

**I. Roll Call**

**II. Minutes**

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

**III. Old Business**

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

**IV. New Business**

- A. 2018 fourth quarter investment review with UBS.
- B. Calculation and review of the 2019 interest rate on contributions.
- 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 DeGross, Account Clerk II-NPU, for a deferred retirement effective March 8, 2019.
- 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 October 2, 2018. His pension is calculated for \$35,052.67 annually. His application was approved at the October 2018 meeting.
- 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.
- F. Notifications of Death:
1. Suzanne MacDowell, DOD November 11, 2018, who retired from NPU on September 7, 2013. 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.
- 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 5, 2019.
- 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 28, 2019.
- I. Hooker & Holcombe invoice HOH005586 in the amount of \$500 for approval.

J. Employees to be admitted into the City of Norwich Employees' Retirement Fund:

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:

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

None

VI. Adjournment