

**I. Roll Call**

Meeting called to order by Paul Schroder at 6:00 pm.

**A. Members Present**

1. Paul Schroder, Chair (voting member)
2. Scott Suplita, Vice Chair (voting member)
3. Shiela Hayes (voting member)
4. Chris Golas (voting member)
5. John John (voting member)
6. Richard Morelli (alternate)
7. Rob Dempsky (alternate - arrived at Item III.E.)

**B. Members Absent**

1. Andre Rosedale (alternate)

**C. Others Present**

1. Brigid Marks, Director of Human Resources
2. Mike Gualtieri, City Treasurer
3. Josh Pothier, Comptroller
4. Sandra Pimentel, P&P Board Secretary
5. Rodger Metzger, Hooker & Holcombe (left after Item III. E)
6. Art Meizner, Hooker & Holcombe (left after Item III. E)
7. Joseph A. DeLucia, Alderman

**II. Minutes**

**A. Minutes of the January 15, 2019 Personnel & Pension Board Meeting.**

Motion to approve the January 15, 2019 meeting minutes made by John John, seconded by Shiela Hayes, all in favor.

**III. Old Business**

**A. Calculation and review of the 2019 interest rate on contributions. Motion to table to the February 2019 meeting.**

Josh Pothier provided the 2019 interest rate calculation on contributions. The average from the last five calendar years of the Average Yield on 10-Year US Treasury Bonds is 2.352%.

Motion to approve the calculated 2.352% annual interest rate for 2019 pension contributions made by Scott Suplita, seconded by John John, all in favor.

**B. Hooker & Holcombe invoice HOH005586 in the amount of \$500 for approval. This was required due to a change in accounting standards for the OPEB fund and to be included in the June 30, 2018 CAFR. Motion to request additional information from Josh Pothier and table to the February 2019 meeting.**

Josh Pothier reported the auditors, Blum Shapiro, requested additional information from Hooker & Holcombe to complete the June 30, 2018 financial statements.

Motion to approve Hooker & Holcombe invoice HOH005586 in the amount of \$500 made by Scott Suplita, seconded by John John, all in favor.

- C. Request from Chris LaRose, Acting General Manager-NPU, to extend the eligibility list for Maintenance Mechanic-Garage for one year. The current list expires on March 28, 2019. Motion to table to the February 2019 meeting and to contact NPU for additional information.

Chris LaRose cancelled the extension request. No further action required. Motion to drop the agenda item from Old Business made by Paul Schroder, seconded by John John, all in favor.

Shiela Hayes made a motion to **add under suspension of rules** clarification of the payment made to Brown Paindiris & Scott LLC for two DRO reviews denied by the board in January 2019, seconded by John John, all in favor.

- D. Payment status of Brown Paindiris & Scott LLC invoice denied by the board in January 2019.

Josh Pothier reported the invoice was paid by the General Fund.

- E. Status of the RFP for Investment Services with Hooker & Holcombe.

The RFPs submitted for Investment Advisors were reviewed by Art Meizner and Rodger Metzger. Seven RFPs were submitted.

Broker Dealers:

The Forma Group at Morgan Stanley

The Bivona Group (RBC)

Princeton Investment Consulting (UBS)

Registered Investment Advisors (RIA)

Beirne Wealth Consulting Services, LLC

Dahab Associates

GYL Financial Synergies (A Focus Financial Partner)

Mutual Funds

Vanguard

The firms were scored in the following areas: Organization, Potential Conflicts, Legal Status, Insurance, Staffing and Facilities, Clients, Services and Fees. Based on their total scores, H&H suggested Dahab, GYL, UBS and Morgan Stanley as the four finalists.

Motion to schedule interviews of the four suggested finalist for Investment Services on March 21, 2019 (tentatively) made by Paul Schroder, seconded by John John, all in favor.

#### IV. New Business

##### A. Pension Calculations:

1. Helen Brown, retired December 22, 2018. Her pension is calculated for \$6,746.79 annually. Her application was approved at the November 2018 meeting for a retirement date of January 1, 2019. Her retirement date was revised to December 22, 2018.
2. Jon Wadja, retired January 12, 2019. His pension is calculated for \$97,773.59 annually. His application was approved at the January 2019 meeting.
3. Patricia Dixe, retired January 17, 2019. Her deferred pension is calculated for \$28,475.30, payable February 9, 2021. Her application was approved at the January 2019 meeting.

Motion to approve the pension calculations made by Shiela Hayes, seconded by John John, all in favor.

