

City Manager's Report Date: May 18, 2015

Major Pending Items: **Blue=On-going** **Grey=Verbal report**
Green=Completed

<i>Tasks/Topics</i>	<i>Staff Responsible</i>	<i>Comments/Update</i>
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
Docent Annual Reception	Jill	Scheduled for 5/19/15 10AM in Room 335
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/PW/Building	2015-05-04 Res approved proposal Next steps: Scout to submit plan
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 before end of June
Phone System Replacement	Leon/Josh	Atrion awarded contract-start date TBD
Community Center Exploration Committee	CM/Jill	Council Res. 2014-10-06 CM office to provide support 3/12/15 provided requested City owned property lists
2015 Neighborhood Assistance Act	CM/Jill	3/16/15 Letters went out to agencies. 5/22/15 NAA due here. 6/1/15 Res. to set PH for 6/15/15

Department Initiatives/Grants:

Department/Grant Entity-Purpose-Amount	Tasks/Topics	Comments/Update
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 will be available for viewing 5/25/2015.
Recreation	On-line program registration software	Software testing in progress
State Library-City Clerk's Office-\$4000	Convert paper land records to electronic	2/27/15 agreement signed Work to begin after 7/1/15
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 Work underway
DECD-Shipping St/Terminal Way-\$200,000 Project Manager-Peter Davis/Gary Evans	Environmental assessments	4/17/14 Grant Awarded Assessments are underway and ahead of schedule
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
EPA-Shipping St/Chestnut St/Ponemah Mills- \$400,000	Petroleum & hazardous substance assessment	12/2014 Application submitted
DECD-26 Shipping St-\$200,000	Assessment/remediation	4/14/15 Application submitted
DECD-Howard Brown Park-\$1,200,000	Replace fishing docks	3/2015 Application submitted

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 by Resolution:

Tasks/Topics	Staff Responsible	Comments/Update
5 Belval St, 20 Hunters Rd Ext, 82 Old Division St, 20R Julian St	CM/Corp. Counsel	Council res. 2015-05-04 List w/agent
130 Prospect Street	CM/Bill H./Barry E./Jim T.	Council Res. 2015-02-02 Obtain demo estimates 2/5/15 Bill H. coordinating with Jim Troeger to complete pre-demo survey to obtain estimate 3/16/15 Evaluating for possible use of CDBG funds for demo 4/9/15-CDBG funding requirements are in process
59 School Street	CM/Bill H./Corp. Counsel	Council Res. 2015-02-02 Issue developer RFP3/16/15 Kim McGee working on RFP's RFP Issued, response date 5/21/15
61 School Street	CM/Bill H.	Council Res. 2015-02-02 Issue developer RFP. 3/16/15 Kim McGee working on RFP's RFP Issued, response date 5/21/15
13 Baltic Street	CM/Corp. Counsel	Council Res. 2015-02-02 Enter into listing agreement to sell Bank foreclosing-not listing at this time

34 Lake Street	CM/Corp. Counsel	Council Res. 2015-02-02 Enter into listing agreement to sell 4/9/15 List agreement signed
362 North Main Street	CM/Corp. Counsel	Council Res. 2015-02-02 Enter into listing agreement to sell Council Res. 2015-04-20 Auth CM sign P&S 4/24/15 CM signed P&S, transmitted to agent Closing tentatively within two weeks
100 Broad Street	CM/Corp. Counsel	Council Res. 2015-02-02 Enter into listing agreement to sell 4/9/15 List Agreement signed

Completed:

Tasks/Topics	Staff Responsible	Comments/Update
FY 2016-17 Budget Preparation	CM/Josh	4/6/15 CM proposed budget presentation made
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