



## MEMORANDUM

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**TO:** LINDA BETTENCOURT  
CITY AND TOWN CLERK

**FROM:** BRIG SMITH, GENERAL COUNSEL

**DATE:** February 28, 2014

**RE:** **NOTICE OF REGULAR INSURANCE & CLAIMS MEETING**

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THE INSURANCE & CLAIMS COMMITTEE WILL HOLD ITS REGULAR MEETING ON TUESDAY, MARCH 4, 2014 AT 7:00 P.M. IN ROOM B-19.

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MIDDLETOWN, CONN.



## City of Middletown

OFFICE OF THE GENERAL COUNSEL  
245 deKoven Drive  
Middletown, CT 06457-1300  
TEL: (860) 638-4820 FAX: (860) 638-1920  
TDD: (860) 344-3521

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TOWN CLERK  
MIDDLETOWN, CONN.

**\* THE MUNICIPAL BUILDING IS WHEELCHAIR ACCESSIBLE \***

**If You Require Special Accommodations For Any Meeting, Please Call The ADA Coordinator At (860) 638-4540, (voice) or (860) 638-4812 (TDD/TTY), Or The Town Clerk's Office At (860) 638-4910 At Least Ten (10) Days Prior To The Scheduled Meeting.**

Insurance and Claims Committee  
Municipal Building  
**Room B-19, Lower Level**  
245 DeKoven Drive  
Middletown, CT 06457

AGENDA FOR REGULAR MEETING TO BE HELD TUESDAY, MARCH 4, 2014 AT 7:00 P.M.

- A. Call to Order.
- B. Approval of the Minutes for the Special Meeting of February 10, 2014.
- C. Public Session.
- D. Report on Claims Closed within the General Counsel's Settlement Authority and City's Insurance Carrier, CIRMA:
  - 1) Theodore & Mary Xenelis vs. City of Middletown;
  - 2) Susan Dean vs. City of Middletown;
  - 3) Paolo Caracoglia vs. City of Middletown;
  - 4) Michael Brown vs. City of Middletown;
  - 5) Gregory Shaffer vs. City of Middletown;
  - 6) Cherie Spada vs. City of Middletown;
  - 7) Richard Hanley vs. City of Middletown;
  - 8) City of Middletown vs. Guiheen, Sharlene;

E. Executive Session:

There are no claims for discussion under Executive Session.

F. Other Business:

Dawn Warner, Risk Manager, will present monthly accounting report for - All City Insurance Funds.

Dawn Warner, Risk Manager, will provide update for City's employee Wellness Program.

Dawn Warner, Risk Manager, will provide update for City's employee job safety training.

Dawn Warner, Risk Manager, to present follow-up discussion regarding the City's projected 2014-15 health insurance budget.

G. Adjournment.

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Grady Faulkner, Chairperson  
Insurance & Claims Committee

cc: Mayor Dan Drew  
Joe Samolis, Chief of Staff  
Councilwoman Hope Kasper  
Councilman Sebastian Giuliano  
Brig Smith, General Counsel  
Kori Wisneski, Deputy General Counsel  
Dawn Warner, Risk Manager  
Carl Temme, H.D. Segur Insurance