

**I. Roll Call:**

- A. Members Present
  - 1. Paul Schroder
  - 2. Frank Davis
  - 3. Jerald Navick
  - 4. Sarah Kannas
  - 5. Joanne Philbrick
- B. Members Absent
  - 1. Richard Benoit, Alternate
  - 2. James Tetreault, Alternate
  - 3. John A John, Alternate
- C. Others Present
  - 1. Brigid Marks, Assistant Human Resources Director
  - 2. Donna DesSureault, Secretary
  - 3. Brian Curtin, City Treasurer
  - 4. Attorney Kevin Emerson, Corporation Counsel
  - 5. Peter Schultheis, Retiree

**II. Minutes**

- A. Minutes of Personnel & Pension Board Regular Meeting held on 9/15/2009.
  - 1. Motion to accept the 9/15/09 meeting minutes by Jerald Navick; seconded by Frank Davis, all in favor.

**III. Old Business**

- A. Update on the legal opinion from Michael Driscoll, Corporation Counsel on the employment status of Peter Schultheis, and the possible vote on Mr. Schultheis' retirement effective 7/1/09 (vote tabled at the 7/21/09, 8/18/09, and 9/15/09 meetings). Atty. Emerson asked if the Board would consider going into executive session, as the information on the legal opinion was subject to attorney-client privilege. Motion made to go to executive session by Frank Davis; seconded by Sarah Kannas, all in favor. Sarah Kannas asked if Donna DesSureault and Brigid Marks should be allowed to stay in the executive session. Motion made by Paul Schroder that Brigid Marks, Donna DesSureault, and Brian Curtin be allowed to stay in the executive session; seconded by Jerald Navick, all in favor. Peter Schultheis left the room for the executive session. After a short time, motion made by Paul Schroder to return to the regular meeting session; seconded by Sarah Kannas, all in favor. Peter Schultheis was asked to return to the meeting. Paul Schroder noted that no votes were taken during the executive session. He stated that it appeared that under the Retirement Plan rules and under other statutes, due to Mr. Schultheis working the 35-hr. workweek and other considerations, that he could be considered as an employee. He acknowledged that there would be a liability both to Mr. Schultheis and to the Retirement Fund if Mr. Schultheis were allowed to buy back his previous City service time. Mr. Schroder asked Mr. Schultheis was aware of the cost to him if the buyback was approved; Mr. Schultheis stated that Donna DesSureault had furnished him with an estimate. Ms. DesSureault then gave Mr. Schultheis a copy of the final calculation showing the total cost with interest to be \$18,725.57. Motion made by Frank Davis to allow Mr. Schultheis to buy his previous prior City service time (paid through the Accts. Payable system) and his interim time, which would allow Mr. Schultheis enough service time to take a normal retirement eff. 7/1/09; seconded by Jerald Navick.

