

I. Roll Call:

- A. Members Present
 - 1. Paul Schroder
 - 2. Frank Davis
 - 3. Jerald Navick
 - 4. Sarah Kannas
 - 5. Joanne Philbrick
 - 6. Richard Benoit, Alternate (Non-voting member)
- B. Members Absent
 - 1. John A John, Alternate
 - 2. James Tetreault, Alternate
- C. Others Present
 - 1. Brigid Marks, Assistant Human Resources Director
 - 2. Donna DesSureault, Secretary
 - 3. Brian Curtin, City Treasurer

II. Minutes

- A. Minutes of Personnel & Pension Board Regular Meeting held on 6/16/2009; minutes of Personnel & Pension Board Special Meeting held on 6/30/09; minutes of Personnel & Pension Board Special Meeting held on 7/6/09.
 - 1. Sarah Kannas requested a revision to Item III(E) – adding the phrase “as requested and presented to the Board by Brigid Marks” to the last sentence of the paragraph. Motion by Jerald Navick to accept the minutes with the revision; seconded by Sarah Kannas, all in favor.
 - 2. Motion to accept the 6/30/09 meeting minutes by Sarah Kannas; seconded by Jerald Navick, all in favor.
 - 3. Motion to accept the 7/6/09 meeting minutes by Joanne Philbrick; seconded by Frank Davis, all in favor.

III. New Business

- A. Application from Barbara Hunt, Asst. to the Registrar of Voters, for a regular/normal General City Retirement effective 7/1/09. Motion to approve by Frank Davis; seconded by Jerald Navick, all in favor.
- B. Application from Elizabeth Bordeau, Clinical Secretary (Sr. Services Dept.) for a regular/normal General City Retirement effective 7/1/09. Motion to approve by Frank Davis; seconded by Paul Schroder, all in favor.
- C. Application from Peter Schultheis, Director of Youth and Family Services (Y&FS Department) for a deferred retirement effective 7/1/09, payable on 1/20/2013. Mr. Schultheis' application is for a deferred retirement, with the understanding that if the Board allows his contractor time as service time (currently pending as a legal opinion from the Corporation Counsel) then he will be eligible upon approval of the extra service time for a regular/normal retirement, retroactive to/effective 7/1/09. If the extra service time is approved, his retirement would be revised from a deferred to a regular/normal General City Retirement effective 7/1/09. Mr. Schultheis has also submitted a letter with his application for reference in regards to the pending legal opinion about his service time. Motion made by Paul Schroder to suspend New Business Item C and move to Old Business Item F; seconded by Sarah Kannas; all in favor. Secretary Donna DesSureault stated that the Corporation Counsel did not have the

legal opinion on Mr. Schultheis' employment status ready for tonight's meeting. Motion to return to New Business Item C by Paul Schroder; seconded by Frank Davis, all in favor. After a short discussion, motion made by Paul Schroder to table Mr. Schultheis' application for a deferred pension until the Corporation Counsel's legal opinion regarding Mr. Schultheis' employment status has been received, with the acknowledgement that Mr. Schultheis is eligible at the very least for a deferred pension eff. 7/1/09 (payable on 1/20/2013); seconded by Frank Davis, all in favor.

- D. Application from Paulette Craig, Zoning Officer (Planning Department) for a regular/normal General City Retirement effective 9/16/09. Motion by Jerald Navick to approve Items D through Items G; seconded by Sarah Kannas, all in favor.
- E. Application from Roy Bourque, Senior Watch Engineer (NPU) for a regular/normal General City Retirement effective 7/11/09. See Item D for item approval.
- F. Application from John Samokar, Maintainer (Board of Ed.) for a regular/normal General City Retirement effective 8/8/09. See Item D for item approval.
- G. Application from Albert Jaskot, Sr. Maintenance Mechanic, for a regular/normal General City Retirement effective 7/25/09. See Item D for item approval.
- H. Application from Susan Mecteau, Paraeducator (Board of Ed.) for a non-service-connected disability General City Retirement effective 7/1/09. Secretary Donna DesSureault passed out a copy of Ms. Mecteau's job description and a letter from Dr. Bundy as backup documentation supporting Ms. Mecteau's non-service-connected disability retirement to the Board. After a short discussion; motion to approve by Sarah Kannas; seconded by Jerald Navick, all in favor. The medical documentation was returned to the Secretary for disposal.
- I. Application from James Sullivan, Police Officer (Police Department) for a non-service-connected disability Police Retirement effective 6/17/09. Secretary Donna DesSureault passed out a copy of Mr. Sullivan's job description and a letter from Dr. Okasha as backup documentation supporting Mr. Sullivan's non-service-connected disability retirement. After reading the documentation, Joanne Philbrick asked if the City had an Employee Assistance Program that may have been able to help Mr. Sullivan. Brigid Marks replied that there is an Employee Assistance Program available to employees, but that she could not say whether a specific employee has been enrolled in the program (due to confidentiality). After a short discussion, motion to approve made by Joanne Philbrick; seconded by Frank Davis, all in favor.
- J. Request from John Bilda to extend the eligibility list for the position of Apprentice Maintenance Mechanic, which will currently expire on 7/24/09. Motion to suspend New Business Item J and move to Old Business Item D by Paul Schroder; seconded by Frank Davis, all in favor. Brigid Marks read the draft for a possible addition to the Merit System Rules regarding the expiration dates for certification lists. The expiration date for a certification list would be 90 days after the expiration date of the corresponding eligibility list. After discussion, it was agreed that it would be a departmental policy instead. Motion to accept the new Human Resources certification expiration policy of 7/21/09 by Paul Schroder; seconded by Frank Davis, all in favor. Motion to return to New Business Item J by Paul Schroder; seconded by Frank Davis, all in favor. After reviewing Mr. Bilda's request, motion made by Paul Schroder to extend the eligibility list for the position of Apprentice Maintenance Mechanic by one year; seconded by Jerald Navick, all in favor.
- K. Medical bills for payment – no business under this item; no action required.
- L. Employees to be admitted into the City of Norwich Employees' Retirement Fund:

