

City Manager's Report Date: July 6, 2015

Major Pending Items

Blue=On-going

Grey=Verbal report

Green=Completed

City-wide/City Manager:

Tasks/Topics	Staff Responsible	Comments/Update
City Leadership Team Meetings	CM	On-going-Meetings scheduled for 2 nd and 4 th Tuesday of each month First one held 3/10/15
CM/Fire Chief Meetings	CM/Kerri Kemp	On-going. Bi-weekly meetings scheduled
Quarterly City Hall Union Employee-Management review team	CM/ HR Director	On-going
Grant Proposal Task Force	CM/Gary/Peter D./Barry/Mayor/ Jason V.	To develop a strategy that ensures that grant proposals focus on achieving outcomes associated with the strategic plan 4/13/15 Initial meeting held
Wagsys Implementation	Sandra Kutcha/Gary	On schedule to be implemented mid-June
Eagle Scout Project-Taylor Stevens	Jill/Rec	7/1/15 Plans submitted to building/zoning-awaiting permit
Staff safety training planning	CM/ Chief Fusaro/Chief Scand/ Barry/ Bob S./Jill	Planning for safety /evacuation training of employees at all sites Training to be scheduled August 2015
Phone System Replacement	Leon/Josh	Atrion awarded contract-start date 6/7/15
Community Center Exploration Committee	CM/Jill	Council Res. 2014-10-06 CM office to provide support Final report due to Council by July, 2015 2015-07-06 Res. to extend report due date to 10/5/15

Completed:

Tasks/Topics	Staff Responsible	Comments/Update
2015 Neighborhood Assistance Act	CM/Jill	6/26/15 Approved applications submitted to State
Fountain Street Developer Agreement	CM/Committee	2015-02-15 Res. directs committee to monitor progress and report to Council in August 2015
105-122 Chestnut Street Developer Agreement	CM/Committee	03/02/15 Res auth Committee to oversee and report to Council by first mtg of August 2015
EPA-Shipping St/Chestnut St/Ponemah Mills- \$400,000	Petroleum & hazardous substance assessment	12/2014 Application submitted Application unsuccessful Debrief requested-date TBD

Grants:

Department/Grant Entity-Purpose-Amount	Tasks/Topics	Comments/Update
DSS-Senior Center-\$690,000 Project Manager-Patrick McLaughlin	Renovations-roofing, HVAC, flooring, painting, parking lot	9/2014-awarded. Project is 60% complete-est. Fall 2015 completion
DECD-Uncas Leap-\$270,000 Project Manager-Jeanne Kurasz	Environmental assessment & testing	1/23/15 Grant awarded Contract negotiations for work underway
DECD-Shipping St/Terminal Way-\$200,000 Project Manager-Peter Davis/Gary Evans	Environmental assessments	4/17/14 Grant Awarded 6/11/15 reviewing assessment results with consultant
DECD Historic Restoration Fund-City Hall-\$90,000 Project Manager-Pat McLaughlin	Flooring repair/replacement	3/3/15 Agreement signed Work scheduled to begin mid-summer 2015, completion Fall 2015
DECD-26 Shipping St-\$200,000	Assessment/remediation	4/14/15 Application submitted 5/20/15 DECD interview
DECD-Howard Brown Park-\$1,200,000	Replace fishing docks	3/2015 Application submitted

Department Initiatives:

Department/Grant Entity-Purpose-Amount	Tasks/Topics	Comments/Update
Public Works	Automated garbage pick-up	Program implemented and underway
Community Development	5 Year Priority Plan	The City of Norwich Office of Community Development is required to complete a five year plan to outline the most pressing Community Development priorities facing Norwich and its residents for the upcoming period 2015 – 2019. Draft plan was available for viewing 5/25/2015. Public hearing held 6/1/15 To be completed and approved by Council by the first meeting in July
Recreation	On-line program registration software	Working on plan for both Rec/Senior center
City Clerk's Office-State Library grant-\$4000	Convert paper land records to electronic	2/27/15 agreement signed Work to begin after 7/1/15
Finance	Develop interim financial reporting format	Will begin working on this in August 2015
Human Resources	Civic Plus HR-Enable on-line HR functions	7/7/15 Start-up meeting

Public Works Streets/Bridges Projects:

Grant Entity-Purpose-Amount	Tasks/Topics	Comments/Update
DOT-Sherman St Bridge-\$5,400,000 Project manager-Ellison/McLaughlin	Replace both bridges at intersection of Sherman & Asylum Streets	Awarded in 2012 In engineering phase with construction anticipated to begin 2017-18
DOT-Sunnyside Bridge Project manager-Ellison/McLaughlin	Historic restoration of stone masonry bridge	Awarded in 2014 Construction anticipated to begin 2016-17
DOT – Pleasant Street Bridge -\$1,134,400 Project manager-Ellison/McLaughlin	Bridge deck replacement	Awarded in 2014 Construction anticipated to begin 2016-17
DOT – Connecticut Avenue-\$685,200 Project manager-McLaughlin	Repave CT Ave from W. Town St. to Wisconsin Ave.	Awarded in 2014 Construction anticipated to begin this summer

Property Disposition by Resolution:

Tasks/Topics	Staff Responsible	Comments/Update
13 ½-15 Town Street	CM/Corp Counsel	Council Res. 2015-07-06 List
5 Belval St, 20 Hunters Rd Ext, 82 Old Division St	CM/Corp. Counsel	Council res. 2015-05-04 List w/agent 6/19/15 List agreements signed
20R Julian St	CM/Corp Counsel	Council Res. 2015-05-04 List w/agent On hold pending Corp. Counsel review
130 Prospect Street	CM/Bill H./Barry E./Jim T.	Demo contract awarded 6/4/15, in State notification period 4/9/15- List agreement signed, need Res. to list
34 Lake Street	CM/Corp. Counsel	Council Res. 2015-02-02 Enter into listing agreement to sell 4/9/15 List agreement signed
100 Broad Street #103	CM/Corp. Counsel	Council Res. 2015-02-02 Enter into listing agreement to sell 4/9/15 List Agreement signed Price reduced
221-223 Laurel Hill Ave	CM/Corp Counsel	Resolution to list and to approve sale on 7/6/15 agenda
13 Baltic Street	CM/Corp. Counsel	Council Res. 2015-02-02 Enter into listing agreement to sell Bank foreclosing-not listing at this time
59-61 School Street	Committee	Council Res. 2015-02-02 Issue developer RFP. 3 responses rec'd on 5/21/15. Developers interviewed at 6/17/15 Committee special meeting-Committee to report recommendation to Council