

~Please call to attend by phone 860-215-8140. Meeting ID 4038191. ~

I. Roll Call

Meeting called to order by Paul Schroder at 5:01pm

- A. Members Present
 - 1. Paul Schroder, Chair (voting member)
 - 2. Shiela Hayes via telephone, Vice-Chair (voting member)
 - 3. Mike Dziavit (voting member)
 - 4. Rich Morelli (voting member)
 - 5. Chris Golas (voting member)
 - 6. Gary Gross (alternate)
 - 7. Francis Gavigan via telephone (alternate)
- B. Members Absent
 - 1. Bob Pouch (alternate)
- C. Others Present
 - 1. Brigid Marks, Director of Human Resources
 - 2. Kaylee Manfredi, Human Resources Assistant

II. Minutes

- A. Minutes of the March 15, 2022 Personnel & Pension Board Meeting.
Motion to accept the March 15, 2022 minutes made by Rich Morelli, seconded by Mike Dziavit, all in favor.

III. Old Business

- A. Domestic Relations Order (DRO) process:
 - 1. P&P Board members to review DRO form
Tabled from the March 15, 2022 meeting.
Motion to table to May 17, 2022 meeting made by Chris Golas, seconded by Mike Dziavit, all in favor.
- B. Letter from Joseph Crowley.
 - 1. Legal advice from Michael Driscoll corporate counsel.
Tabled from the March 15, 2022 meeting.
Michael Driscoll attended the meeting and presented his advice, stemming from a letter from March 4, 2014 from Attorney Kevin Emerson that states it is best not to vary from the language in the summary of benefits.
Motion to deny Joseph Crowley's request to make an exception and allow him to purchase disability time from 2008-2009 made by Michael Dziavit, seconded by Paul Schroder, all in favor. Motion to amend to include that decision was made after meeting with corporation counsel and reviewing prior information from prior corporation counsel made by Paul Schroder, seconded by Sheila Hayes, all in favor.
- C. Application for retirement:
 - 1. Keven McNeill, Police Officer: service connected retirement. Tabled from the March 15, 2022 meeting.
Letter presented from Keven McNeill withdrawing his application for a disability retirement. Motion to accept the letter from Keven McNeill made by Paul Schroder, seconded by Mike Dziavit, all in favor.
 - 2. Teresa Hanlon, Civil Engineer, for a disability: non-service connected retirement. Motion to view confidential information and go in to executive session made by Paul Schroder, seconded by Mike Dziavit. Motion to come out of executive session made by Paul Schroder, seconded by Mike Dziavit. Motion to approve Teresa Hanlon's request for a non-service connected disability retirement made by Chris Golas, seconded by Mike Dziavit, all in favor.
- D. Review Personnel & Pension Board Attendance Log which was tabled from March 15, 2022 meeting. The Board reviewed the log. Motion to forward a copy of log to the City Council made by Paul Schroder, seconded by Chris Golas, all in favor.

IV. New Business

- A. Application for retirement:
 - 1. Julie M. St. Jean, Police Sergeant, for a normal retirement effective March 27, 2022. Motion to accept retirement application made by Rich Morelli, seconded by Chris Golas, all in favor.

B. Pension Calculations:

1. Julie M. St. Jean, Police Sergeant, retired March 27, 2022. Her annual pension calculation is \$56,783.26. Her application is on the agenda at this meeting. Motion to approve the pension calculation made by Rich Morelli, seconded by Mike Dziavit, all in favor.

C. Application for refund/rollover of pension contributions:

1. Rayallen Bergman, Drug Free Communities Coordinator who terminated effective February 25, 2022. Refund of \$17,198.90 including interest. Motion to approve the refund application made by Mike Dziavit, seconded by Chris Golas, all in favor.

D. Notifications of Death:

1. Eleanor H. Makowicki, DOD April 08, 2022, who retired from BOE on November 5, 1988. No further benefit due.
2. Aloysius Telgarsky, DOD April 05, 2022, who retired from Public Works on November 5, 1980. No further benefit due.
3. Motion to acknowledge no further pension payments made by Rich Morelli, seconded by Chris Golas, all in favor.

E. Eligibility List Extensions:

1. Request from Patrick McLaughlin, PW Director, to extend the Laborer eligibility list for six (6) months. The current list expires May 3, 2022. Motion to extend the Laborer eligibility list for six (6) months made by Chris Golas, seconded by Rich Morelli, all in favor.

F. New Employees:

1. Motion to acknowledge new employees made by Mike Dziavit, seconded by Chris Golas, all in favor.

Name	Position	Date of Hire	City/State	Name	Position
Scott Ashmore	Janitor	03/21/2022	Baltic, CT	Scott Ashmore	Janitor
Dylan Cruz	Meter Technician I	04/11/2022	Portland, CT	Dylan Cruz	Meter Technician I
Gynna Gaitan	Revenue Collection Clerk	04/04/2022	Gales Ferry, CT	Gynna Gaitan	Revenue Collection Clerk
Dane Majewski	911 Emergency Dispatcher	03/21/2022	Griswold, CT	Dane Majewski	911 Emergency Dispatcher

G. Employees to be admitted into the City of Norwich Employees' Retirement Fund:

1. Motion to admit the following employees into the City of Norwich Employee's Retirement Fund made by Mike Dziavit, seconded by Rich Morelli, all in favor.

NAME	POSITION	DATE OF HIRE	ACADAMY GRADUATION DATE	LAST DAY ON PROBATION	REQUEST/EVAL RECEIVED
Victoria Clarke	Police Officer	09/09/2020	03/19/2021	03/19/2022	03/19/2022
Kathleen Edmond	Administrative Assistant	11/29/2021	N/A	03/01/2022	03/01/2022
Heydi Mercedes Zayas	Community Caseworker	08/05/2021	N/A	03/27/2022	03/28/2022

Gaevin Riccio	Custodian	09/28/2021	N/A	03/27/2022	03/28/2022
John Santos Jr	Police Officer	09/09/2020	03/19/2021	03/19/2022	03/19/2022
Marla Shelton	Customer Account Rep. I	09/13/2021	N/A	03/12/2022	03/12/2022
Lindsey Trakas	Nurse	08/26/2021	N/A	11/24/2021	11/24/2021
Alexander Wojcik	Police Officer	09/09/2020	03/19/2021	03/19/2022	03/19/2022

H. Status of Meetings:

1. Board discussed discontinuing the use of Turbobridge for meetings. Board collectively agreed to go back to In-person meetings. Motion to suspend use of Turbobridge made by Paul Schroder, all in favor.

IV. Correspondence

None

V. Adjournment

Motion to adjourn made by Mike Dziavit, seconded by Rich Morelli, all in favor. Meeting was adjourned at 5:53pm.

Respectfully submitted,

Kaylee Manfredi, Human Resources Assistant