

2018 MAY -8 PM 12:16

TOWN OF NEWINGTON

STANDING INSURANCE COMMITTEE

May 7, 2018

Town Hall – Lower Level – Conference Room L-100


Town Clerk

SPECIAL MEETING MINUTES

- I. Call to Order – Chairperson Diana Serra called the meeting to order at 9:25 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. Consider and Take Action on Agent of Record Recommendation to Town Council – The interview subcommittee met prior to the start of this meeting and interviewed two of the three firms that had responded to the Town’s Request for Proposals, H.D. Segur Insurance and USI Insurance Services. The Committee discussed each of the firms that were interviewed. Although they were two very different presentations, both firms had a significant Connecticut municipal client profile and offered a wide array of services. The Town general government and the Board of Education have both had a positive experience with USI Insurance Services, the Town’s current Agent of Record. USI’s fees were also lower. Ms. DelBuono 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, 2018 through June 30, 2021, based on the contents of their written proposal, which includes a three year total fee of \$52,500, and their interview with the Committee. A second to the motion was provided by Mr. Slusarski. There was no further discussion. The motion passed unanimously by a vote of 5 YES to 0 NO.
- V. Any Other Business Pertinent to the Committee – the establishment of a subcommittee of all appointed members for the Agent of Record interviews lowered the threshold needed to achieve a quorum to four members. The Committee wished to do the same for its next future order of business, to discuss any insurance offers to the Town prior to making a recommendation to the Town Council on the placement of insurance. Mr. Baron told the Committee that he had notified the Town Attorney after the Committee’s last meeting of the establishment of a subcommittee by the Committee as a whole, in the event there were any procedural or other concerns. Mr. Slusarski made a motion that the Standing Insurance Committee create a Placement of Coverage Subcommittee consisting of all appointed members to the Committee. A second to the motion was provided by Ms. DelBuono. The motion passed by a vote of 5 YES to 0 NO. The Committee agreed to schedule a meeting for May 30th at 5:30 PM.

- VI. Public Participation – None.
- VII. Response to Public Participation – None.
- VIII. Adjournment – the meeting adjourned at 9:58 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services