

~This was a virtual/remote meeting. ~

I. Roll Call

Meeting called to order by Paul Schroder at 3:00 pm.

A. Members Present

1. Paul Schroder, Chair (voting member)
2. Shiela Hayes (voting member)
3. Chris Golas (voting member)
4. Nate Kannas (voting member)
5. Rich Morelli (alternate - seated as a voting member)

B. Members Absent

1. John John (voting member)

C. Others Present

1. Brigid Marks, Director of Human Resources
2. Sandra Pimentel, P&P Secretary

II. Minutes

A. Minutes of the November 19, 2020 Personnel & Pension Board Meeting.

Motion to correct the deadline date in Item III. A. from December 31, 2019 to December 31, 2020 made by Shiela Hayes, seconded by Paul Schroder, all in favor.

Motion to approve the November 19, 2020 minutes as amended made by Paul Schroder, seconded by Nate Kannas, all in favor.

III. Old Business

A. The 2019 outside earnings request for service-connected disability pensioners was mailed in April 2020, but the tax filing date was extended to July 15, 2020. It has been reported by recipients the IRS is backlogged. Motion was made at the September 2020 meeting to extend the 2019 outside earnings review date until the November 2020 meeting. Motion made at the November 2020 meeting to extend the deadline to December 31, 2020, waive the requirement for the 2019 IRS transcript and accept a copy of the filed 1040 to verify earnings.

The Outside Earnings Report for CY 2019 was reviewed. All calendar year 2019 outside earnings information was received with the exception of Donald Cilley, Jr's information. Motion to continue the suspension of Don Cilley's service-connected disability benefit and adjust William Nash's benefit due to earnings over the allowable limit made by Shiela Hayes, seconded by Nate Kannas, all in favor.

Motion to accept the Outside Earnings Report for CY 2019 made by Shiela Hayes, seconded by Rich Morelli, all in favor.

IV. New Business

A. Applications for Retirement:

1. Barbara Richards, Paraeducator-BOE, for a normal retirement effective January 7, 2021.
2. Renee D'Elia, Paraeducator-BOE, for a normal retirement effective January 9, 2021.
3. Sharlene Cedrone, School Nurse-BOE, for a deferred retirement effective January 16, 2021, payable December 26, 2023.

- Motion to approve the applications for retirement with the deferred payable date made by Paul Schroder, seconded by Shiela Hayes, all in favor.
- B. Pension Calculations:
1. Charles Novak, retired October 31, 2020. His annual pension is calculated for \$39,204.15. His application was approved at the October 2020 meeting.
 2. Greg McDonald, retired November 8, 2020. His annual pension is calculated for \$51,733.83. His application was approved at the November 2020 meeting.
Motion to approve the pension calculations made by Shiela Hayes, seconded by Nate Kannas, all in favor.
- C. Application for refund/rollover of pension contributions:
1. Stephanie Scagliarini, Paraeducator-BOE, who terminated effective August 14, 2018. Refund of \$1,481.78 including interest.
 2. Melani Bradshaw, Paraeducator-BOE, who terminated August 14, 2018. Refund of \$771.72 including interest.
 3. Megan Zachem, School Nurse-BOE, who terminated August 30, 2020. Refund of \$8,730.52 including interest.
 4. Edward Guntner, Facility Supervisor-BOE, who terminated effective March 4, 2020. Refund of \$47,665.00 including interest.
 5. Susan MacGregor, Administrative Assistant-BOE, who terminated effective November 20, 2020. Refund of \$690.15 including interest.
 6. Ashley Migliacco, Paraeducator-BOE, who terminated effective December 2, 2020. Refund of \$9,370.46 including interest.
 7. Mianair Vargas, Paraeducator-BOE, who terminated effective December 18, 2020. Refund of \$6,177.34 including interest.
 8. Kristin Redman, Paraeducator-BOE, who terminated effective December 18, 2020. Refund of \$10,379.47 including interest.
Motion to approve the refund calculations made by Shiela Hayes, seconded by Rich Morelli, all in favor.
- D. Notification of Death:
1. Dale Arnold, DOD November 23, 2020, who retired from NPU on April 13, 1996. No further benefit due.
 2. Elizabeth Bordeau, DOD December 9, 2020, who retired from the Senior Center on July 1, 2009. No further benefit due.
Motion to acknowledge the notifications of death made by Shiela Hayes, seconded by Nate Kannas, all in favor.
 3. Franz Redanz, DOD December 18, 2020, who retired from the Fire Department on July 9, 1990. Survivor benefit to be paid to his spouse, Maureen, in the annual amount of \$8,803.57.
 4. Alexander Zoladz, DOD December 29, 2020, who retired from NPU on June 1, 2013. Survivor benefit to be paid to his spouse, Deborah, in the annual amount of \$50,035.62.
Motion to acknowledge the notifications of death and approve the survivor benefits made by Shiela Hayes, seconded by Nate Kannas, all in favor.
 5. Deborah Jakubielski. DOD December 29, 2020, who retired from Public Works on November 19, 2019. Contributions in excess of retirement benefits paid to be paid to beneficiary, Amy Jakubielski, in the amount of \$56,857.45.

