

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)

B. Members Absent

1. John John (voting member)
2. Richard Morelli (alternate)
3. Rob Dempsey (alternate)
4. Andre Rosedale (alternate)

C. Others Present

1. Brigid Marks, Director of Human Resources
2. Michael Gualtieri, City Treasurer
3. Josh Pothier, Comptroller
4. Sandra Pimentel, P&P Board Secretary

II. Minutes

A. Minutes of the September 17, 2019 Personnel & Pension Board Meeting.

Motion to approve the September 17, 2019 meeting minutes made by Shiela Hayes, seconded by Chris Golas, all in favor.

III. Old Business

A. UBS settlement agreement for excess OPEB management fees.

Paul Schroder and Scott Suplita met with Josh Pothier and Mike Gualtieri, who were in contact with UBS. The final agreement, approved by Mike Driscoll, states UBS will refund the OPEB Fund \$189,065.55 including 5% interest the period July 2017 thru September 2018.

UBS has also agreed to the City's request to reimburse the actual audit cost of the fees from July 2016 to December 2019, up to \$35,000. This includes both the Pension and OPEB funds. Josh Pothier reviewed the scope of the RFP with the Board.

Josh Pothier distributed an email from David Sears regarding the Quarterly Fee split. The split has been requested on future statements. Future fee reporting will be on the agenda at the November meeting to discuss with Marc Shegoski and David Sears from UBS.

Motion to authorize Paul Schroder to enter into the settlement agreement with UBS made by Shiela Hayes, seconded by Chris Golas, all in favor.

IV. New Business

Shiela Hayes made a motion to **add under suspension of rules** approval of the invoices from Milliman, seconded by Chris Golas, all in favor.

A. Approval of Milliman invoices 0054NMH910O and 0054NWH910P dated October 7, 2019.

Josh Pothier reviewed the services invoiced by Milliman per their proposal.

- Motion to approve Milliman invoices 0054NMH910O and 0054NWH910P dated October 7, 2019 for the fiscal year 2020 per the schedule made by Shiela Hayes, seconded by Chris Golas, all in favor.
- B. Applications for Retirement:
1. Diane Harrington, Administrative Assistant-BOE, for a normal retirement effective October 1, 2019.
 2. William Hathaway, Purchasing Agent, for a deferred retirement effective June 26, 2020. Motion to approve the applications for retirement made by Shiela Hayes, seconded by Chris Golas, all in favor.
- C. Pension Calculations:
1. Jean Depot, retired September 6, 2019. Her annual pension is calculated for \$14,137.52. Her application was approved at the June 2019 meeting. Motion to approve the pension calculation made by Shiela Hayes, seconded by Chris Golas, all in favor.
- D. Application for refund/ rollover of pension contributions:
1. Sam Jennings, Paraeducator-BOE, who resigned effective July 31, 2019. Refund of \$5,175.14 including interest.
 2. Lisa Robinson, Paraeducator-BOE, who resigned effective August 16, 2019. Refund of \$9,074.00 including interest.
 3. Joanne Miler, LPN-BOE, who resigned effective August 22, 2019. Refund of \$12,354.86 including interest.
 4. Owen Upton-Pepin, Paraeducator-BOE, who resigned effective August 23, 2019. Refund of \$4,276.49 including interest.
 5. Susan Doutre, School Nurse-BOE, who resigned effective September 10, 2019. Refund of \$6,313.88 including interest.
 6. Nicholas Hamby, Paraeducator-BOE, who resigned effective September 13, 2019. Refund of \$3,132.27 including interest. Motion to approve the refund applications made by Shiela Hayes, seconded by Chris Golas, all in favor.
- E. Request from Pat McLaughlin, PW Director, to extend the Light Equipment Operator eligibility list for six months. The current list expires on November 14, 2019. Form was received by the due date of September 30, 2019, but returned to the department for resubmission by Brigid Marks due to a typo. Motion to acknowledge the request was originally received by Human Resources before the due date made by Paul Schroder, seconded by Shiela Hayes, all in favor. Motion to extend the LEO list for six months made by Paul Schroder, seconded by Shiela Hayes, all in favor.
- F. New Employees:
 Motion to acknowledge the new employees made by Shiela Hayes, seconded by Chris Golas, all in favor.

| NAME | POSITION | DATE OF HIRE | CITY/STATE |
|---------------|------------------------------------|--------------|-------------|
| Lorie Trainor | Senior Center Van Driver | 9/30/2019 | Baltic CT |
| Craig Hopps | Truck, Auto and Equipment Mechanic | 10/7/2019 | Sterling CT |

G. 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 |
|--------------------|--------------------|--------------|-------------------------|-----------------------|------------------------|
| Maloyid Perkins | Safety Officer-BOE | 8/26/2019 | n/a | n/a | 9/3/2019 |
| Karissa Pellegrini | Paraeducator-BOE | 9/23/2019 | n/a | n/a | 10/8/2019 |
| Nolan Foley | Laborer | 10/9/2018 | n/a | 10/8/2019 | 10/7/2019 |

IV. Correspondence

None

V. Adjournment

Motion to adjourn made by Shiela Hayes, seconded by Chris Golas, all in favor.
Meeting was adjourned at 6:43 pm.

Respectfully submitted,

Sandra Pimentel, Secretary