

I. Roll Call

Meeting called to order by Paul Schroder at 6:03 pm.

A. Members Present

1. Paul Schroder, Chair (voting member)
2. Scott Suplita, Vice Chair (voting member)
3. Andre Rosedale (alternate – seated as a voting member)
4. Sheila Hayes (voting member)
5. Zato Kadambaya (alternate – seated as a voting member)

B. Members Absent

1. Peter Barber (voting member)
2. John John (voting member)

C. Others Present

1. Michael Gualtieri, Treasurer, City of Norwich
2. Brigid Marks, HR Director, City of Norwich
3. Sandra Pimentel, P&P Board Secretary
4. Marc Benjamin, Employee

II. Minutes

A. Minutes of the January 19, 2016 Combined Regular/Investment Personnel & Pension Board Meeting.

Motion to approve the January 19, 2016 Combined Regular/Investment Personnel & Pension Board meeting minutes made by Shiela Hayes, seconded by Andre Rosedale, 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 February 2016 meeting made at the January 19, 2016 meeting.

Motion to table to the March 2016 meeting made by Paul Schroder, seconded by Shiela Hayes, all in favor.

IV. New Business

A. Applications for retirement:

1. Katherine Daley, Tax Collector, for a normal retirement effective April 2, 2016.

Motion to approve the application for retirement made by Shiela Hayes, seconded by Andre Rosedale, all in favor.

B. Pension calculations:

1. Lawrence LePage, retired January 5, 2016. His pension is calculated for an annual amount of \$72,302.07. His application for retirement was approved at the January 19, 2016 meeting.
2. Cynthia Serwinski, retired January 7, 2016. Her pension is calculated for an annual amount of \$60,097.52. Her application for retirement was approved at the September 15, 2015 meeting.

3. Joseph East III, retired January 9, 2016. His pension is calculated in the amount of \$20,906.80. His application for retirement was approved at the December 15, 2015 meeting.
4. Susan Goldman, retired January 9, 2016. Her pension is calculated in the amount of \$12,178.63. Her application for retirement was approved at the December 15, 2015 meeting.
 Motion to approve the pension calculations made by Shiela Hayes, seconded by Scott Suplita, all in favor

C. Notification of death:

1. Pauline Reardon (DOD January 28, 2016), who retired from the City on September 1, 1993. No survivor benefit due.
 Motion to acknowledge the notification of death made by Shiela Hayes, seconded by Zato Kadambaya, all in favor

D. Discussion of eligibility list extensions.

Members discussed the process for reviewing requests from department heads for the extension of eligibility lists. The submission for the extension must be timely and include a detailed explanation for the extension. The six month extension of the Fire Captain promotional list was discussed. That list had expired on January 9, 2016 and the request for an additional extension did not come before the board at that time, prior to the list expiring.

Motion was made by Paul Schroder for Brigid Marks to provide the Board with any written communication from Chief Scandariato regarding the Captain's list, then consult with Corporation Counsel to advise on procedure and to schedule a special meeting, if required, with prior meeting minutes to resolve, seconded by Shiela Hayes, all in favor.

E. Reappointment of Zato Kadambaya as an alternate board member.

The board acknowledged the reappointment of Zato Kadambaya.

F. 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 Scott Suplita, seconded by Andre Rosedale, all in favor.

NAME	POSITION	DATE OF HIRE	ACADAMY GRAD DATE	PROBATION PERIOD UP	REQUEST /EVAL RECEIVED
Anne Burns	School Nurse-BOE	8/24/2015	n/a	1/19/2016	1/22/2016
Debra Frank	School Nurse-BOE	8/24/2015	n/a	1/19/2016	1/22/2016
Jaselyn Caviness	School Secretary-BOE	11/2/2015	n/a	1/30/2016	2/1/2016

G. **Added under suspension of the rules:** Presented two Hooker & Holcombe invoices for the completion of the July 1, 2015 benefit statements for 593 employees in the amount of \$4,500 and the completion of the July 1, 2015 OPEB actuarial evaluation in the amount of \$11,200 for review.

Motion made by Paul Schroder to suspend the rules to add the approval of the two Hooker & Holcombe invoices presented and request a review of the total amount

paid to Hooker & Holcombe for the July 1, 2015 evaluations, seconded by Shiela Hayes, all in favor.

V. Correspondence

- A. Resignation of Anthony Black, Alternate Board Member.
- B. **Added under suspension of the rules:** Paul Schroeder made the motion to suspend the rules and accept the letter read into the record by Marc Benjamin from Scott Merchant, seconded by Shiela Hayes, all in favor.

VI. Adjournment

Motion to adjourn made by Shiela Hayes, seconded by Andre Rosedale, all in favor, Meeting was adjourned at 7:06 pm.

Respectfully submitted,



Sandra Pimentel, Secretary