

**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, Vice Chair (voting member)
3. Bob Pouch, (voting member)
4. Mike Dziavit, (voting member)

B. Members Absent

1. Gary Gross, (alternate)
2. Robert Buckley, (alternate)

D. Others Present

1. Brigid Marks, Director of Human Resources
2. Michael Gualtieri, City Treasurer
3. Evelyn Lopez, Retirement Plan Administrator
4. David Sears, UBS
5. Mark Shegoski, UBS (via phone)
6. Ashley Martella, UBS (via Phone)

**II. Minutes**

A. Minutes of the July 18, 2023 Personnel & Pension Board Meeting.

Motion to accept July 18, 2023 minutes made by Rich Morelli, seconded by Bob Pouch, all in favor.

**III. New Business**

A. Council reappointments of Paul Schroder – Chairman and Richard Morelli - Vice Chairman and appointment of Robert Buckley as an alternate member.

Motion to acknowledge reappointments and appointment made by Paul Schroder, seconded by Mike Dziavit, all in favor.

Paul Schroder made a motion to add an item to the agenda under suspension of rules B, to section III new Business, seconded by Mike Dziavit, all in favor.

B. **UBS Investment Review**

Mark Shegoski, David Sears and Ashley Martella from UBS Financial Services, Inc. provided a brief overview of the current stock market. They all talked about the performance, interest rates and inflation and struggles with the current stock market. The portfolio was reviewed by David Sears. The pension fund asset allocation as of August 31, 2023 was 67.4% equity, 28.3% fixed income and 4.3% real estate. The OPEB fund asset allocation as of August 31, 2023 was 71% equity and 29% fixed income. UBS made one recommendation.

UBS recommended no changes in the planned upcoming POB proceeds investment.

Therefore, the recommendation is to move \$5,720,822 million from POB proceeds to the pension plan.

Motion made by Mike Dziavit to approve investment of \$5,720,822 million as planned, seconded by Bob Pouch, all in favor.

C. **(Formerly B.) Application for retirement:**

1. Christine M. Dawley, Administrative Assistant – BOE, for a normal retirement effective July 01, 2023.
2. Maureen Kearney-LaFlamme, Paraeducator – BOE, for a normal retirement effective July 15, 2023.

3. Nelida S. Darragh, Kitchen Worker – BOE, for a deferred retirement effective June 16, 2023, payable April 30, 2030.

Motion to approve retirement applications made by Rich Morelli, seconded by Bob Pouch, all in favor.

**D. (Formerly C.) Pension Calculations:**

1. Betsy M. Barrett, City Clerk, retired July 19, 2023. Her annual pension calculation is \$24,901.16 with a 100% joint & survivor benefit reducing her pension to \$23,058.47. Her application was approved at the February 21, 2023 meeting.
2. Nelida S. Darragh, Kitchen Worker – BOE, retired June 16, 2023. Her annual pension is \$3,142.17. Her application is on the agenda at this meeting.
3. Christine M. Dawley, Administrative Assistant, retired July 01, 2023. Her annual pension calculation is \$15,510.66. Her application is on the agenda at this meeting.
4. Maureen Kearney- LaFlamme, Paraeducator – BOE, retired July 15, 2023. Her annual pension calculation is \$25,834.61. Her application is on the agenda at this meeting.
5. Nancy Piscatelli, Paraeducator – BOE, retired August 24, 2023. Her annual pension is \$17,385.35. Her application was approved at the June 20, 2023 meeting.
6. Mark V. Sicuso, Fire LT, retired July 16, 2023. His annual pension calculation is \$52,400.55. His application was approved at the March 21, 2023 meeting.

Motion to approve the pension calculations made by Mike Dziavit, seconded by Bob Pouch, all in favor.

**E. (Formerly D.) Applications for refund/rollover of pension contributions:**

1. Yelitza Brooks, Family ENGMT/ Attendance Coordinator, who terminated effective June 30, 2023. Refund of \$14,692.64 including interest.
2. Michelle Ciccarelli, Paraeducator, who terminated effective July 28, 2023. Refund of \$36,216.45 including interest.
3. Donald Cox, Janitor, who terminated effective September 04, 2023. Refund of \$33,141.27 including interest.
4. Kathleen Edmond, Secretary – BOE, who terminated effective June 30, 2023. Refund of \$5,778.75 including interest.
5. Sarah Herrick, Secretary – BOE, who opted out of fund effective September 05, 2023. Refund of \$61,071.14 including interest.
6. Kelly Howser, Register Behavioral Tech. – BOE, who terminated effective August 25, 2023. Refund of \$14,845.11 including interest.
7. Jena Pucillo, Manager of Media Comm. – BOE, who terminated effective June 15, 2023. Refund of \$9,976.37 including interest.
8. Cynthia Rios, Administrative Coordinator, who terminated effective July 13, 2023. Refund of \$41,922.54 including interest.
9. Virginia York, SLP Assistant, who terminated effective June 30, 2023. Refund of \$2,250.38 including interest.

