

LITCHFIELD PENSION COMMISSION REGULAR MEETING  
TUESDAY, DECEMBER 1, 2015

MINUTES

Present: F. Carpentier, M. Dunn, J. Manes, J. Morosani, P. Perusse

Absent: D.T. Wilson

Also present: Union Savings Bank Representatives: R. Judd, and P. Carlson, Administrative Assistant to the First Selectman: R. Carroll

The meeting was called to order by Chairman P. Perusse at 7:03p.m.

**Approval of Minutes of October 13, 2015 Regular Meeting: Motion:** by M. Dunn seconded by J. Manes to approve the minutes of the October 13, 2015 regular meeting. Voting aye: M. Dunn, J. Manes, J. Morosani, P. Perusse. F. Carpentier abstained due to his absence from the meeting. Motion passed.

**Union Savings Bank – Pension Disbursements:** R. Judd explained that Union Savings Bank (USB) upgraded their online bill payment system. They had tested the system and thought it was performing correctly only to realize after-the-fact, that the transfer went through to all the banks with some truncated account numbers. USB direct wired funds to those affected. Mr. Judd apologized for the bank error. Since the October occurrence there have been two runs with no problems. M. Dunn asked why a Town pension recipient had to notify them of the error and why did the bank not notice the error immediately. P. Carlson explained the sequence of events and provided a chart (Attachment I). The bank is unaware of any individuals having a bounced check due to this error. If any come forward USB will reimburse for associated fees. There are still some recipients receiving a monthly check for benefits. Discussion took place on eliminating issuing checks and moving those individuals to direct deposit. Letters explaining the benefits of direct deposit for check recipients will be drafted by USB and the Commission for approval at the February Commission meeting.

**Benefit Approvals:** None

**2016 Schedule of Meetings: Motion:** by J. Morosani and seconded by M. Dunn to approve the schedule as presented. All voted aye and the motion passed.

**Communications:** P. Perusse stated that Hooker & Holcomb has reviewed both the Municipal and Merit Plans as requested and provided notes on areas in both Plans that need clarification. The Commission is interested in a legal review and update of the Plans and will look to find an attorney with expertise in pension plan documents for cost estimates.

P. Perusse reported that she sent letters to each of the five volunteer emergency organizations requesting their current Merit Service Award Point System for reviewing Plan procedures. She has received one response to date.

P. Perusse sent a letter to the Board of Selectman requesting a representative of the Board of Finance appointment to fill the vacancy held by Brenda Barnes on the commission.

**Items for next agenda:**

- a) USB/Commission Letter
- b) Investment Review
- c) Plan Review and Procedures

**Adjournment: Motion:** by M. Dunn to adjourn at 7:56 p.m. and J. Manes seconded. All voted aye and the motion carried.

Respectfully submitted,

John W. Morosani  
Secretary

Town of Litchfield - 10/1 ACH Payment Delay

Thursday 10/1

- 137 Pension disbursements initiated.
- 104 ACH
- 33 Check

Friday 10/2

- Received notification by some banks of rejected payments. (This process can take up to 5 business days).
- USB initiated calls to all ACH bank partners to confirm receipt of disbursements.
- 21 ACH payments identified as not being received.
- 19 Wires sent with additional \$15 to cover the receiving institution's incoming wire fee.
- 2 Webster back office transfers made.

Monday 10/5

- 4 of the 19 rejected wires sent on 10/2 did not meet the Fed cut off time of 6pm.
- Wires resent for the 4 pensioners.
- Sent letters to all 21 pensioners notifying them of the late payment..

Tuesday 10/6

- USB completed reconciliation of all ACH rejection notices.
- 1 pensioner identified as not having received payment.
- Wire sent.
- Sent letter to pensioner notifying them of the late payment.

Thursday 10/22

- 1 Webster back office transfer identified as being misapplied.
- Payment applied properly by Webster.