##### B. Applications for refund/rollover of pension contributions:

1. Shannon Marshall, Paraeducator-BOE, who terminated September 21, 2018. Refund of \$10,429.98 including interest.
2. Wendy Darragh, Paraeducator-BOE, who terminated December 21, 2018. Refund of \$7131.14 including interest.
3. Lisa Parks, Paraeducator-BOE, who withdrew December 22, 2018. Refund of \$3,506.99 including interest.

Motion to approve the pension calculations made by Shiela Hayes, seconded by John John, all in favor.

##### C. Notifications of Death:

1. Irene Anuszewicz, DOD January 17, 2019, who retired from the BOE on December 26, 1987. No further benefit due.

Motion to acknowledge the notification of death made by John John, seconded by Shiela Hayes, all in favor.

2. James Semmelrock, DOD February 3, 2019, who retired from NPU on April 9, 2016. Contributions in excess of benefits paid of \$13,577.19 to beneficiary Ann Folan.

Motion to acknowledge the notification of death and approve the survivor benefit made by Paul Schroder, seconded by John John, all in favor.

##### D. Request from Ryan Thompson, Public Works Director, to extend the Janitor eligibility list for one year. The current list expires March 20, 2019.

Motion to extend the Janitor eligibility list for one year made by Shiela Hayes, seconded by John John, all in favor.

Paul Schroder made a motion to **add under suspension of rules** the request from Chief Montoya to extend the Fire Lieutenant eligibility list, seconded by John John, all in favor.

##### E. Request from Tracy Montoya, Fire Chief, to extend the Fire Lieutenant eligibility list for six months. The current list expires April 4, 2019.

Motion to extend the Fire Lieutenant eligibility list for six months made by Shiela Hayes, seconded by John John, all in favor.

F. Annual Pension and OPEB plan comparisons provided by Josh Pothier.

Josh Pothier distributed the Pension and OPEB Plan Comparisons from five comparably-sized Connecticut municipalities for review and board discussion. The actual money-weighted rate of returns per CAFR were presented from 2014-2018.

G. 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 John John, seconded by Shiela Hayes, all in favor.

NAME	POSITION	DATE OF HIRE	ACADAMY GRADUATION DATE	LAST DAY ON PROBATION	REQUEST /EVAL RECEIVED
Bethany Corbin	Paraeducator-BOE	8/27/2018	n/a	1/16/2019	1/22/2019
Cassandra Gauvin	Paraeducator-BOE	8/27/2018	n/a	1/16/2019	1/22/2019
Heather Hawkins	Paraeducator-BOE	8/28/2018	n/a	1/18/2019	1/23/2019
Angel Martinez Sanchez	Paraeducator-BOE	8/27/2018	n/a	1/16/2019	1/22/2019
Tammy Sabados	Paraeducator-BOE	8/28/2018	n/a	1/18/2019	1/22/2019
Mianair Vargas	Paraeducator-BOE	8/27/2018	n/a	1/18/2019	1/22/2019
Ying (Sue) Zheng	Paraeducator-BOE	8/27/2018	n/a	1/18/2019	1/22/2019
Cassandra Williams	Paraeducator-BOE	8/29/2018	n/a	1/24/2019	2/13/2019
Shaun Denniston	CAR 1-NPU	8/6/2018	n/a	2/6/2019	2/8/2019

H. New Employees:

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

NAME	POSITION	DATE OF HIRE	CITY/STATE
Raymond LaRose	LAN Technician/User Support	01/22/2018	Moosup CT
Glenn Maiorano	Firefighter	02/04/2019	N Stonington CT
Arthur Muench IV	Firefighter	02/04/2019	Baltic CT
Daniel Daniska	Assistant Planner	02/04/2019	Norwich CT
Cory Gauthier	Police Officer	02/14/2019	Griswold CT

V. Correspondence

Letter from Donald Cilley Jr.

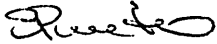
Donald Cilley Jr. requested a review of the documents that support the recent audit of his service-connected disability pension payments.

Paul Schroder made a motion for Brigid Marks and Sandy Pimentel to schedule an appointment with Don Cilley for review of the documents that support the audit of his service-connected disability payments, seconded by John John, all in favor.

**VI. Adjournment**

Motion to adjourn made by John John, seconded by Shiela Hayes, all in favor.  
Meeting was adjourned at 7:16 pm.

Respectfully submitted,



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Sandra Pimentel, Secretary