

I. Roll Call

Meeting called to order by Paul Schroder at 5:03pm

A. Members Present

1. Paul Schroder, Chair (voting member)
2. Rich Morelli (voting member)
3. Mike Dziavit (voting member)
4. Chris Golas (voting member)
5. Bob Pouch (voting member)

B. Members Absent

1. Gary Gross (alternate)
2. Francis Gavigan (alternate)

C. Others Present

1. Brigid Marks, Director of Human Resources
2. Evelyn Lopez, Retirement Plan Administrator
3. Marc Shegoski, UBS (via phone)
4. David Sears, UBS

II. Minutes

A. Minutes of January 17, 2023 Personnel & Pension Board Meeting.

Motion to accept January 17, 2023 minutes made by Rich Morelli, seconded by Bob Pouch, all in favor.

III. Old Business

A. Review draft update of the Fire Pension Plan Summary Book

Tabled from the January 17, 2023 meeting.

Brigid Marks informed board members that the Fire Pension Plan Summary Book is still under Review by the Fire Department.

IV. New Business

A. UBS Investment Review

Marc Shegoski and David Sears from UBS Financial Services, Inc. provided a brief overview of the current stock market. Both Marc and David talked about the performance, interest rates, inflation and struggles with the current stock market. The portfolio was reviewed David Sears. The pension fund asset allocation as of February 15, 2023 was 65.33% equity, 30.17% fixed income and 4.5% real estate. The OPEB fund asset allocation as of February 15, 2023 was 69.07% equity and 30.93% fixed income.

UBS recommended the following:

1. To invest \$ 4.749 million from the POB proceeds.

Motion to approve UBS recommendation to invest \$4.749 million was made by Chris Golas, seconded by Bob Pouch, all in favor.

B. DRO Fees

Brigid Marks asked the board members to consider amending the current DRO fee schedule by replacing the set fees with language to make the alternate payee responsible for all fees incurred. The new language would ensure the City will not be responsible for any costs over and above the fees listed on a set fee schedule.

Paul Schroder and board members discussed the proposal.

Motion made by Mike Dziavit to replace the DRO current fee schedule with the following language: The alternate payee will be responsible for all fees associated with processing a DRO including a minimum down payment of \$300.00 to begin the process, seconded by Chris Golas, all in favor

C. Application for retirement:

1. Betsy M. Barrett, City Clerk, for a normal retirement effective July 19, 2023.
2. Valerie L. Cox, Executive Secretary, for a normal retirement effective February 28, 2023.
3. Gregory J. Despathy, Battalion Chief, for a normal retirement effective January 29, 2023.
4. Derek Ouillette, Fire Fighter, for a normal retirement effective March 19, 2023.

Motion to approve retirement applications made by Mike Dziavit, seconded by Rich Morelli, all in favor.

D. Pension Calculations:

1. Leon Barnowski, LAN Supervisor, retired December 29, 2022. His annual pension calculation is \$49,765.15. His application was approved at the September 20, 2022 meeting.
2. Gregory J. Despathy, Battalion Chief, retired January 29, 2023. His annual pension calculation is \$ 94,634.75. His application is on the agenda at this meeting.
3. Carol Erickson, School Nurse, retired December 28, 2022. Her annual pension calculation is \$ 39,730.04. Her application was approved at the November 15, 2022 meeting.
4. Angela Fonner, Paraeducator, retired December 28, 2022. Her annual pension calculation is \$ 9,549.89. Her application was approved at the January 17, 2023 meeting.
5. Ernest Gladue Jr. Light Equipment Operator, retired January 7, 2023. His annual pension calculation is \$ 30,667.57. His application was approved at the January 17, 2023 meeting.
6. Tracy Hardy, Sewage Treatment Coll. Operator IV, retired December 31, 2022. His annual pension calculation is \$ 50,056.61. His application was approved at the October 18, 2022 meeting.
7. Kevin Maerkel, Utility Collector Installer, retired December 31, 2022. His annual pension calculation is \$ 70,200.89. His application was approved at the November 15, 2022 meeting.
8. Monir Tewfik, Laboratory Director, retired December 31, 2022. His annual pension calculation is \$ 108,546.62. His application was approved at the November 15, 2022 meeting.
9. Robert Thibeault, Business Intelligence, retired December 31, 2022. His annual pension calculation is \$ 72,850.14. His application was approved at the October 18, 2022 meeting.
10. Christopher Wojtcuk, Senior Water Distribution System Operator, retired December 31, 2022. His annual pension calculation is \$ 57,359.52. His application was approved at the September 20, 2022 meeting.
11. Lisa French, Paraeducator, retired December 28, 2022. Her annual pension calculation is \$ 17,020.78. Her application was approved at the November 15, 2022 meeting.
12. Arthur Moran, Maintenance Mechanic, retired December 31, 2022. His annual pension calculation \$54,193.92. His application was approved at the November 15, 2022 meeting. Motion to approve the pension calculations made by Bob Pouch, seconded by Bob Pouch, all in favor.

E. Applications for refund/rollover of pension contributions:

1. Tamarie Cardelle, Accounting Clerk, who terminated effective September 23, 2022. Refund of \$ 4,717.99 including interest.

