

I. Roll Call

Meeting called to order by Paul Schroder at 5:00pm

A. Members' Present

1. Paul Schroder, Chair (voting member)
2. Chris Golas, Vice Chair (voting member)
3. Bob Pouch, (voting member)
4. Mike Dziavit, (voting member)
5. Mary Osten, (voting member)
6. Patrick McMahon, (appointed alternate)

B. Members Absent

1. Gary Gross, (alternate)

C. Others Present

1. Robert V. Scalise, HR Director
2. Evelyn Lopez, Retirement Plan Administrator
3. Jennifer M. Castelhana, Milliman
4. Marc Shegoski, UBS (via phone)
5. David Sears, UBS (via phone)
6. Ashley Martella, UBS (via phone)
7. Peter Nystrom, Council Member

II. Minutes

A. Minutes of the November 18, 2025 Personnel & Pension Board Meeting.

Motion to accept the November 18, 2025 minutes was made by Mike Dziavit, seconded by Chris Golas, all in favor.

III. Old Business

A. Email from former Mayor Nystrom

Tabled from the November 18, 2025 meeting.

Paul Schroder and board members review and discussed the documents provided by HR Department with regards to former Mayor Nystrom request. Motion to deny request was made by Mike Dziavit, seconded by Chris Golas, all in favor.

IV. New Business

A. Milliman's July 01, 2025 Pension Valuation results review

Jennifer Castelhana, lead consultant from Milliman reviewed the Pension and OPEB Actuarial Valuation report and discussed several highlights of the July 01, 2025 valuation.

Key takeaways for Pension:

1. Mortality table was updated from Pub-2010 to Pub-2016.
2. Funded ratio moved from 93.4% to 93.8%
3. Market value of Assets \$399 million

P&P Board members asked for Milliman to provide them a quote to conduct an Experience and Cola study.

B. City Council reappointment of Paul Schroder (R) - Regular Member to the P&P Board

Paul Schroder acknowledged re-appointment by City Council.

C. 2026 interest rate for employee contributions

Motion made by Mike Dziavit to accept the 2026 interest rates, seconded by Chris Golas all in favor.

D. Application for Retirement:

1. Susan MacGregor, Admin. Assistant - BOE, for a deferred retirement effective October 11, 2025, payable November 08, 2026.

2. William G. Ryan, GIS Analyst - NPU, for a normal retirement effective February 18, 2026.
3. Robert L. Smith, Police Officer, for a normal retirement effective January 16, 2026.
 Motion to approve pension calculations made by Bob Pouch, seconded by Mary Osten, all in favor.

E. Pension Calculations:

1. Bonnie Cuprak, Council Secretary, retired December 02, 2025. Her annual pension calculation is \$8,353.54. Her application was approved at the November 18, 2025 meeting.
2. Eric McDermott, Electric Operations Integrity Manager, retired November 29, 2025. His annual pension is \$43,078.89. His application was approved at the October 21, 2025 meeting.
 Motion to approve pension calculations made by Mike Dziavit, seconded by Chris Golas, all in favor.

F. Applications for refund/rollover of pension contributions:

1. Leia Burns, Records Clerk, who terminated effective November 07, 2025. Refund in the amount of \$11,060.30 including interest.
2. Ryan O'Connell, Police Officer, who terminated effective November 12, 2025. Refund in the amount of \$115,323.98 including interest.
 Motion to approve refund/rollover applications made by Mike Dziavit, seconded by Chris Golas, all in favor.

G. Notifications of Death:

1. Rita Dugas, DOD November 30, 2025, who retired from BOE on March 27, 1997. Survivor benefit to be paid to her spouse Robert L. Dugas, in the annual amount of \$4,772.85.
 Motion to approve survivor benefit was made by Bob Pouch, seconded by Chris Golas, all in favor.
2. Robert S. Cave, DOD December 5, 2025, who retired from NPU on April 09, 2001. Survivor benefit to be paid to his spouse Darlene Cave once P&P Board verifies and confirms that Mrs. Cave is the beneficiary of Robert Cave. Annual survivor benefit is in the amount of \$12,583.18.
 Motion to approve Darlene Cave survivor benefit was made by Mike Dziavit, seconded by Chris Golas, 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 Employee's Retirement Fund was made by Mary Osten, seconded by Bob Pouch, all in favor.

NAME	POSITION	DATE OF HIRE	ACADEMY GRADUATION DATE	LAST DAY ON PROBATION	REQUEST/EVAL RECEIVED
Griffin Bellavance	Firefighter	08/20/2024	12/05/2024	12/04/2025	11/24/2025
Maximilian Kuczorski	Firefighter	08/20/2024	12/05/2024	12/04/2025	11/24/2025
Megan Langford	ISS Supervisor	09/19/2025	N/A	N/A	11/26/2025
Patricia Mullins	Director of Community Development	06/23/2025	N/A	12/22/2025	12/22/2025
Eraclito Rapuano	BCBA	10/20/2025	N/A	N/A	11/26/2025
Valeria Yraita	Exec. Assist. to the Mayor & Comm. Liaison	12/02/2025	N/A	N/A	12/08/2025

I. New Employees:

Motion to acknowledge new employees made by Mary Osten, seconded by Bob Pouch, all in favor.

Paul Schroder asked HR Department to provide a copy of the Job Description for the Executive Assistant to the Mayor & Community Liaison for the next P&P Board meeting.

Motion to approve request was made by Bob Pouch, seconded by Chris Golas, all in favor.

Name	Position	Date of Hire	City/State
Abimeleck Caraballo	Police Officer	01/07/2026	Jewett City, CT
Kyle Knowow	Laborer	12/01/2025	North Franklin, CT
Megan Langford	ISS Supervisor	09/19/202	Baltic, CT 06330
Timothy McDonald	Laborer	12/01/2025	Taftville, CT
Alejandro Melchiorre	Police Officer	01/07/2026	Beacon Falls, CT
Haven Mish	Police Officer	01/07/2026	Jewett City, CT
Emily Price	Administrative Specialist - Planning	12/08/2025	Norwich, CT
Jed Soberal	Firefighter	12/01/2025	Colchester, CT
Pabel Tapia	Janitor	11/24/2025	Norwich, CT
Valeria Yraita	Executive Assistant to the Mayor & Community Liaison	12/02/2025	Norwich, CT

Paul Schroder made a motion to add to the agenda under suspension of rules, item J. P&P Board Employee Representative Election under New Business, seconded by Mike Dziavit, all in favor.

J. P&P Board Employee Representative Election

Paul Schroder requested that HR Department coordinate the P&P Board Employee Representative Election in February 2026.

Motion to approve request was made by Bob Pouch, seconded by Pat McMahon, all in favor.

Paul Schroder made a motion to add an item to agenda under suspension for rules. A Copy of 2007 Cola Report to section IV Correspondence, seconded by Chris Golas, all in favor.

IV. Correspondence

A. Copy of 2007 Cola Report

Motion to request a copy of the 2007 Cola Report and all pertaining information on calculation was made by Mike Dziavit, seconded by Chris Golas, all in favor.

V. Adjournment

Motion to adjourn made by Mary Osten, seconded by Mike Dziavit, all in favor. Meeting adjourned at 6:30pm.

Respectfully submitted,

Evelyn Lopez, Secretary