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To: Mayor Hinchey and members of the City Council
From: John Salomone, City Manager
Subject: City Manager's Report
Date: February 6, 2017

I would like to acknowledge the sudden passing of Gene Arters, Emergency Management Director for the City for over 15 years. He was a true gentleman and highly respected for his commitment to the community when storms and flooding threatened our city. He will be sadly missed. I have appointed Chief Scandariato to serve as Interim Director and will evaluate the necessary tasks that the director is involved with to determine a permanent replacement for the position.

The Mayor and I continue our weekly meetings and we both attended SECOG and SEAT meetings on January 18th.

Union negotiations continue with the Police.

I had my monthly meeting with department heads. Josh Pothier and Tony Madeira from Finance announced that there will be a redesign of the City's Website provided by Civic Plus. There are no hard costs associated with this redesign since it was part of the original package provided from Civic Plus when the city converted in the fall of 2012. Chief Daley announced that 4 members of the Norwich Color Guard were invited to attend the AFC Championship Game at Gillette Stadium in Foxboro, MA. Captain Christopher Ferace, Sargent John Perry, Officer Neil Carmody and Officer Steve Callender were the lucky attendees. They were extremely proud and honored to represent Norwich. Pictures of the event are on the City's Facebook page.

Gary Evans, Director of the Community Development Office announced his resignation effective February 1, 2017 to take a job with a former employer. We wish him well in his new position with the City of New Britain.

I meet with Red McKeon for a tour of Occum. He provided me with a wealth of information of the town history.

I attended the Greater Norwich Chamber Board Meeting on January 25th.

I meet with JP Mereen, representatives from Norwich Golf Course Authority and city staff regarding preliminary process of approval for an irrigation pond at the site.

I met with staff members to review the information we had received from SHPO regarding the Reid & Hughes and forwarded a list of concerns to Todd Levine prior to the meeting that was held on the 26th of January.

On Friday, January 26th several city staff members, members of Norwich Heritage Trust, and representatives of the Woman's Institute had a second meeting with Todd Levine from SHPO regarding the proposal to preserve the property. We agreed to meet again on February 10th. Action items were requested to be received by February 7th. On February 2nd, the Public Works Department covered 18 windows on the front of the building with 48 sheets of plywood as a precautionary measure since glass had fallen from the 3rd story windows onto the sidewalk below. The proposed demolition bid schedule is as follows:

Pre-bid Meeting - February 14
RFI's Due – February 17
Addendum Issued –Feb 23
Bid Opening – February 28

Ethics training is underway. My assistant, Jacquie Barbarossa, is tracking those who were scheduled to take the class by January 31, 2017. In addition to City Council, all City Department Heads, Volunteer Fire Chiefs, Corporation Council, heads of NCDC, Otis, NPU, Board of Education, Housing Authority and Uncas Health were requested to take the online course. Several employees have participated per their director/managers request. Employees from Finance, City Clerk, Human Resources, Planning & Development, Community Development Office, Public Works Supervisors and four division heads from Norwich Public Utilities also took the online class. As of Friday, February 3rd, 57 individuals had completed the course. This includes 30 of the 33 originally requested.

Per an employee suggestion, Jacquie is working with Gabe Lipman, Art Teacher from Norwich Public Schools to display student's art on several bulletin boards throughout City Hall. Artwork will be located outside of Council Chambers, across from the Tax Collector's Office and in the City Manager's Office. We are looking forward to sharing the student's artistic talent with the citizens of Norwich.