

**PENSION PLAN REVIEW COMMITTEE  
INITIAL MEETING, JANUARY 24, 2012  
TOWN HALL AT 7:00 P.M.  
Minutes**

**Members Present:** C. Blake, E. Gadomski, J. Manes, M. Dunn, E. Weik, P. Buccitelli and P. Perusse. Also present: Roxanne Carroll, Administrative Assistant to the First Selectman.

**Call to order:** The initial meeting of the Pension Plan Review Committee was called to order at 7:00 p.m. by Acting Chair, Peg Perusse.

**Materials:** Members were given a binder with materials including a member contact list, information regarding the role of the committee, a communication with the Town's actuary, an agenda and a copy of the Municipal Plan Document as well as a copy of the Summary Plan Description (SPD) which is the employee communication document.

**Organization -Officers:** Members agreed that three officers should be sufficient including Chairman, Vice Chairman & Secretary. Nominations and votes followed the discussion.

**Chairman:** C. Blake nominated M. Dunn as Chairman. M. Dunn respectfully declined based on his work commitments. C. Blake nominated P. Perusse as Chairman, seconded by J. Manes. No other nominations were made. All voted aye to P. Perusse as Chairman.

**Vice Chairman:** C. Blake nominated M. Dunn as Vice Chairman, seconded by J. Manes. No other nominations were made. All voted aye to M. Dunn as Vice Chairman.

**Secretary:** C. Blake nominated P. Buccitelli as Secretary, seconded by J. Manes. No other nominations were made. All voted aye to P. Buccitelli as Secretary.

**Schedule of Meetings:** After several attempts to find a mutually convenient meeting date, it was agreed that the fourth Tuesday of each month would work for all members.

**Purpose:** P. Perusse stated that it was the role of this committee to review the plan documents and to clarify any language that seemed confusing or ambiguous for ease in understanding and implementation of the plans. She also mentioned that it was her hope that Hooker & Holcomb, the town's actuarial consultants, will be made available to offer their recommendations regarding any legal changes that are needed as well as offer some help with any language changes that are deemed necessary. It is not the committee's role to change the pension plans structure only to make recommendations regarding language to the Pension Commission and ultimately the Board of Selectman who will then bring any changes necessary to a Town Meeting for a vote.

**Discussion of Approach:** Discussion ensued regarding the approach and all agreed that they would read the plans and make notes of anything that is unclear or raises questions in their minds. They can feel free to mark up their plans and/or bring their notes to the next meeting for discussion. By the next meeting there should be an answer regarding what assistance can be obtained from Hooker & Holcomb, if any.

**Communications:** No communications were noted other than the email to the actuary contained in the binder. Questions from public in attendance were related to a possible plan change in the future and members responded that any plan change was not the role of this committee or the

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Pension Commission. The Pension Commission only administers the plans and oversees the investments. Another question related to the number of active employees covered by the plan and the number of retirees covered. R. Carroll gave an estimate of approximately 57 retired participants and approximately 97 actively employed participants. Accurate information will be provided to members at the next meeting.

7:30 p.m. Motion to adjourn by E. Weik, seconded by J. Manes. All voted aye.

Respectively submitted,

Peggy Perusse, Acting Secretary