MINUTES
Insurance Advisory Committee
March 23, 2006
Conference Room 4, Town Hall
7:30 a.m.

The members of the Insurance Advisory Committee convened in open session on March 23, 2006 in Conference Room 4 of the Town Hall. The meeting was called to order at 7:39 AM. Chair June Roberts, John Borelli, Bob Masse, and Jeff Conti were in attendance. Bob Watson was not present. Also in attendance was Terry Curtin of Kevin F. Donoghue and Associates.

The Committee reviewed the minutes of its previous meeting on March 9.

The Committee moved: To approve the minutes.

Motion carried unanimously.

The Committee discussed draft specifications for the insurance renewal RFP prepared by Mr. Conti. Mr. Curtin offered a number of suggestions for revisions as well as additional statistics and documentation he was able to obtain from the Town's current insurance brokers.

Mr. Curtin presented the Committee with a proposed timeline for the insurance renewal process. Under the timeline, Mr. Conti would contact potential bidders, finish revising the specifications, and issue the RFP on March 31. Proposals would be due back from the bidders on May 18. Mr. Curtin will then review the proposals and put together an analysis for the Committee. He would meet with the Committee on Wednesday, May 24 to make a recommendation and the Committee would select the group or groups whose proposals it wishes to accept. The Town would then finalize details with the winning bidder or bidders and receive binders by June 6, with coverage to be effective July 1.

Mr. Curtin pointed out that MIIA, which currently handles the Town's automobile and workers' compensation, requires 30 days notice if the Town chooses to leave its program and the proposed timeline is designed to meet that requirement.

There was general approval of the timeline and the proposed process. The Committee agreed to hold its next meeting on Wednesday, May 24 at 7:30 AM in Conference Room 4 of the Town Hall.

The meeting adjourned at 8:25 a.m.

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Jeffrey B. Conti
Assistant Town Administrator