Motion to acknowledge the notification of death and approve the beneficiary payment made by Shiela Hayes, seconded by Nate Kannas, all in favor.

E. 2021 interest rate for employee contributions.

Josh Pothier submitted the calculation of the 2021 interest rate. The average from the last five calendar years of the Average Yield on 10-Year Treasury Bonds is 2.022%.

Motion to adopt the 2021 interest calculation for employee contributions made by Shiela Hayes, seconded by Nate Kannas, all in favor.

F. Review of board member term and expirations.

Three board members' terms expire on March 1, 2021. John John, whose term expires on March 1, 2021, has missed more than three consecutive meetings.

Motion to send a letter to John John requesting submittal of his resignation letter and thank him for his years of service made by Paul Schroder, seconded by Shiela Hayes, all in favor.

G. New Employees:

Motion to acknowledge the new employees made by Shiela Hayes, seconded by Nate Kannas, all in favor.

NAME	POSITION	DATE OF HIRE	CITY/STATE
Kyle Gervais	Accounting Generalist	09/21/2020	Middletown CT
Ana Acevedo	Revenue Collection Clerk (Bilingual)	11/30/2020	New London CT
Victoria Peyton	Assessment Analyst	12/28/2020	Moosup CT
Heather Lariviere	Janitor	01/07/2021	Norwich CT

H. 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 Nate Kannas, all in favor.

NAME	POSITION	DATE OF HIRE	ACADAMY GRADUATION DATE	LAST DAY ON PROBATION	REQUEST /EVAL RECEIVED
Zac Topping	Firefighter	08/19/2019	12/5/2019	12/05/2020	11/17/2020
Joseph Fenton	Computer Repair Technician-BOE	01/29/2020	n/a	n/a	08/21/2020
Laura Dietrich	Nursing Supervisor-BOE	11/23/2020	n/a	n/a	11/17/2020
Scott Tonucci	Head Custodian - BOE	05/27/2020	n/a	n/a	11/27/2020
Gloria Adames-Sotomayor	Coordinator of Afterschool Programs and Attendance-BOE	11/12/2020	n/a	n/a	11/19/2020
Kyle Blake	Janitor	12/16/2019	n/a	n/a	12/16/2020

Paul Schroder made a motion to **add under suspension of rules** an eligibility list request received today, seconded by Shiela Hayes, all in favor.

- I. Request from Chris LaRose, General Manager-NPU, to extend the GIS Analyst eligibility list for one year. The list expires on March 6, 2021.
Motion to approve the request to extend the GIS Analyst eligibility list for one year made by Shiela Hayes, seconded by Nate Kannas, all in favor.

IV. Correspondence
None.

- V. **Adjournment**
Motion to adjourn made by Shiela Hayes, seconded by Nate Kannas, all in favor. Meeting was adjourned at 3:34 pm.

Respectfully submitted,

Sandra Pimentel, Secretary

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