

The Narragansett Bay Commission  
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Vincent J. Mesolella  
Chairman

Raymond J. Marshall, P.E.  
Executive Director



**OFFICIAL MINUTES OF:**

Meeting of:	Personnel Committee Meeting
Date:	December 17, 2008
Time:	10:00 a.m.

**MEMBERS PRESENT:**

Vincent J. Mesolella, NBC Chairman  
Bruce Campbell, Committee Chairman  
Al Montanari  
Michael Salvatore

**MEMBERS ABSENT:**

Leslie Gray, III  
John MacQueen  
Angelo Rotella

**STAFF AND GUESTS PRESENT:**

Raymond Marshall, NBC Executive Director  
Rich Bernier, NBC  
Laurie Horridge Bissonette, NBC  
Thomas Uva, NBC  
Karen Giebink, NBC  
Terry Cote, NBC  
Joanne Maceroni, NBC  
Brenda Smith, NBC  
Cecille Antonelli, NBC  
Leah Foster, NBC  
Steven Whitney, Senate Fiscal  
Dan Smith, NBC  
Karen Musumeci, NBC

**1. Call to Order**

Recognizing that a quorum was present Chairman Campbell called the December 17, 2008 Personnel Committee Meeting to order at 10:01 a.m.

**2. Approval of Minutes – June 18, 2008 Personnel Committee**

Chairman Campbell asked for a motion to approve the minutes of the June 18, 2008 Personnel Committee meeting as written. Commissioner Salvadore moved to approve the minutes of the June 18, 2008 Personnel Committee as written. Commissioner Montanari seconded the motion. The vote taken by the Personnel Committee was unanimous. The motion carries.

**3. Items for Action**

**A. Amendments to the Organization Plan**

Chairman Campbell stated that the Committee has before them a request for an Amendment to the NBC Organizational Plan. He turned the meeting over to Executive Director Raymond Marshall to explain the Amendment.

Mr. Marshall advised the Committee members that this is a request for a change in job title from Systems Administrator to PC Support Specialist/Systems Administrator to more accurately reflect the duties of the position. The job description and the pay grade will remain the same.

Chairman Campbell suggested that the second item on the agenda Review and Approval of Resolution 2008:35 be presented at this time and the vote be taken on both together.

**B. Review and Approval of Resolution 2008:35, Amendment of the Narragansett Bay Commission Non-Union Retirement Plan (Defined Contribution)**

Mr. Marshall stated that permission is being requested to make a change in the Non-Union Defined Contribution Retirement Plan or 401(a) Plan. Presently NBC makes a payment into this plan at the end of each fiscal year, subsequent to June 30<sup>th</sup>. We are requesting that the Plan be amended so that the contributions can be made on a bi-weekly basis into participant's accounts, with each payroll to give the employees the benefit of dollar cost averaging. Mr. Marshall advised that the cost of funding the Plan will remain essentially the same.

Karen Giebink stated that funding rate of the Non-Union Retirement Plans has historically been 10 percent and that the proposed change would not modify the overall funding of the Non-Union Retirement Plans. The contribution rate to the Defined Contribution Plan will remain the same. She stated that what currently happens is, that if there are any non-union employees determined to be ineligible for an allocation, what we would have budgeted for those individuals would have been deposited in the Defined Benefit Plan so in terms of the overall annual cost there should be no significant impact. In terms of the actual cash deposits into each of the Plans they might change slightly. She further stated that if the contributions were made this way last year, with the elimination of the requirement of 1,000 hours and being employed on the last day of the plan year, it would have increased the contributions to the Defined Contribution Plan by \$ 4,000 and would have reduced the contribution to the Defined Benefit Plan by \$4,000 so basically it would be a wash.

After a brief discussion between the Commissioners a motion was made by Commissioner Campbell to approve the changes to the Organization Plan as presented and to approve Resolution 2008:35. The motion was seconded by Commissioner Salvadore. The vote to approve was unanimous. The motion carries.

**4. Other Business**

There was no other business to report.

**5. Adjournment**

A motion to adjourn was made by Commissioner Salvadore, seconded by Commissioner Mesoletta and the Personnel Committee meeting adjourned at 10:10 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Raymond J. Marshall". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Raymond J. Marshall, P.E.  
*Executive Director/Secretary*