

Board of Selectmen  
**SPECIAL MEETING**  
June 18, 2014 – 3:00 p.m.  
Town Hall

**MINUTES**

- 1.0** The meeting was called to order by First Selectman Joyce Okonuk at 3:05 p.m. Selectmen Linda Finelli and John Bendoraitis were present. Audience: 2
- 2.0** Chris Wardrop of USI Insurance Services was invited to meet with the Selectmen and Finance Director and explained how his firm's services could benefit the town. USI is a privately owned insurance company with over 500 offices nationally, with their Connecticut office in Meriden. In Connecticut they work with 57 small and mid-size towns and board of education; 20 of their clients carry insurance through CIRMA as does Lebanon. USI was originally introduced to the town when the Windham Council of Governments (WINCOG) advertised, interviewed and contracted with USI to meet with all of the interested WINCOG towns and boards of education to evaluate their liability, auto, property and workers' compensation policies. The Lebanon BoE was offered the opportunity to meet with USI but declined. The current policy coverage/cost with CIRMA is split 64% (BoE) and 36% (Town).

USI reviews WC claims, especially in the fall, prior to setting budgets and would also review CIRMA estimates and look into claims that need additional follow-up. Their services would be similar to the brokerage services used by the town and school for health insurance. Finance Director Veronica Calvert told the Selectmen that a broker is needed to provide assistance in reviewing the workers' compensation audit as CIRMA rates and categorizations require constant comparisons from year-to-year. A great deal of follow-up has been required by both the Finance Director and First Selectman on WC and liability issues where CIRMA was not doing proper follow-through, leaving the responsibility on the town. Selectmen felt that USI services could benefit both the town and school. Joyce will contact the school to see if they might now be interested in learning more.

There would be a flat annual rate to provide services to the town and if done jointly with the school, there would be a savings for both entities—looking at a contract effective July 1<sup>st</sup> if approved. Veronica advised that there was adequate funding available in Acct. #418 to cover these costs and the CIRMA estimate for these plans came in less than originally quoted when constructing the budget. Because WINCOG already advertised an RFP, conducted interviews and awarded the proposal for insurance oversight to USI, the Selectmen felt the bid process had already been done.

- 3.0** **Moved by Bendoraitis/Finelli to waive the bid requirements on the USI Insurance Services agreement due to prior advertising by WINCOG on behalf of Lebanon and the other member towns. Vote: Yes, unanimous**
- Moved by Bendoraitis/Finelli to contract with USI Insurance Services from 7/1/14 through 6/30/15 in the amount of \$10,000.00, funds to come from Account #418, Insurance. Vote: Yes, unanimous**
- 4.0** **Moved by Okonuk/Finelli to hire Shirley Krause as a Materials Handler at the Transfer Station, as recommended by the Solid Waste Commission, effective June 11, 2014.**
- 5.0** **Moved by Finelli/Bendoraitis to adjourn the meeting at 4:27 p.m. Vote: Yes, unanimous**

Respectfully Submitted,



Joyce R. Okonuk, First Selectman