

I. Roll Call:

- A. Members Present
 - 1. Paul Schroder
 - 2. Frank Davis
 - 3. Sarah Kannas
 - 4. Jerald Navick
 - 5. Joanne Philbrick
 - 6. Richard Benoit, Alternate (non-voting member)
 - 7. James Tetreault, Alternate (non-voting member)
- B. Members Absent
 - 1. John A John, Alternate
- C. Others Present
 - 1. Thomas Dawkins, Human Resources Director
 - 2. Donna DesSureault, Secretary
 - 3. Brian Curtin, City Treasurer
 - 4. William Block, Purchasing Agent

II. Minutes

- A. Minutes of Personnel and Pension Board Meeting held on 10/21/2008.
 - 1. Motion by Sarah Kannas; seconded by Jerald Navick to accept the minutes of the 10/21/2008 Regular Monthly Meeting. All in favor.

III. New Business

- A. Application from Dorothy Nowakowski, Assistant to the Purchasing Agent, for a regular General City Retirement effective 1/7/2009. Motion by Frank Davis; seconded by Sarah Kannas to approve the application. All in favor.
- B. Medical bills for payment - No business under this item.
- C. Acknowledgment of New Employees - Motion by Jerald Navick, seconded by Frank Davis to accept the names of the newly hired employees. After seconding the motion, Frank Davis asked for an explanation as to what the agreement entailed. Tom Dawkins explained that the employees were accepted into the bargaining unit per a memorandum of agreement between the City of Norwich and CILU #11; a copy of same was attached to the agenda for reference. Tom Dawkins also explained that for many years the employees were paid as independent contractors, which is why the hire date was retroactive to 7/1/2007. All in favor.
New employees were:
 - 1. Sherry Filiatreault, Children First Network Coordinator (Human Services Dept.), DOH retroactive to 7/1/2007 per agreement between the City of Norwich and CILU #11.
 - 2. Patricia Dixe, Cool Directions Coordinator (Human Services Dept.) - DOH retroactive to 7/1/2007 per agreement between the City of Norwich and CILU #11.
 - 3. Raymond Hulten, Cool Directions Case Manager (Human Services Dept.) - DOH retroactive to 7/1/2007 per agreement between the City of Norwich and CILU #11.
- D. Employees to be admitted into the City of Norwich Employees' Retirement Fund:
 - 1. Laura Danao, Management Group Secretary (NPU), effective 10/12/2008 - motion by Frank Davis, seconded by Joanne Philbrick to approve admittance. All in favor.
 - 2. Katie Moors, Payroll Clerk (NPU), effective 10/12/2008 - motion by Jerald Navick; seconded by Frank Davis to approve admittance. All in favor.

3. Sherry Filiatreault, Children First Network Coordinator (Human Services), effective 10/20/2008 (first day on the City payroll time sheets) per agreement between the City of Norwich and CILU #11 - motion by Frank Davis; seconded by Jerald Navick to approve admittance. All in favor.
4. Patricia Dixe, Cool Directions Coordinator (Human Services Department), effective 10/20/2008 (first day on the City payroll time sheets) per agreement between the City of Norwich and CILU #11 - motion by Frank Davis; seconded by Sarah Kannas to approve admittance. All in favor.
5. Raymond Hulten, Cool Directions Case Manager (Human Services Department), effective 10/20/2008 (first day on the City payroll time sheets) per agreement between the City of Norwich and CILU #11 - motion by Frank Davis; seconded by Joanne Philbrick to approve admittance. All in favor.
6. Teena Mattos, Human Resources Assistant, H. R. Department, effective 10/16/2008 - motion by Frank Davis; seconded by Jerald Navick to approve admittance. All in favor.
7. Anna Von Tish, Police Records Computer Operator (Police Department), effective 10/17/2008 - motion by Frank Davis; seconded by Jerald Navick to approve admittance. All in favor.
8. Kenneth Bellinger, Laborer (Public Works Department), effective 10/1/2008 - motion by Sarah Kannas; seconded by Jerald Navick to approve admittance. All in favor.
9. Mark Garrison, Laborer (Public Works Department), effective 9/24/2008 - motion by Frank Davis; seconded by Sarah Kannas to approve admittance. All in favor.
10. Francis Rugg, Police Officer (Police Department), effective 8/13/2008 - motion by Sarah Kannas; seconded by Frank Davis to approve admittance. All in favor.

E. Request from Sherry Filiatreault, Patricia Dixe, and Raymond Hulten to purchase back prior City service time from 7/1/07 - 10/19/2008. All employees were formerly paid as grant-funded independent contractors through the Accounts Payable system through 10/19/08, and were approved as employees per an agreement between the City of Norwich and CILU #11. The approval to begin pension deductions starting 10/20/2008 was previously approved in Section D of the 11/18/2008 meeting. Joanne Philbrick requested an explanation as to how the employees could be allowed to purchase back time from a time period when they were paid as independent contractors. Tom Dawkins explained that CILU #11 filed a grievance that Hulten, Dixe, and Filiatreault were doing bargaining unit work, and should be City employees instead of independent contractors. He stated that grant funding is not the deciding factor on whether the status of the people in question should be considered as City employees vs. independent contractors, and that there were labor laws used as criteria to determine the same. Joanne Philbrick asked if this had been done before; Tom Dawkins stated that it had been done in the past. Frank Davis questioned whether the employees would ask to purchase previous time prior to 7/1/2007. Tom Dawkins stated that he could not predict whether the employees would ask to purchase any time prior to 7/1/2007. Joanne Philbrick asked if all 3 employees started working as contractors at the same time, and what that date was. Tom Dawkins stated that he did not have an exact date; that Pat Dixe was rehired back in 2003, and that all 3 had been working for years. Joanne Philbrick stated that she did not agree with the memorandum of agreement drawn up between the City and CILU #11 in this matter. Motion by Frank Davis; seconded by Jerald Navick to approve the prior purchase time from 7/1/2007 through 10/10/2008, to be completed within the normal/usual 2-year time frame, as done for probationary period buybacks. Passed with 1 abstention (Philbrick).

