

TOWN OF NEWINGTON
STANDING INSURANCE COMMITTEE
SPECIAL MEETING MINUTES

April 6, 2015

Town Hall Conference Room L100

- I. Call to order – Chairperson Castelle called the meeting to order at 7:05 PM.
- II. Roll call – members present: Clarke Castelle, Chairperson; Dave Nagel; Sharon Braverman; Paul Vessella; and Cheryl Constantine. Others present: Lou Jachimowicz, Chief Finance and Operations Officer; and Jeff Baron, Director of Administrative Services.
- III. Public participation – None.
- IV. Administrative procedures - There are two Agent of Record firms to be interviewed, People’s United Insurance Agency and USI Insurance Services. Mr. Baron had distributed a set of questions via e-mail to Committee members prior to the meeting date. It was agreed that Mr. Baron would ask the prepared questions to each firm to allow members to focus on the responses. Members would also follow up with individual questions. Chairperson Castelle reviewed the ancillary coverage that the Town has with carriers other than CIRMA; specifically crime, underground pollution liability and cyber liability. Ms. Constantine recused herself from any votes or discussion that involved the Travelers Insurance, who is her employer.
- V. Agent of Record Interviews – People’s United Insurance Agency, R.C. Knox Division, was represented by Fred Tanguay and John Rose, and they were interviewed first. USI Insurance Services, represented by Bill Guerrero, Rachel Merritt, Cecile May, and Dan Devin, was interviewed second. Both started with a presentation, followed by responses to questions from the Committee and Mr. Baron. Each interview lasted between forty five minutes to one hour.
- VI. Consider and take action on Agent of Record selection recommendation – Each Committee member stated their impressions of each firm’s interview. The consensus was that the Committee more comfortable with USI Insurance Services. The Committee felt that USI did a better job in explaining coverage issues, offered additional options to the Town in terms of benchmarking where Newington was in terms of other Connecticut Towns of a similar size. There was a lot of experience within the USI team. They provided value added services. They collaborated well and offered new ideas. The software options USI offered were better. Ms. Braverman then made a motion that the Standing Insurance Committee recommend

to the Newington Town Council that the firm of USI Insurance Services, LLC be appointed as the Town's Agent of Record for the period from July 1, 2015 through June 30, 2018, based on the contents of their written proposal, which includes a maximum total fee of \$75,000, and their interview with the Committee. A second to the motion was made by Ms. Constantine. The motion passed unanimously by a vote 5 YES to 0 NO. Staff was directed to attempt to negotiate a lower fee with USI Insurance Services.

- VII. Any other business pertinent to the Committee – Ms. Braverman asked about two matters that arose during the interviews: slips, trips and falls at John Paterson School and the Committee's relationship with the Employee Health and Safety Committee.
- VIII. Public participation – None.
- IX. Response to public participation - None.
- X. Adjournment – The meeting adjourned at 9:32 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services