Motion to approve refund/rollover application made by Mike Dziavit, seconded by Rich Morelli, all in favor.

**F. (Formerly E.) Notification of Death:**

1. Henry W. Belisle, Maintenance Mechanic – NPU, DOD August 25, 2023, who retired on January 21, 1992. Survivor benefit to be paid to his spouse, Elizabeth, in the amount of \$17,680.17.

Motion to acknowledge notification of death made by Mike Dziavit, seconded by Rich Morelli, all in favor

2. Normand Cote, Police Officer, DOD August 03, 2023, who retired on September 17, 1985. No further benefit due.
3. Virginia M. Lamarsh, Outreach Worker/Senior Center, DOD August 23, 2023, who retired on October 08, 1993. No further benefit due.
4. William T. Lobacz, City Assessor, DOD July 22, 2023, who retired on January 8, 1992 (no obituary). No further benefit due.

Motion to acknowledge notification of death made by Bob Pouch, seconded by Mike Dziavit, all in favor.

**G. (Formerly F.) Eligibility List Extensions:**

1. Request from Joshua Pothier, Comptroller, to extend the Accounting Generalist list for six (6) months. The list expires October 7, 2023.

Motion to extend the eligibility list for six (6) months made by Chris Golas, seconded by Mike Dziavit, all in favor.

2. Request from Christopher LaRose, NPU General Manager, to extend the Utility Construction Pipefitter Apprentice list for one (1) year. The list expires November 4, 2023.

3. Request from Christopher LaRose, NPU General Manager, to extend the Utility Construction Pipefitter list for one (1) year. The list expires November 3, 2023.

Motion to extend eligibility list for six (6) months made by Chris Golas, seconded by Mike Dziavit, all in favor.

**H. (Formerly G.) Employees to be admitted into the City of Norwich Employees' Retirement Fund:**

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

NAME	POSITION	DATE OF HIRE	ACADAMY GRADUATION DATE	LAST DAY ON PROBATION	REQUEST/EVAL RECEIVED
Brett Egan	Utility Construction Pipefitter Apprentice	02/13/2023	N/A	08/12/2023	08/08/2023
Jacob Dilts	Asst. Program Coordinator	02/21/2023	N/A	08/20/2023	08/15/2023
Mario Gagliardi	IT Tech User Support	01/23/2023	N/A	07/22/2023	07/10/2023
Aileen Kosecki	Manager of Financial Services (BOE)	07/10/2023	N/A	N/A	08/07/2023
Jordan Nute	Police Officer	01/05/2022	07/18/2022	07/17/2023	07/18/2023
Jeffrey Paquet	Apprentice Water Plant Treatment Operator	02/06/2023	N/A	08/05/2023	08/01/2023

**I. (Formerly H.) New Employees:**

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

Name	Position	Date of Hire	City/State
Ronald Desroches Jr.	Firefighter	09/11/2023	Hamden, CT

Katherina Grey	Assessment Technician	09/05/2023	Griswold, CT
Adam Lee	Janitor	08/21/2023	Norwich, CT
Noah Parlato	Firefighter	09/11/2023	East Haven, CT

- J. **(Formerly I.)** Approval of 2024 Meeting Schedule.  
 Motion approve 2024 meeting schedule made by Rich Morelli, seconded by Mike Dziavit, all in favor.  
 Paul Schroder made a motion to add an item to the agenda under suspension of rules, to section III new Business, seconded by Mike Dziavit, all in favor.
- K. Request from BOE employee Courtney Duff to join the Employee Retirement Pension Fund and buyback interim period  
 Evelyn Lopez provided the P&P Board members background information on Ms. Duff's request. Paul Schroder and board members discussed/review the circumstance of Ms. Duff's request to join the Employee Retirement Pension Fund. P&P Board members voted to approve Ms. Duff's request. Ms. Duff is required to buy back her interim period 05/25/2022 - 09/24/2023.  
 Motion made by Paul Schroder to approve request, seconded by Mike Dziavit, all in favor.
- L. **(Formerly J.)** Request from BOE employee Jessica Ortiz to extend her deadline to rollover her pension contributions into another plan (distribution period).  
 Evelyn Lopez provided the P&P Board members information on Ms. Ortiz's request. Paul Schroder and board members discussed Ms. Ortiz's request to extend the deadline for the distribution period. P&P Board voted to deny the request to extend the distribution period.  
 Motion to denied Ms. Ortiz request was made by Paul Schroder, seconded by Mike Dziavit, all in favor.

**IV. Correspondence**  
 None

**V. Adjournment**  
 Motion to adjourn made by Mike Dziavit, seconded by Bob Pouch, all in favor. Meeting adjourn at 6:03pm.

Respectfully submitted,

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 Evelyn Lopez, Secretary