

TOWN OF NEWINGTON
STANDING INSURANCE COMMITTEE
SPECIAL MEETING MINUTES

APRIL 26, 2018

TOWN HALL LOWER LEVEL, ROOM L100

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IN NEWINGTON, CT

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Town Clerk

- I. Call to Order – Ms. Serra called the meeting to order at 7:04 PM.
- II. Roll Call – Members Present: Diana Serra, Chairperson; Beth DelBuono, Sharon Braverman, Clarke Castelle, and John Slusarski. Others Present: Jeff Baron, Director of Administrative Services.
- III. Public Participation – None.
- IV. Agent of Record Selection Process – Mr. Baron reported that the Town had issued an RFP and invited four firms to respond. Three firms submitted proposals on March 29th. They are USI Insurance Services, H.D. Segur Insurance, and Arthur J. Gallagher Risk Management Services, Inc. The Committee discussed all three proposals and agreed by consensus to interview two firms, USI Insurance Services and H.D. Segur Insurance. Gallagher's fee was double that of the other respondents, and they did not have a significant relationship with the Town's current insurance carrier, CIRMA. With three appointments on the nine member committee unfilled, having enough members to hold a meeting (five of the six appointed members must be present to have a quorum on this nine member committee) can be problematic. Mr. Castelle made a motion that the Standing Insurance Committee selects six of its members, Diana Serra, Beth DelBuono, Sharon Braverman, Steven Silvia, Clarke Castelle, and John Slusarski, to serve as an Interview Subcommittee, for the purpose of interviewing prospective insurance Agents of Record. A second to the motion was made by Mr. Slusarski. Discussion: all members currently appointed to the Committee as a whole would be on the subcommittee, but the threshold needed to have a quorum would be lowered to four members. The motion passed by a vote of 5 YES to 0 NO. Mr. Baron was directed to invite USI and Segur to interview with the Committee on the evening of May 7, 2018. The meeting will start at 7:00 PM, with interviews scheduled for 7:15 and 8:00 PM. Mr. Baron distributed the interview questions that were used three years ago. He was directed to incorporate three suggested additional questions and revisions provided by Mr. Slusarski.
- V. Any Other Business Pertinent to the Committee – None.

- VI. Public Participation – None.
- VII. Response to Public Participation – None.
- VIII. Adjournment – the meeting adjourned at 7:54 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron,
Director of Administrative Services