

**I. Roll Call:**

- A. Members Present
  - 1. Paul Schroder
  - 2. Frank Davis
  - 3. Jerald Navick
  - 4. Sarah Kannas
  - 5. Joanne Philbrick
  - 6. James Tetreault, Alternate
- B. Members Absent
  - 1. John A John, Alternate
  - 2. Richard Benoit, Alternate
- C. Others Present
  - 1. Brigid Marks, Assistant Human Resources Director
  - 2. Donna DesSureau, Secretary
  - 3. Brian Curtin, City Treasurer
  - 4. Peter Schultheis, Director of Youth & Family Services

**II. Minutes**

- A. Minutes of Personnel & Pension Board Regular Meeting held on 3/17/2009.
  - 1. Motion to accept the minutes by Sarah Kannas, seconded by Jerald Navick; all in favor.

**III. New Business**

- A. Invoices from Hooker & Holcombe, Inc. for :
  - 1. Completion of the 1/1/07 valuation of the City's OPEB plan and preparation of the 6/30/08 GASB 43/45 accounting report.
  - 2. Actuarial services for the period of 6/1/08 – 2/28/09. Motion to approve paying the invoices by Sarah Kannas; seconded by Jerald Navick; all in favor.
- B. Notification of a survivor pension for Sophie LaBrie, spouse of retiree Felix LaBrie, who died on 3/29/09, in the amount of \$3,235.80 annually. Motion to approve by Jerald Navick; Frank Davis; all in favor.
- C. Application from Joy Hinchey, Board of Education, for a refund of pension contributions and interest in the amount of \$2,145.17. Ms. Hinchey was accepted into the Retirement Fund effective 2/10/2008, but did not buy back her probation time. Deductions began on 5/11/08. Ms. Hinchey resigned on 2/6/2009. Motion to approve by Frank Davis, seconded by Joanne Philbrick; all in favor.
- D. Application from Charles Glinski, Assessor, for a regular/normal General City Retirement, effective 5/30/09. Motion to approve by Sarah Kannas, seconded by Frank Davis; all in favor.
- E. Application from Thomas Dawkins, Director of Human Resources, for a deferred General City Retirement with immediate benefits, effective 5/30/09. Motion to approve by Frank Davis, seconded by Sarah Kannas; all in favor.
- F. Application from James Deveny, Police Sergeant, for a regular/normal Police Retirement, effective 4/11/09. Mr. Deveny is also forwarding a letter to the Board regarding his recently denied probationary period buyback. Motion to approve the application for retirement by Jerald Navick, seconded by Joanne Philbrick; all in favor. Some discussion regarding Mr. Deveny's letter requesting that the Board attach the letter to Mr. Deveny's retirement application and place it in his personnel file. Mr. Deveny noted in the letter that he had been denied his request to purchase his probationary time, and that if the same request is approved for any employee in the future, that his request dated 2/19/08 then be approved at

