

I. Roll Call

Meeting called to order by Paul Schroder at 6:00 pm.

A. Members Present

1. Paul Schroder, Chair (voting member)
2. Scott Suplita, Vice Chair (voting member)
3. Shiela Hayes (voting member)
4. Chris Golas (voting member)
5. Richard Morelli (alternate)
6. Andre Rosedale (alternate)
7. Rob Dempsy (alternate – seated as a voting member)

B. Members Absent

1. John John (voting member)

C. Others Present

1. Sandra Pimentel, P&P Board Secretary
2. Marc Shegoski, UBS (via phone, left after Item IV.A.)
3. Ashley Martella, UBS (left after Item IV.A.)
4. David Sears, UBS (left after Item IV.A.)

II. Minutes

A. Minutes of the November 20, 2018 Personnel & Pension Board Meeting.

Motion to approve the November 20, 2018 meeting minutes made by Rob Dempsy, seconded by Scott Suplita, all in favor.

III. Old Business

A. Status of the draft RFP for Investment Services with Hooker & Holcombe.

Paul Schroder provided the update from Art Meizner. Seven proposals have been received. Scoring will be completed by February 8, 2019 and the reports will be emailed for distribution. The report presentation will be on the agenda at the February meeting for selection of finalists.

IV. New Business

A. 2018 fourth quarter investment review with UBS.

Marc Shegoski and David Sears presented the UBS House View: Due to uncertainty and underlying economic issues, December's market was the worst December on record since 1931. They predict the bull market will wind down in 6-9 months, but the rising interest rates will not create recession. UBS is forecasting a lower GDP in 2019. They are expecting market volatility thru the end of the year.

The pension portfolio was reviewed by Ashley Martella: The asset allocation on December 31, 2018 was 67.6% equity, 32.4% fixed income. The pension fund decreased from \$178,667,848 on September 30, 2018 to \$161,634,027 as of

December 30, 2018. The market is up by 6% as of today. Due to the risk and global uncertainty predicted for this market cycle, UBS recommends reducing the pockets of greatest risk, growth funds, and moving to a more neutral position.

Motion to reduce Clearbridge Large Growth from 10.76% to 9.5%, reduce Neuberger Berman International from 7.49% to 6% and increase RNC Genter Quality Short Term by 2.75% made by Shiela Hayes, seconded by Chris Golas, all in favor.

Motion to rebalance the OPEB allocation to match the Pension allocation made by Shiela Hayes, seconded by Paul Schroder, all in favor.

Neuberger Berman International was on the watch list. UBS analyzed the performance of similar managers and recommend replacing Neuberger with Capital Group.

Motion replace Neuberger Berman International (6%) with Capital Group made by Shiela Hayes, seconded by Paul Schroder, all in favor.

The OPEB portfolio was reviewed by Ashley Martella: The asset allocation on December 30, 2018 was 67.7% equity, 32.3% fixed income. The OPEB fund decreased from \$18,918,016 as of September 30, 2018 to \$17,404,761 as of December 30, 2018.

Motion to rebalance the OPEB Fund to reflect the replacement of Neuberger Bergman International with Capital Group made by Shiela Hayes, seconded by Paul Schroder, all in favor.

B. Calculation and review of the 2019 interest rate on contributions.

Motion to table to the February meeting made by Rob Dempsky, seconded by Chris Golas, all in favor.

C. Applications for retirement:

1. Jon Wadja, Project Coordinator-NPU, for a normal retirement effective January 12, 2019.
2. Patricia Dixe, Program Coordinator-YFS, for a deferred retirement effective January 17, 2019.
3. Donna DeGroff, Account Clerk II-NPU, for a deferred retirement effective March 8, 2019.

Motion to approve the applications for retirement made by Shiela Hayes, seconded by Chris Golas, all in favor.

D. Pension Calculations:

1. Delores Thayer, retired December 1, 2018. Her pension is calculated for \$45,774.40 annually. Her application was approved at the August 2018 meeting.
2. Paul Krupczak, retired December 11, 2018. His pension is calculated for \$35,052.67 annually. His application was approved at the October 2018 meeting.

Motion to approve the pension calculations made by Shiela Hayes, seconded by Chris Golas, all in favor.