- Paul Schroder stated that he would like to amend the motion to state that the Board would allow Mr. Schultheis to buy his prior City service time for 5/30/83 – 11/22/87 and interim time from 5/23/88 – 4/15/90, noting that the buyback did not include Mr. Schultheis' probationary period, which was previously submitted to the Board for a buyback by Mr. Schultheis and subsequently denied. Donna DesSureault stated that Mr. Schultheis would have a total of 25 years and 4 months of service if the prior City service and interim buybacks were approved, as it would add 6 years, 1 month, and 28 days to his total service time. She also stated that the total cost of the buyback would be \$18,725.57. Mr. Schroder noted that Mr. Schultheis would not have the service time credited until the buyback payment was paid in full. Motion made by Paul Schroder to amend Mr. Davis' motion to allow the buyback of previous City service time to include the dates of the prior service period of 5/30/83 – 11/22/07 and interim period of 5/23/88 – 4/15/90 (not including the probationary period); seconded by Jerald Navick, all in favor. Motion made by Paul Schroder to change and approve Mr. Schultheis' initial application for retirement from a deferred retirement to a normal General City retirement effective 7/1/2009, contingent upon the City's receipt of a one-time payment of \$18,725.57 from Mr. Schultheis; seconded by Joanne Philbrick, all in favor. Mr. Schultheis thanked the Board members for their consideration and left the meeting at this point.
- B. Status update on the legal opinion from the Corporation Counsel regarding the terms for appointed and elected Personnel & Pension Board members. Atty. Emerson noted that he was working on the legal opinion and that he did not have it ready at this time. Motion to table the item until the next meeting made by Paul Schroder; seconded by Frank Davis, all in favor. Atty. Emerson left the meeting at this point.
  - C. Discussion regarding the handout for retirees applying for a disability retirement. Donna DesSureault asked the Board members if they had any recommendations regarding the form, which was passed out to the Board members at the last meeting. After some discussion, motion made by Paul Schroder to accept the form with the following changes: changing the phrase "significant gainful employment" to "significant employment in a similar position" to question #5, and changing the physician signature area to include both a physician signature and stamp as a requirement. Motion seconded by Frank Davis, all in favor.
  - D. Pension calculation for Gregg Bassetti, who retired on 9/19/09 from NPU – annual amount = \$59,019.57. Mr. Bassetti's retirement was approved at the 9/15/09 meeting. See item F for item approval.
  - E. Pension calculation for Michael Worski, who retired on 9/8/09 from NPU – annual amount = \$41,104.25. Mr. Worski's retirement was approved at the 9/15/09 meeting. See item F for item approval.
  - F. Pension calculation for Paulette Craig, who retired on 9/19/09 from the Planning Department. New annual amount = \$26,254.01. Ms. Craig's retirement was approved at the 7/21/09 meeting. Please note that her retirement date was changed from 9/17/09 to 9/19/09, as she had paid earnings with a pension deduction for 9/17/09 – 9/18/09. Motion to accept the calculations for items D – F made by Sarah Kannas; seconded by Jerald Navick, all in favor.

#### **IV. New Business**

- A. Corrected/updated pension calculation for Jody Sheeley, who retired on 9/21/07 from the Fire Department. Mr. Sheeley received a payment in 2008 due to the retroactive settlement of the IAFF #892 contract; the contract increase was retroactive to 7/1/07. Donna DesSureault explained that: 1) due to the contract settlement, Mr. Sheeley was paid a retroactive raise for wages from 7/1/07 through 9/20/07, 2) a pension deduction was made from those wages, 3) as a pension deduction was taken from those earnings, then Mr. Sheeley's pension should have been recalculated. She stated that the new annual amount for his pension benefit would be \$31,877.74. Motion to accept the new calculation made by Frank Davis; seconded by Joanne Philbrick, all in favor.

