

MINUTES
TOWN OF BELMONT
PROPERTY & CASUALTY INSURANCE ADVISORY COMMITTEE
TOWN HALL, CONFERENCE ROOM 4
Thursday, January 7, 2010
7:30 AM

CALL TO ORDER

A meeting of the Committee was called to order at 7:39 am by Chair Jane Roberts in Conference Room 4 of the Town Hall. Members Jay Berelli, Evelyn Haralampu, Bob Musse, and Bob Watson were present. Member Christopher DeLory was absent. Assistant Town Administrator Jeff Conti was also present.

ISSUE UPDATES

Mr. Conti updated the committee on the damage to the Beech Street Center caused by frozen pipes. The investigation is ongoing.

FY11 INSURANCE RE-BID

The Committee reviewed the bids received for insurance consulting services. Mr. Conti stated that the Town received three qualifying bids, and the public purchasing laws require the Town to choose the lowest qualified bid. The low bidder was Albert Risk Management (formerly J. H. Albert.) This firm is well established in Massachusetts and has bid previously to work with the Town in 2002 and 2006.

The Committee moved: To designate Albert Risk Management as the successful bidder for the Town's insurance consultant.

Motion carried unanimously (5-0.)

The Committee discussed the services they expect the consultant to provide and asked Mr. Conti to clarify items that were not specified in the specs he issued: the number of meetings between the consultant and the Committee (one before the RFP goes out and one at the end to present their recommendations on the proposals received), the need for a written evaluation of proposals, and as a first step, a timeline for the project.

MINUTES

The Committee moved: To approve the minutes of its December 10, 2009 meeting as drafted.

Motion carried unanimously (5-0.)

OTHER ITEMS

The Committee discussed including pollution coverage as an optional line for prospective bidders to include in their proposals for FY11.