,256
Fire-Volunteer Fire Relief	202,000	220,000
Refuse and Trash	1,280,980	1,305,466
Total	\$92,392,851	\$92,901,494

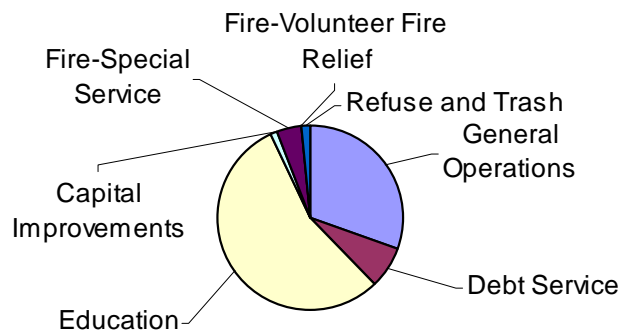


Budget Summary Charts

FY 2002-2003 Revenues



FY 2002-2003 Appropriations



Boards, Commissions & Committees

AFFIRMATIVE ACTION COMMITTEE

Valerie Cox
Dianne Daniels
Richard DesRoches
Michael Doyle
Lee-Ann Gomes
Paul Lambert
Marie Richardson
Ron Scott

AMERICANS WITH DISABILITIES COMMITTEE

Edward Martin
Yvette Jacaruso
Karen O'Neil

BOARD OF APPEALS (Building Code)

Richard Sharpe
Frank W. Blanchard
Joseph Peretti
Charles Scott Learned
Irving Weber

BOARD OF ASSESSMENT APPEALS

Charles Jaskiewicz
Daniel M. Ruffo
John Wonnacott

BOARD OF EDUCATION

Cora Lee Boulware
Jeremy D. Booty
Charles K. Norris
Paul F. Chinigo
Angelo P. Yeitz, Jr.
Deborah A. Tennant-Zinewicz
Dianne L. Kalinowski
Anna S. Alfiero
John P. LeVangie

BOARD OF PUBLIC UTILITIES COMMISSIONERS (Sewer Authority)

Frank Demicco
James Sullivan
Stanley Israelite
Diana Boisclair
Alan Remondi



Boards, Commissions & Committees

(cont.)

BOARD OF REVIEW (Dangerous Buildings)

Edward D. Martin
Richard A. Caron, Sr.
James M. Quarto
Gary Schnip
Ald. Sofee Noblick

CABLE TELEVISION ADVISORY COUNCIL

Robert L. Booth
John Crooks
Yvonne R. Gendron
Marcia Erickson (Library)
Ronald Kastner(BPOE)

CITY HARBORMASTER

Walter Saletnik

COMMISSION ON THE CITY PLAN

David A. Whitehead
Arthur Sharron 02/28/05
Jeremy D. Booty
P. Michael Lahan
Ralph Page (CHAIRMAN)

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Paul Gauthier
Robert McKeon
Annette D'Antuono
John J. Mathieu
Democles Angelopoulos
Les King
Nancy Topping

DESIGN REVIEW BOARD

Kathryn Kuhn, Community Development Coordinator
Peter Davis, Planning Director
Judith Hamblen, Norwich Heritage Trust
Patricia M. Spayne
Ald. Sofee Noblick
John Robbins
Peter Sanfaçon

EASTERN CONNECTICUT REGIONAL TOURISM DISTRICT

Richard Erickson



Boards, Commissions & Committees

(cont.)

HARBOR MANAGEMENT COMMISSION

Richard A. Podurgiel (City Manager)
Ald. John Paul Mereen
Ald. Sofee Noblick
Ron Aliano (Chairman)
Edward Seder
Richard C. Benoit
James Paulsen

HISTORIC DISTRICT COMMISSION

Nancy O'Neil
Dale Plummer
Richard Sharpe
Dr. Malcolm Edgar
Judith Harding Hamblen

HOUSING AUTHORITY (Norwich)

Alfred Gonsalves
Patricia L. Bazinet (CHAIRPERSON)
Joy S. Leary
Hector Baillargeon (VICE-CHAIRPERSON)
Pauline M. DeLottinville

INLAND WETLANDS, WATER COURSES AND CONSERVATION COMMISSION

Richard Morell
Ralph Page (COCP)
Gurdon Slosberg
Barbara Rothstein
Carl Morello
Douglas Lee
Raymond Baribeault

MOHEGAN PARK IMPROVEMENT AND DEVELOPMENT ADVISORY COMMITTEE

Public Works Director(Ex-Officio)
Ald. Sofee Noblick
Ald. John Paul Mereen
Ald. Benjamin Lathrop
Kevin Horace
Joseph A. Brooks
Patricia M. Spayne
John F. Malone
Richard A. Podurgiel (BPOE)
Brandon Hyde



Boards, Commissions & Committees

(cont.)

NORWICH BASEBALL STADIUM AUTHORITY

Luis DePina (Ex-Officio)
Cynthia Brown
Harry A. Jackson
Anthony Orsini
Gary A. Kosegarten
William Kenny
Peter W. Maneri, Jr.
Robert McPhail
Gary Schnip
Michael E. Jewell, Sr.

