

MEMORANDUM

DATE: September 16, 2013
TO: Insurance Committee Members
FROM: **Cindy Bennett, Risk Mngr.**
RE: Notice of Meeting, Tuesday, October 29th, 5:00 p.m.
Town Hall Building Dept. Conference Room

There will be a Town Insurance Committee meeting on Tuesday, October 29th, at 5:00 p.m. in the Town Hall Building Dept. Conference Room .

If you cannot attend, please give me a call 860-291-7244.

Thank you.

c: Michael Walsh, Director Finance
Robert Pasek, Town Clerk
Rose Tavigian, Data Processing
Todd Goodall, Lockton Companies

INSURANCE COMMITTEE MEMBERS

Anita Morrison
47 Woodbridge Ave.
East Hartford CT 06108

Ellen McCreery
39 Greene Terrace
East Hartford, CT 06108

Paul Sousa
56 Columbus Street
East Hartford CT 06108

Joe Carlson
1392 Silver Lane
East Hartford, CT 06118

Tim Bockus, Director, Public Works

AGENDA

**Insurance Committee Meeting – Town Hall Building Dept. Conf. Rm.
Tuesday, October 29, 2013, 5:00 p.m.**

1. Call to order
2. Review and acceptance of June 18, 2013 meeting minutes
3. Workers' Compensation Excess Insurance Update
4. Property/Liability renewal for 7/1/14
5. National Health Care Update and how it has impacted the Town programs
6. Meeting adjournment

MEETING MINUTES
INSURANCE COMMITTEE
TOWN OF EAST HARTFORD, CT

Town Hall, Welling Conference Room

June 18, 2013

PRESENT: Committee members: Chairperson Paul Sousa, Anita Morrison, Joe Carlson (left at 5:15 P.M.), Ellen McCreery, and Tim Bockus.

Also Present: Risk Manager Cindy Bennett, Finance and Benefits Director Michael Walsh, Steve Bixler- CIRMA, Fiona Porto- CIRMA, and Christopher Wardrop-USI

The meeting was called to order by Chairperson Paul Sousa at 5:01 P.M.

Chair Sousa entertained nominations for election of Committee Officers.

Anita Morrison nominated Paul Sousa for Chairman. Joe Carlson seconded the nomination. By a 4-0 vote of the Committee, Paul Sousa was elected Chairman.

Paul Sousa nominated Ellen McCreery for Vice-Chairman. Anita Morrison seconded the nomination. By a 4-0 vote of the Committee, Ellen McCreery was elected Vice-Chairman.

Joe Carlson nominated Tim Bockus for Secretary. Anita Morrison seconded the nomination. By a 4-0 vote of the Committee, Tim Bockus was elected Secretary.

MOTION by Joe Carlson
seconded by Ellen McCreery
to approve the minutes of the June 7, 2012, meeting as written.

Motion carried by 4/0.

Chair Sousa recognized Cindy Bennett who reviewed the Town's Risk Management Program Summary Update (see handout attached).

Chair Sousa asked for an explanation of the HDHP. Director Walsh provided a brief explanation of the program.

Cindy Bennett then introduced Steve Bixler and Fiona Porto from CIRMA who presented CIRMA's renewal for the Town (see attached handout). CIRMA's renewal includes an overall 2% premium increase for a total premium of \$632,960.

The Committee reviewed and discussed options for the following items:

- Extra Expense coverage limits
- UST coverage to replace the state trust program which has been phased out.
- Flood Insurance on two Ecology Dr. properties
- Workers Compensation Excess Insurance quotes

Cindy Bennett introduced Chris Wardrop of USI who presented an overview of industry trends and issues (see attached).

Steve Bixler of CIRMA presented data on the Town's LAP expenses vs. premiums over the last 5 years. Mr. Bixler then discussed a LAP Policy Rate Lock proposal for July 1, 2014 and July 1, 2015 consideration (see attached).

MOTION by Ellen McCreery
seconded by Anita Morrison
to recommend the \$632,960 base premium plan with the Extra Expense by-up to at least the \$500,000 limit for an additional \$389 provided it can be done within the current budgetary constraints, the Excess Workers' Compensation Self-Insured Retention of \$1,000,000 for a deposit premium of \$100,826 and to forego purchasing lower deductible coverage for ecology drive properties in a flood zone.

Motion carried by 3/0

Chairperson Sousa commended Cindy Bennett and Mike Walsh, Director of Finance for the excellent work they do on behalf of the Town.

New Business- none

MOTION by Anita Morrison
seconded by Ellen McCreery
to adjourn the meeting.

Motion carried by 3/0

Paul Sousa declared the meeting adjourned at 7:05 PM.

Respectfully submitted,

Tim Bockus, Director of Public Works