- B. Application from Warren Chmielecki, Housing Code Enforcement Inspector for a normal General City retirement effective 10/30/09. Motion to approve the retirement made by Frank Davis; seconded by Sarah Kannas, all in favor.
- C. Application from Dennis Levander, Maintenance Mechanic (NPU), for a normal General City retirement effective 10/3/09. Motion to approve the retirement made by Frank Davis; seconded by Sarah Kannas, all in favor.
- D. Application from Stanley Stradczuk, Distribution Electrician (NPU), for a non-service-connected disability retirement effective 10/12/2009. Donna DesSureault passed out the physicians' statements to the Board members for reference. After reviewing the statements, motion made by Paul Schroder to approve the retirement effective 10/12/09; seconded by Sarah Kannas, all in favor.
- E. Application from Dennis Brennan, Utility Construction Pipefitter Apprentice (NPU), for a service-connected disability retirement effective 10/7/09. Donna DesSureault stated that she had spoken to Mr. Brennan today, and that he did not have the physician statements back yet. Motion to table the item until the physician statements are received by the City made by Paul Schroder; seconded by Frank Davis, all in favor.
- F. Application from former employee Robert Carey for a refund of pension contributions and interest in the amount of \$557.25. Mr. Carey worked as a Police Officer from 2/26/07 through 10/11/08. Motion made to approve the refund made by Joanne Philbrick; seconded by Frank Davis, all in favor.
- G. Application from Richard Blinderman and Elise Atkins, beneficiaries of deceased Board of Ed. employee Ellen Blinderman, for a refund of pension contributions and interest in the amount of \$24,145.12 each. Ellen Blinderman was an active participant as a School Nurse, and died on 3/6/09. Motion to approve the refunds made by Paul Schroder; seconded by Frank Davis, all in favor.
- H. Application from Rocco Iannaci, former Board of Ed. employee, for a refund of contributions and interest in the amount of \$2,190.39. Mr. Iannaci worked for the Board of Education from 8/28/07 through 9/22/09. Motion made to approve the refund made by Sarah Kannas; seconded by Frank Davis, all in favor.
- I. Medical bills for payment – no business under this item.
- J. New employees:
  - 1. Derek Albertson, Apprentice Sewage Treatment Coll. Oper. – DOH 9/8/09.
  - 2. Carole Beard, Labor Relations Clerk (P/T) – DOH 9/9/09.
  - 3. Raymond Coughlin, Jr., Appr. Sewage Treatment Coll. Oper. – DOH 9/8/09.
  - 4. Shawn Paradis, Apprentice Maintenance Mechanic – DOH 9/8/09.
  - 5. Michael Serra, Apprentice Maintenance Mechanic – DOH 9/8/09.
 Motion to acknowledge/accept the new employees made by Frank Davis; seconded by Sarah Kannas, all in favor.
- K. Employee(s) 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:
Lisa Maclure	YPP Sr. Care Manager	6/11/07	N/A	12/11/07	5/14/08

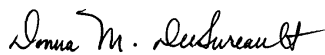
Donna DesSureault explained that Ms. Maclure was hired as the Sr. Care Manager on 9/11/07, and was laid off on 11/14/08. A memorandum of agreement was made between the City and CILU #11 on 6/11/07 to accept the positions of Sr. Care Mgr. and Care Mgr. as union positions in CILU #11. As Lisa held the position of Care Manager on 6/11/07, Lisa's date of hire should change to 6/11/07, and her probationary period would then be 6/11/07 – 12/11/07. She explained that Lisa's adjusted date of hire would be 4/2/08, which reflects the hire date of 6/11/07 less her lost time due to the layoff. Motion made to approve Lisa Maclure

- into the City of Norwich Employees' Retirement Fund by Sarah Kannas; seconded by Jerald Navick, all in favor.
- L. Discussion regarding the possible extension of probation and interim buybacks to more than 104 weeks in certain cases. Donna DesSureau explained that due to personnel changes, requests to admit employees into the Fund were not done immediately after the end of the probation period, which caused a delay in starting the pension deduction for certain employees. These employees had an extended interim buyback period, which created a large buyback amount for these employees. She explained that several employees had approached the Human Resources office to ask if the amount of weeks to purchase the buyback could be extended, due to the large amount of the deduction if factored over 52 or 104 weeks. After discussion, motion made by Sarah Kannas to keep the same number of weeks for the interim and probation period buybacks at the current 52 or 104 week choice, and that if there was a financial hardship an employee could petition the Board for an extension. Motion seconded by Joanne Philbrick, all in favor.
- M. Added under suspension of the rules – a request to extend the eligibility list for the position of Janitor. The current list will expire on 11/5/09. Motion made by Sarah Kannas to extend the list for 6 months; seconded by Jerald Navick, all in favor.
- N. Added under suspension of the rules – an email from Joseph Ruffo regarding the future increase in the pension ARC. Paul Schroder passed out an email forwarded to him by Comptroller Joseph Ruffo from City Actuary Tim Ryor of Hooker & Holcombe. The email noted that the asset losses to the Fund would increase the ARC from the current \$2.4 million to approx. \$6.0 million over the next four years. No action necessary.

**V. Adjournment**

1. Motion to adjourn made by Paul Schroder; seconded by Sarah Kannas to adjourn the meeting, all in favor. Meeting adjourned at 7:45 PM.

Respectfully submitted,



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Donna DesSureau, Secretary