NORWICH COMMUNICATIONS CENTER COMMISSION

Alderman Brian Curtin
Alderman John Paul Mereen
Alderman Mary Ryan-Larkin
Salvatore Amato
Susan Miner
Theodore N. Phillips, II
William F. O'Neil, Jr.
Thomas Keaney
Harry A. Jackson
Jack Malone
Dianne Daniels
John J. Baldwin
Gerard Egan
Carol Mailhot
Thomas L. Leclair
Frank D. DeMicco
Henry R. Olender

NORWICH GOLF COURSE AUTHORITY

Luis DePina (Ex-Officio)
Bernard Caulfield
Michael E. Driscoll
David DiBattista
Robert D. Ford (Chairman)
Norma R. Parrish
Richard Strouse
Charles C. Whitty



Boards, Commissions & Committees

(cont.)

NORWICH ICE ARENA AUTHORITY

Luis DePina (Ex-Officio)
Douglas T. Barlow
Cheryl T. Ritacco
Dennis Jenkins
Michael A. Goldblatt
W. Dean Pfeifer
J. Michael Schermerhorn
Richard J. Wolak

NORWICH SCHOOL AND TECHNOLOGY COMMITTEE

Dr. Michael Frechette (Ex-Officio Member)
Maureen Picard (Ex-Officio Member)
Diane Daniels (Ex-Officio Member)
Debbie A. Kievitz
Clayton R. Roberts
Henry Olender, Jr.
Ald. Peter C. Sanfacon, Jr.
Harry Jackson
Ann Alfiero
Deborah Tennant-Zinewicz

PERSONNEL AND PENSION BOARD

Paul Schroder (Employee)
Dennis E. Davis, Jr. (Employee)
Patricia Adams
Robert Staley
John Crooks

PUBLIC PARKING COMMISSION

Richard A. Podurgiel, City Manager
Sean Ryan (CHAIRPERSON)
Ald. Benjamin Lathrop
Ald. Jacqueline Plowden
Ald. Robert Booth
Olive Buddington (VICE-CHAIRPERSON)
Jeffrey Lord

RECREATION ADVISORY BOARD

Luis DePina (Ex-Officio)
Angelo P. Yeitz
Carl Morello
Ald. Benjamin P. Lathrop
John Iovino
Robert Spayne



Boards, Commissions & Committees

(cont.)

REDEVELOPMENT AGENCY

Thomas Marien (CHAIRPERSON)
Carol Maranda
Brian Curtin
Irving Weber
Anthony Jacobs
Marjorie Blizzard
Stephen R. Ingle
Charles Seeman
Dr. Renee Kohanski

REHABILITATION REVIEW COMMITTEE

Kathryn Crees, Comm. Dev. Coordinator
James Troeger, Building Official
James Roberts, Deputy Fire Chief
Ald. Benjamin P. Lathrop
James Dewey
Rodney Bowie
Christopher Coutu

SENIOR AFFAIRS COMMISSION

Jacquelyn W. Randall
Genevieve S. Bergendahl
Margaret M. Aldrich
Olive Buddington
P. Michael Lahan (VICE-CHAIRMAN)

SKATEBOARD PARK STUDY COMMITTEE

Luis DePina
Carl Morello
Deborah Tennant-Zinewicz
Dianne Ondusko
Kyle Campbell
Michael Boyd
Ed Martin

SOUTHEASTERN CONNECTICUT REGIONAL COUNCIL OF GOVERNMENTS

Arthur L. Lathrop, Mayor
Richard Podurgiel, City Manager (Alternate)



Boards, Commissions & Committees

(cont.)

SOUTHEASTERN CONNECTICUT REGIONAL RESOURCE RECOVERY AUTHORITY

Roland R. Traylor, Sr.
Joseph Loyacano (Alternate)

SOUTHEASTERN CONNECTICUT REGIONAL TRANSIT DISTRICT

Alfred H. Gonsalves
Richard A. Podurgiel

SOUTHEASTERN CONNECTICUT WATER AUTHORITY

Terrence Dugas
Rodney Bowie

THAMES VALLEY FOR COMMUNITY ACTION - BOARD OF TRUSTEES

Olive Buddington

UNCAS HEALTH DISTRICT

Arthur Cohen (Director of Uncas Health District)
Frank J. Jacaruso, Jr.
Sherry L. Bassi
Thomas Masterson, MD
William Warzecha

VOLUNTEER FIRE RELIEF FUND COMMITTEE RESIDENTS

Miriam Lopez
John Morse

YOUTH SERVICE ADVISORY BOARD

Jan Sheehan (NFA Appt.)
Peter Schultheis
Immacula Perkins (Provider Rep.)
Marc L. Cournoyer (Consumer Rep.)
Albert L. Costa, Jr. (Norwich Police Dept.)
Kim Norton (Juvenile Court)

ZONING BOARD OF APPEALS

Henry R. Olender, Jr.
Joseph J. Jacaruso (CHAIRMAN)
John Smith
Dorothy Travers
Marc Benjamin

