

MINUTES
Insurance Advisory Committee
January 9, 2006
Conference Room 4, Town Hall
7:30 a.m.

The members of the Insurance Advisory Committee convened in open session on January 9, 2006 in Conference Room 4 of the Town Hall. The meeting was called to order at 7:35 AM. All members were in attendance.

Assistant Town Administrator Jeff Conti opened the meeting by calling for nominations for the position of Committee Chair. It is important for the Committee to have a formal Chair to facilitate communication with other Town entities.

During the ensuing discussion, Mr. Conti was asked to confirm for the Committee that members of town committees are covered under the Town's professional liability insurance.

June Roberts was nominated to serve as Chair of the Committee. There were no other nominations.

The Committee moved: To elect June Roberts as Chair of the Insurance Advisory Committee.

The motion carried unanimously (4-0).

Mr. Conti turned the meeting over to the Chair.

The Committee moved: To approve the minutes from its October meeting.

The motion carried unanimously (4-0).

Mr. Conti gave a status report to the committee. He noted that members should have received policy and coverage summaries requested at the last meeting. He stated that the former Waverly Fire Station has been dropped from the Town's property insurance resulting in a small rebate. We anticipate further adjustments when the new fire stations come online and the remaining old fire stations are disposed of.

Moving to auto insurance, Mr. Conti reported that there are currently two outstanding auto-related claims against the Town. Both are being handled by our insurer and we do not expect either to be a source of concern. We have made a number of additions and deletions to our fleet list and are expecting an adjustment soon from MIIA.

At the last meeting, the Committee had inquired about our ability to check employee driving records. Mr. Conti stated that the Town does request a driving record when an

employee is hired for a position that will involve driving. However, we do not check personal driving records on an ongoing basis. We cannot currently require employees to provide this information. This would need to be negotiated as part of union contracts and the unions are not likely to look favorably on it. The Committee expressed its view that this is an important area of liability exposure for the Town and Mr. Conti indicated he would look into the matter further. He also noted that he has not received anything from MIAA in response to the Committee's request for experience modification worksheets.

The Committee reviewed a spreadsheet showing outstanding general liability claims against the Town. One claim is being litigated and is being handled by Town Counsel. Another claim is in the process of being settled. The others are in various stages of investigation. The Committee asked Mr. Conti to add a column to the spreadsheet to indicate the general nature of the claim – pothole, tree, slip and fall, etc.

Following up on an issue from the previous meeting, Mr. Conti reported that the Town's special needs softball program was able to resolve the request by the Belmont Hill School for proof of insurance by obtaining insurance through the Special Olympics. However, this sort of issue could arise again with other groups and argues in favor of obtaining a comprehensive general liability policy. The Town's general liability policy covering the Senior Center will be dropped if, as seems likely, the Senior Center moves out of the Our Lady of Mercy Parish Hall.

Another issue raised previously was upgrading coverage of certain vehicles from depreciated value to replacement cost. Mr. Conti said that when he checked there were only one or two vehicles for which an upgrade would be feasible and he had not pursued the matter further to date. However, a new fire pumper is coming online so Mr. Conti agreed to look into this again.

The Committee then took up the question of re-bidding coverages for FY2007. The Committee reviewed a memo which Mr. Conti had sent to the Board of Selectmen based on the Committee's recommendations requesting authority to hire a consultant to oversee a rebidding and noting that in 2002 this had cost about \$6,500. The Committee agreed that this was worth pursuing and felt that we would at least be likely to get better quotes. Mr. Conti asked if the Committee had recommendations for consultants to approach in addition to Mr. Curtin who had served previously. The suggestion was made to see if MIAA had some names and Mr. Conti agreed to contact them.

The Committee moved: To ask the Board of Selectmen for authority to hire a consultant.

Motion carried unanimously (4-0).

In further discussion on this question, Mr. Conti asked if it was appropriate to research a general liability policy as part of the re-bidding process and the Committee agreed that it was. The Committee also felt that we should look into oil tank insurance (in light of the Burbank oil spill), pollution insurance, and/or an umbrella policy if possible.

Mr. Conti informed the Committee of his efforts to get quotes on accidental death and disability insurance for our police and firefighters. The Committee felt that this issue probably does not fall under their mandate.

Mr. Conti was asked to follow up with the school athletics director regarding safety precautions for cheerleaders in light of recent news articles highlighting increased risk in this area.

Mr. Conti was also asked to report to the Committee on how much we are paying Town Counsel to work on general liability claims against the Town of Belmont in order to further inform the question of taking out a comprehensive general liability policy.

The Committee agreed to hold its next meeting on Monday, February 13 at 7:30 AM in Conference Room 4 of the Town Hall.

The meeting adjourned at 8:45 a.m.

Jeffrey B. Conti
Assistant Town Administrator