F. Request from Phyllis Shortsleeve (Board of Education employee) for a refund of pension contributions dated 11/3/2008. Ms. Shortsleeve left employment on 10/14/2008. Motion by Frank Davis; seconded by Sarah Kannas to approve the refund in the amount of \$1,636.59. All in favor.

IV. Old Business

A. William Block, Purchasing Agent - discussion of OPEB Account RFP document. Prior to the discussion, Paul Schroder stated that he had received a OPEB trust agreement document from Joseph Ruffo, Comptroller for his signature as Board Chairman, and that he had questions regarding Article 6.1 on page 9 (Provision relating to trustees). He stated that he had questions on the language. He also stated that Section 7.3 (the "removal of trustee" section) states that "Employer or his delegates may remove a trustee by giving advance notice to such trustee or all other trustees". He asked if this meant that someone from the City could remove any P&P Board member as a trustee. Brian Curtin asked if the language was standard language for such a document. He also stated that the according to the City charter, the City cannot remove someone from a Board unless they violate a specific section mentioned in the charter. Paul Schroder felt that should be further discussion with City Treasurer Brian Curtin, Comptroller Joseph Ruffo, City Manager Alan Bergren, and himself to clarify the language before the next meeting. William Block spoke about the OPEB RFP draft. He mentioned that he used Hooker & Holcombe's agreement with the City as Financial Advisor to the City Retirement Fund as a model for the draft. Discussion ensued as to the size of the firms/companies that may apply, due to the current small size of the Fund. Mr. Block mentioned that the minimum eligibility criteria was that the advising firm should have been in existence for at least 5 years, that allowance will be given to advisory teams that have been intact at another firm for at least 5 years, and that the lead advisor should have at least 10 years of professional experience in financial advisement. Discussion resulted in suggestions that the Fund should be handled the same way as the Volunteer Firefighters Pension Fund; that the advisors should have experience with group or municipal fund experience not individual; and advertising the RFP in financial trade journals, as well as on the City website. Motion made by Paul Schroder to advertise the RFP in trade journals and the City website. William Block suggested that the document should be thoroughly reviewed before advertising. Further discussion resulted in a motion made by Paul Schroder to table advertising the RFP and have Corporation Counsel Michael Driscoll review the document, make an opinion, and attend the next meeting. Further discussion transpired, however; no second was made on the motion.

B. Pension refund calculation for Daniel Doorn (Board of Education employee) in the amount of \$7,332.11. Mr. Doorn left employment on 9/16/2008. See IV/G.

C. Pension rollover calculation for Mark Dean (Police Department) in the amount of \$34,305.18. Mr. Dean left employment on 6/29/2007. See IV/G.

D. Pension rollover calculation for Laura Zellner (Police Department) in the amount of \$35,605.68. Ms. Zellner left employment on 6/2/2008. See IV/G.

E. Pension calculation for Michael Lavalley in the amount of \$68,130.62 annually. See IV/G.

F. Pension calculation for Thomas Mikula, Jr. in the amount of \$47,441.21 annually. See IV/G.

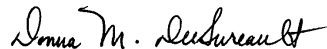
G. Pension calculation for Anastas Provatas in the amount of \$47,603.26 annually. Motion to accept calculations for items IV/A through IV/G by Jerald Navick; seconded by Joanne Philbrick. All in favor.

H. Request from Jeffrey Giovanni dated 11/4/2008 to change the status of the Board's decision from approval of a non-service connected disability pension to approval of a service-connected disability pension. Tom Dawkins stated that he had received a letter from Mr. Giovanni claiming that physical difficulties from his arm injury at work was related to the cause of the disability that forced him to retire. At this point Brian Curtin excused himself from the rest of the meeting agenda and left. Donna DesSureauult passed out a copy of a letter from Dr. Ammar Traboulsi that accompanied the letter from Mr. Giovanni. Richard Benoit pointed out that if Mr. Giovanni's pension type was changed to a service-connected disability pension, that he would subject to the outside earnings clause. As the copies of the letters contained copies of highlighted areas of the original, they were extremely hard to read. The original letter with the highlighted areas was passed around to the Board members to read and passed back to Donna DesSureauult, Secretary. After much discussion regarding a section of the letter containing information regarding previous conditions, a motion was made by Frank Davis to deny the request to change the pension type from a non-service-connected disability to a service-connected disability pension. Paul Schroder stated that a letter should be written to Mr. Giovanni from the Board stating the denial of his request to change the pension type from non-service-connected disability to service-connected disability. Frank Davis restated the motion to deny the change; seconded by Jerry Navick. All in favor.

IV. Adjournment

1. Motion by Sarah Kannas; seconded by Jerald Navick to adjourn the meeting. All in favor. Meeting adjourned at 7:07 P.M.

Respectfully submitted,



Donna DesSureauult, Secretary