

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. Peter Barber (voting member)
4. Andre Rosedale (alternate)
5. John John (voting member)
6. Sheila Hayes (voting member)
7. Zato Kadambaya (alternate)

B. Members Absent

1. Anthony Black (alternate)

C. Others Present

1. Michael Gualtieri, Treasurer, City of Norwich
2. Brigid Marks, HR Director, City of Norwich
3. Marc Shegoski, UBS
4. David Sears, UBS
5. Sandra Pimentel, P&P Board Secretary

II. Minutes

A. Minutes of the December 15, 2015 Regular Personnel & Pension Board Meeting.

Motion to approve the December 15, 2015 Regular Personnel & Pension Board meeting minutes made by John John, seconded by Peter Barber, all in favor.

III. Old Business

A. Discussion of rollover or withdrawal of pension contributions (plus interest) upon resignation or termination of employment. Kevin Emerson researching state escheatment laws. Motion to table to the January 2016 meeting made at the December 15, 2015 meeting.

Motion to table to the February 2016 meeting made by Paul Schroder, seconded by John John, all in favor.

B. Discussion of former employee deferred retirement pension. Motion to contact Mike Driscoll, Corporation Counsel, for an opinion made at the December 15, 2015 meeting.

Brigid Marks presented the opinion from Mike Driscoll; the former employee has the option to move forward with the refund of contributions per the application on file or apply for a deferred retirement.

Motion to advise the former employee of his two options based on the legal opinion made by Peter Barber, seconded by Shiela Hayes, all in favor.

IV. New Business

A. 2015 fourth quarter review of the OPEB Fund and Retirement Fund with Marc Shegoski and Ashley Martella of UBS.

Marc Shegoski gave a general market outlook. UBS reported the world economy is down. In the US, the construction is going on in pockets and auto sales increased but with a record number of leases. They forecast US GDP growth to remain at 2.8% and inflation to remain below 2%. They are forecasting interest rates to rise four times. 2016 oil prices to remain low and that is affecting the market. He reported

that market volatility will continue in 2016 with the issues in China and the Middle East and Russian oil markets. Because the target plan allocations had not been reached, Marc Shegoski reported the plans were able to better withstand the recent downward trends. David Sears reviewed the performance of the pension and OPEB managers and reported that in general, the portfolios did well against the indices. He reported that the pension fund increased in value from \$148,994,268 as of September 30, 2015 to \$152,755,589 as of December 31, 2015. OPEB increased in value from \$13,484,398 as of September 30, 2015 to \$13,951,169 as of December 30, 2015. UBS forecasts market volatility for the next six months to year.

B. Applications for retirement:

1. David Mykietyn, Head Custodian-BOE, for a normal retirement effective 12/19/15.
2. Lawrence LePage, Chief Field Service Technician-NPU, for a normal retirement effective 01/05/2016.
3. Mary Bartlett, Human Services Case Worker, for a normal retirement effective 07/02/2016.
4. Kathryn Eyberse, Coordinator-Youth & Family Services, for a normal retirement effective 07/02/2016.
5. Matthew Hinchey, Human Services Case Worker, for a normal retirement effective 07/02/2016.
6. Sheila Molocko, Assessment Data Entry Specialist, for a normal retirement effective 08/02/2016.
7. Anne Barriere, Senior Center Office Coordinator, for a normal retirement effective September 7, 2016.

Motion to approve the applications for retirement made by John John, seconded by Peter Barber, all in favor.

C. Pension calculations:

1. Joseph Hebert Jr, retired December 19, 2015. His pension is calculated for an annual amount of \$45,918.04. His application for retirement was approved at the November 17, 2015 meeting.
2. David Mykietyn, retired December 19, 2015. His pension is calculated for an annual amount of \$31,622.35. His application for retirement to be approved at this meeting.
3. Gloria Lewis, retired January 1, 2016. Her pension is calculated in the amount of \$31,355.15. Her application for retirement was approved at the September 15, 2015 meeting.

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

- D. Notification of pension benefit due to a Domestic Relations Order payable to Dawn Spinney effective January 1, 2016. Her pension is calculated for an annual amount of \$5,742.24. Joseph Hebert's will be reduced to \$40,175.76 annually.

Motion to acknowledge the DRO payment calculations made by Shiela Hayes, seconded by Peter Barber, all in favor.

- E. Refund of pension contributions withheld in error to Belle Wilson in the amount of \$42.37.

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

- F. Discussion and review of new Non-Service Connected Disability Verification Form.
 Brigid Marks presented a new form specifically for non-service connected disability verification. Motion to accept the Non-Service Disability Verification Form made by Peter Barber, seconded by John John, all in favor.
- G. Employee(s) 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 GRAD DATE	PROBATION PERIOD UP:	REQUEST /EVAL RECEIVED:
Daniel Coley	Blight Control/ Housing Code Enforcement Officer	7/13/2015	n/a	1/12/2016	12/18/2015
Donald Nickle III	Administrative Assistant-BOE	8/19/2015	n/a	11/15/2015	11/16/2015
Linda Mather	Cafeteria Manager-BOE	8/21/2015	n/a	11/19/2015	11/18/2015
Jonathan Perry	Computer Repair Technician-BOE	11/16/2015	n/a	n/a	11/16/2015

- H. New Employee(s):
 Motion to acknowledge the new employees made by John John, seconded by Shiela Hayes, all in favor.

NAME	POSITION	DATE OF HIRE	CITY/STATE
Brian Carroll	Police Officer	12/29/2015	Deep River, CT
Brandon Wisniewski	Police Officer	12/29/2015	Plainfield, CT

V. Correspondence

- A. Letter from Marc Benjamin.
 Marc Benjamin requested clarification on the P&P Board's authority to extend eligibility lists and copies of meeting minutes for the past two years. Brigid Marks reported that the board has right to extend lists but are not obligated to per Mike Driscoll. Requests to extend are reviewed on a case by case basis. She also has contacted Marc Benjamin concerning the request for copies of the minutes.

VI. Adjournment

Motion to adjourn made by Shiela Hayes, seconded by John John, all in favor, Meeting was adjourned at 7:21 pm.

Respectfully submitted,


 Sandra Pimentel, Secretary