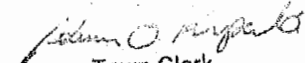


TOWN OF NEWINGTON
STANDING INSURANCE COMMITTEE

2022 MAR 25 AM 10:44

SPECIAL MEETING MINUTES


Town Clerk

March 24, 2022, Zoom Event

- I. Call to Order – Chairperson Manke called the meeting to order at 6:03 PM.
- II. Roll Call – Members Present: Tim Manke, Chairperson; Sharon Braverman, Richard Lavarriere, Sam Sharma, Clarke Castelle, David Johnson, and Jonathan Trister. Others Present: James Krupienski, Town Clerk; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – None.
- IV. Review Liability Insurance Agent of Record – a draft of the Request for Proposals (RFP) had been distributed to all members in advance of the meeting. Presented by Mr. Baron. The previous term had been extended by one year, largely due to COVID-19. The Committee agreed by consensus to issue the RFP and to interview respondents in person (rather than via Zoom) on the night of April 28th. Mr. Baron read Mr. Slusarki's comment on the RFP into the record: "The only comment I had regarding the RFP is should we add some comment about our ability to extend past three years due to extenuating circumstances? Hopefully we won't have anything like COVID again." The Committee agreed and directed Mr. Baron to include this into the RFP. He stated that he would also insert wording to notify respondents that interviews would be on April 28th. Responding to questions, he spoke about the two Agents (for Liability Insurance and for Pension & Benefits) and the differences between the two. He also spoke about what the Liability Insurance Agent did (the bulleted items under Services Sought on pages 1-2 of the RFP) and discussed those things briefly. Ms. Braverman asked that Mr. Baron provide questions to the Committee in advance of the interviews. Mr. Baron also mentioned the three firms who had submitted previously and stated that each of them would receive a copy of the RFP. Mr. Baron will distribute proposals to Committee members after the receipt deadline, and then confer with the Chair of the Committee as to who to interview.
- V. Any Other Business Pertinent to the Committee – the Committee agreed by consensus that the April 28th meeting would start at 7:00 PM.
- VI. Public Participation – None
- VII. Comments by Members – None.
- VIII. Adjournment – the meeting adjourned at 6:03 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services