| NAME | POSITION | DATE OF HIRE | ACAD. GRAD. DATE | PROB. PERIOD UP ON: | EVAL./REQUEST FORM RECEIVED BACK ON: |
|-------------|----------------|--------------|------------------|---------------------|--------------------------------------|
| Avery Marsh | Police Officer | 1/28/08 | 7/2/2008 | 7/1/2009 | 7/8/2009 |

Motion to approve by Jerald Navick; seconded by Frank Davis, all in favor.

- M. New employees:
1. Patricia Osten, Accounting Generalist, Finance Department – DOH 6/15/09. Motion to approve by Paul Schroder; seconded by Jerald Navick, all in favor.
- N. Added under suspension of the rules: discussion of a letter from David Siswick regarding his 7/1/09 demotion, received by the Human Resources Department. Mr. Siswick had requested that his letter for a hearing be put on the agenda for the 7/21/09 meeting. Brigid Marks requested that she be able to speak regarding this issue. Motion by Joanne Philbrick to add this item to the agenda under New Business as Item N; seconded by Sarah Kannas, all in favor. Paul Schroder read from the Merit System Rules #XIII, Sec. A regarding dismissal, demotion, and suspension appeals, which states that an employee who is demoted may appeal (within 10 days of the effective date of the demotion) in writing for a hearing to the Personnel & Pension Board, and that the Board will hold a hearing within 10 days of receipt of the request. Brigid Marks read CT General Statute #7-474(f), which states that if there is a conflict between any agreement reached by a municipal employer and an employee organization and any charter, special act, ordinance, rules or regulations adopted by the municipal employer or its agents such as a personnel board, the terms of the agreement will prevail. After a discussion, it was agreed that Mr. Siswick would have to pursue the demotion issue through the grievance procedure, as he is a member of a bargaining unit, and the subject is covered in the CILU #24 collective bargaining agreement, and is not subject to a hearing by the Personnel & Pension Board. Motion made by Paul Schroder to have Brigid Marks draft a letter to Mr. Siswick advising him to pursue this matter through the grievance procedure, as the grievance procedure prevails. Motion seconded by Jerry Navick, all in favor.

IV. Old Business

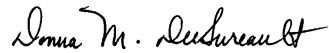
- A. Pension calculation for Michael Blanchette, who retired on 4/25/09 from the Police Department – annual amount = \$43,416.40. Mr. Blanchette's retirement was approved at the 6/16/09 meeting. Motion to approve by Jerald Navick; seconded by Sarah Kannas, all in favor.
- B. Pension calculation for Norma Wallace-Martin, who retired on 6/12/09 from the City Manager's Department - annual amount = \$20,910.16. Ms. Wallace-Martin's retirement was approved at the 6/16/09 meeting. Motion to approve by Frank Davis; seconded by Sarah Kannas, all in favor.
- C. Updated 2008 outside earnings report (for service-connected disability pensions with the outside earnings clause) from Donna DesSureau. Ms. DesSureau noted that the only change was the information provided by Joseph Galipeau. Mr. Galipeau had notified Ms. DesSureau that he had filed for an extension for his Federal tax return, and that he would provide the earnings information as soon as his accountant had completed his return. Mr. Galipeau's updated information on the report showed that no reduction or suspension of his current pension payment was necessary. Motion to accept the updated report by Paul Schroder; seconded by Frank Davis, all in favor.
- D. Update on the expiration date of certifications document from Brigid Marks. See New Business Item III(J) for discussion and approval.
- E. Update on handout for employees applying for a disability retirement from Donna DesSureau. Ms. DesSureau stated that she was still working on the document, and did not want to rush as it was comprehensive. No action required.
- F. Update on the legal opinion from Michael Driscoll, Corporation Counsel on the employment status of Peter Schultheis. See New Business Item III(C) for discussion.

- G. Status update on the legal opinion from Michael Driscoll, Corporation Counsel, regarding the terms for appointed and elected Personnel & Pension Board members. Secretary Donna DesSureauult stated that the Corporation Counsel informed her that the legal opinion would not be ready for tonight's meeting. No action required.

V. Adjournment

1. Motion to adjourn by Frank Davis; seconded by Sarah Kannas to adjourn the meeting, all in favor. Meeting adjourned at 7:10 PM.

Respectfully submitted,



Donna DesSureauult, Secretary