2. Jennifer Ceccarelli, School Nurse, who terminated effective October 20, 2020. Refund of \$ 23,001.78 including interest.
 3. Kristen Ejchorszt, Board Cert. Behavior Analyst, who terminated effective December 23, 2022. Refund of \$ 5,989.12 including interest.
 4. Lisa Gauthier, Paraeducator, who terminated effective October 7, 2022. Refund of \$ 21,416.23 including interest.
 5. Kerlande Juste, Paraeducator, who terminated effective October 14, 2022. Refund of \$ 3,941.71 including interest.
 6. Abigail Leach, Police Records Computer Operator, who terminated effective November 28, 2022. Refund of \$ 2,889.18 including interest.
 7. Shawn Poirier, Food Service, who terminated effective August 18, 2022. Refund of \$ 3,257.72 including interest.
 8. Damaris Rivas, Paraeducator, who terminated effective December 22, 2022. Refund of \$ 23,783.25 including interest.
 9. John Sabrowski, Assistant Director Facilities – BOE, who terminated effective October 14, 2022. Refund of \$ 1,043.01 including interest.
 10. Mark Waters, Director of Training & Safety, who terminated effective November 15, 2022. Refund of \$ 4,458.14 including interest.
- Motion to approve the refund/rollover applications made by Mike Dziavit, seconded by Rich Morelli, all in favor.

F. Notifications of Death:

1. Konstant W. Morell, Corporation Counsel, DOD January 31, 2023, who retired on December 5, 2001. No further benefit due.
 Motion to acknowledge notification of death made by Bob Pouch, seconded by Rich Morelli, all in favor.

G. Eligibility List Extensions:

1. Request from Chief Montoya, Fire Chief, to extend the Firefighter eligibility list for six (6) months. The list expires April 25, 2023.
 Motion to extend the Firefighter eligibility list for six (6) months was made by Chris Golas, seconded by Bob Pouch, all in favor.
2. Request from Joshua Pothier, Comptroller, to extend the Revenue Collection Clerk-Bilingual eligibility list for one (1) year. The list expires March 9, 2023.
 Motion to extend the Revenue Collection Clerk-Bilingual eligibility list for six (6) month was made by Chris Golas, seconded by Mike Dziavit, all in favor.

H. Employees to be admitted into the City of Norwich Employees’ Retirement Fund:

Motion to admit the following employees into the City of Norwich Employees made by Rich Morelli, seconded Mike Dziavit, all in favor.

NAME	POSITION	DATE OF HIRE	ACADAMY GRADUATIO N DATE	LAST DAY ON PROBATION	REQUEST/EVAL RECEIVED
Christopher Burger	Bldg. Code Comp. Tech I	07/25/2022	N/A	01/25/2023	01/25/2023
Kelly Carvalho	Board Cert. Behavior Analyst	01/09/2023	N/A	N/A	02/08/2023
Shayna Gilman	Customer Account Rep	08/15/2022	N/A	02/15/2023	02/15/2023

James Harriott	Blight Control/House Code Enf. Officer	07/18/2022	N/A	01/28/2023	01/25/2023
Alisa Morrison	Associate Utility Engineer	07/25/2022	N/A	01/25/2023	01/25/2023
Hannah Ornburn	Drug Free Communities Coordinator	07/18/2022	N/A	01/18/2023	01/18/2023
Mark Tebbets	Bldg. Code Comp. Tech I	07/25/2022	N/A	01/25/2023	01/25/2023
Virginia York	SLP Assistant	12/14/2022	N/A	N/A	02/10/2023
Robin Young	Nurse	08/26/2022	N/A	12/05/2022	02/10/2023

I. New Employees:

Motion to acknowledge the new employees made by Mike Dziavit, seconded by Bob Pouch, all in favor.

Name	Position	Date of Hire	City/State
Kelly Carvalho	Board Cert. Behavior Analyst	01/09/2023	Eastford, CT
Brett Egan	Utility Construction Pipefitter Apprentice	02/13/2023	Gales Ferry, CT
Mario Gagliardi	Information Technology Tech User Support	01/23/2023	Canterbury, CT
Cameron Milton	Firefighter	02/07/2023	Norwich, CT
Thomas Palmer	Laborer	01/23/2023	Lisbon, CT
Jeffrey Paquet	Apprentice Water Plant Treatment Operator	02/06/2023	Colchester, CT
Virginia York	SLP Assistant	12/14/2022	Gales Ferry, CT
Sarah Warzecha	Y&FS Program Coordinator	01/23/2023	Norwich, CT

Paul Schroder made a motion to add an item to the agenda under suspension of rules. A to section IV Correspondence, seconded by Mike Dziavit, all in favor.

IV. Correspondence

A. Letter from Scott Harrington

Paul Schroder read Mr. Harrington's letter to P&P Board members. Mr. Harrington states he has "written to the City Council and Attorney General William Tong with no response. I now write to you to see if anyone has the willingness to revoke John Bilda's pension" due to his conviction of "stealing rate payer's money". The letter also states the "Attorney General shall apply to a supervisor court judge for the revocation of a state or municipal pension". The Board discussed the contents of the letter. Motion made by Paul Schroder, seconded by Mike Dziavit, all in favor to respond in writing to Mr. Harrington advising him that the Attorney General, not the P&P Board, must apply to a superior court judge to get a pension revoked.

V. Adjournment

Motion to adjourn made by Bob Pouch, seconded by Mike Dziavit, all in favor. Meeting was adjourned at 5:37pm.

Respectfully submitted,

Evelyn Lopez, Secretary

DRAFT