- E. Applications for refund/rollover of pension contributions:
 - 1. Harold Dillon Babcock, Computer Repair Technician-BOE, who terminated August 3, 2018. Refund of \$1,787.92 including interest.
 Motion to approve the refund applications made by Shiela Hayes, seconded by Chris Golas, all in favor.
- F. Notifications of Death:
 - 1. Suzanne MacDowell, DOD November 11, 2018, who retired from NPU on September 7, 2013. HR notified by daughter. No further benefit due.
 - 2. Alita Dupont, DOD November 14, 2018, who retired from BOE on June 27, 1987. No further benefit due.
 - 3. Raymond Selvidio, DOD December 19, 2018, who retired from the Fire Department on January 19, 1982. No further benefit due.
 Motion to approve the amended notifications of death made by Paul Schroder, seconded by Rob Dempsky, all in favor.
- G. Request from Chris LaRose, Acting General Manager-NPU, to extend the eligibility list for Apprentice Maintenance Mechanic-Gas for one year. The current list expires on March 28, 2019.
 Motion to extend the eligibility list for one year made by Paul Schroder, seconded by Sheila Hayes, all in favor.
- H. Request from Chris LaRose, Acting General Manager-NPU, to extend the eligibility list for Maintenance Mechanic-Garage for one year. The current list expires on March 25, 2019.
 Motion to contact NPU for more information and table to the February 2018 meeting made by Shiela Hayes, seconded by Rob Dempsky, all in favor.
- I. Hooker & Holcombe invoice HOH005586 in the amount of \$500 for approval. Invoice for additional OPEB fund information required by the auditors for inclusion in the June 30, 2018 CAFR. This was required due to a change in accounting standards. Board questioned the reason this additional work was not anticipated and included in the previous year-end invoices.
 Motion to request the additional information from Josh Pothier made by Paul Schroder, seconded by Shiela Hayes, all in favor.
- J. Employees to be admitted into the City of Norwich Employees' Retirement Fund:
 Motion to admit the following employees into the City of Norwich Employees' Retirement Fund made by Shiela Hayes, seconded by Chris Golas, all in favor.

NAME	POSITION	DATE OF HIRE	ACADAMY GRADUATION DATE	LAST DAY ON PROBATION	REQUEST /EVAL RECEIVED
Kasia Duhaime*	Kitchen Worker-BOE	2/21/2018	n/a	n/a	11/21/2018

Nelida Darragh*	Kitchen Worker-BOE	8/28/2001	n/a	n/a	11/21/2018
Jennifer Misiaszek*	Kitchen Worker-BOE	8/28/2007	n/a	n/a	11/21/2018
Rebecca LaRose	Paraeducator-BOE	4/2/2018	n/a	10/22/2018	10/23/2018
Michael Joyce	IT Specialist/ Network Support Focus-NPU	5/21/2018	n/a	11/20/2018	11/20/2018
Ryan Flaherty	Firefighter	11/21/2018	rehire	n/a	10/31/2018
Kelly Houser	Registered Behavioral Technician-BOE	11/26/2018	n/a	none	11/20/2018
Megan Cugini	School Nurse-BOE	8/27/2018	n/a	11/29/2018	12/18/2018
Nancy Roberts	School Nurse-BOE	8/27/2018	n/a	11/29/2018	12/18/2018
Jessie Jusseaume	School Nurse-BOE	8/27/2018	n/a	12/2/2018	12/18/2018
Robert Kilpatrick	Program Coordinator- Recreation	7/2/2018	n/a	1/1/2019	1/3/2019
Maria Davila	Administrative Assistant-BOE	10/10/2018	n/a	1/7/2019	1/8/2019

* Food Services employees unionized effective 07/01/2017. Agreement to join fund signed Nov 2018.

K. New Employees:

Motion to acknowledge the following new employees made by Scott Suplita, seconded by Sheila Hayes, all in favor.

NAME	POSITION	DATE OF HIRE	CITY/STATE
Craig Berard	Janitor	11/19/2018	Jewett City CT
Tracie Price	Records Clerk	12/17/2018	Norwich CT
Daniel Goldberg	Police Officer	12/27/2018	Stafford Springs CT

V. Correspondence

Paul Schroder made a motion to **add under suspension of rules** the invoice from Brown Paindiris & Scott LLP for legal review of two DROs, seconded by Shiela Hayes, all in favor.

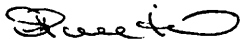
Domestic Relation Orders are reviewed by the actuary and Corporation Counsel. The cost of the review is passed on to the participant prior to the review. Historically, Brown Jacobson has included this service in their retainer with no direct cost to the city or the participant. An invoice was forwarded in November from Brown Jacobson for two reviews performed in October by Brown Paindiris & Scott LLC for \$250. The Board did not request an outside attorney legal opinion.

Motion to deny the approval of the Brown Paindiris & Scott LLP invoice 96931 made by Paul Schroder, seconded by Shiela Hayes, all in favor.

VI. Adjournment

Motion to adjourn made by Shiela Hayes, seconded by Rob Dempsey, all in favor. Meeting was adjourned at 8:08 pm.

Respectfully submitted,



Sandra Pimentel, Secretary