- that time. Motion to acknowledge and accept the letter into his personnel file by Paul Schroder; seconded by Frank Davis; all in favor.
- G. Application from Kathleen Lawson, Special Education Paraprofessional, Board of Ed., for a regular General City Retirement, effective 4/1/2009. Motion to approve by Frank Davis; seconded by Jerald Navick; all in favor.
- H. Request from Peter Schultheis, Youth & Family Services Director to purchase his prior service and probationary time. Mr. Schultheis worked for the City as an independent contractor in 1980 and was hired by the City as the Clinical Director for the Youth Service Bureau on 11/23/87. Mr. Schultheis previously requested to purchase his prior service and probationary time; the Board approved a request on 5/24/90 to purchase the period of 11/23/87 – 4/15/90 (payroll deductions began on 4/16/90). Mr. Schultheis was given a cost estimate of the purchase, but did not return the form. Notes from Vivian LaPointe, former Retirement Plan Administrator, show that Mr. Schultheis chose to bring the sheet to his accountant, and that Mr. Schultheis understood that he had 1 year from 5/24/90 to let her know if buying the time or not, and 2 years from 5/24/90 to complete the purchase. To date he has not returned the form requesting the purchase. At this point Donna DesSureault passed out the request letter from Mr. Schultheis, which was received at the start of the meeting. Sarah Kannas asked Mr. Schultheis whether anything had changed between the time of the 2005 request (which was denied) and now. Mr. Schultheis stated that he was in a better financial position now to pay the buyback amount. James Tetreault noted that it had been the position of the Board to deny such a request, when the employee was given the opportunity in the past and the employee did not select to purchase the buyback at that time, only to request to purchase the time later. Sarah Kannas noted that the Board was trying to maintain consistency. Paul Schroder noted that there were actually 2 requests – one for the period of 1980-86 while Mr. Schultheis was a contract employee; the other for the period of 1987-1990 for his probationary time. After some discussion, Brigid Marks asked Mr. Schultheis to clarify if he was currently interested in purchasing the period of 1987-1990. Mr. Schultheis replied that the time frame he was interested in pursuing was the 1987-1990 period. Joanne Philbrick asked Mr. Schultheis if he was asking the Board to reverse the Board's 2005 decision. Mr. Schultheis replied that he was asking to board to reconsider the decision. After more discussion, motion made by Frank Davis to deny Mr. Schultheis' current request to purchase the period of 11/23/87 – 4/15/90, in reference to the Board's prior 2005 decision; seconded by Sarah Kannas; all in favor.
- I. Medical bills for payment - no business under this item.
- J. Employees to be admitted into the City of Norwich Employees' Retirement Fund. Motion to approve all employees listed into the Fund by Joanne Philbrick; seconded by Sarah Kannas; all in favor.
- K. New employees: none at this time – no action.
- L. **Added under suspension of the rules:** A discussion regarding underfunding the City Retirement Fund by approximately ½ the budgeted amount (\$1.2 million) in order to save jobs. Paul Schroder suggested that the Board send a letter to the City Council asking that the City postpone 50% of the 7/1/09 contribution until a later date, assuming that the money saved could be used to offset employee layoffs. Joanne Philbrick noted that she applauded Mr. Schroder's request, and that she hoped that the Board would approve it. After more discussion, motion made by Paul Schroder to set a meeting with the City Manager, Mayor, Comptroller, Human Resources Director, City Treasurer, and the Board to discuss layoffs and pension funding; seconded by Frank Davis; motion passed with one vote to deny (Sarah Kannas).


**IV. Old Business**

- A. Pension calculation for David Plante, who retired on 3/4/09 from NPU - annual amount = \$50,387.73. Mr. Plante's retirement was approved at the 3/17/09 meeting. Motion to approve items A through C by Frank Davis; seconded by Sarah Kannas; all in favor.
- B. Pension calculation for Paul Tetreault Sr., who retired on 3/18/09 from the Fire Department - annual amount = \$51,393.17. Mr. Tetreault's retirement was approved at the 3/17/09 meeting. See item A for motion approval.
- C. Pension calculation for Joseph Stahlinski, who retired on 4/4/09 from NPU - annual amount = \$50,992.54. Mr. Stahlinski's retirement was approved at the 3/17/09 meeting. See item A for motion approval.
- D. Status update on Steven Palmer's retirement and Workers' Compensation payments - tabled from the 2/17/09 meeting. Motion to table discussion until the next meeting by Paul Schroder; seconded by Frank Davis; all in favor.
- E. Legal opinion from Michael Driscoll, Corporation Counsel, regarding the terms for appointed and elected Personnel & Pension Board members. Donna DesSureauult stated that she had not yet received the legal opinion from the Corporation Counsel. Discussion followed regarding how the Board pays the Corporation Counsel for legal opinions, and what the cost will be for this legal opinion request. Brigid Marks stated that she will find out how the Corporation Counsel is paid.
- F. **Added under suspension of the rules** – a discussion of the OPEB RFP responses. Paul Schroder asked Secretary Donna DesSureauult to schedule dates in May, for presentations to the Board by the companies responding to the RFP. Ms. DesSureauult stated that she would do so.

**V. Adjournment**

- 1. Motion by Paul Schroder; seconded by Sarah Kannas to adjourn the meeting, all in favor. Meeting adjourned at 7:30 PM.

Respectfully submitted,



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Donna DesSureauult, Secretary