

Town of Stafford  
Board of Selectmen  
Regular Meeting  
Warren Memorial Town Hall  
Veterans Meeting Room  
Thursday May 9, 2013  
7:00PM

RECORDED & INDEXED  
VOL. \_\_\_\_\_ PAGE \_\_\_\_\_  
STAFFORD LAND RECORDS

2013 MAY 13 A 9:37

*Attestation*  
ATTEST TOWN CLERK

Agenda:

1. Call the meeting to order / establish quorum
2. Approve the minutes of April 15, 2013
3. Public Comment
4. Discussion and action regarding Agent of Record for Municipal Insurance
5. WPCF Pump Station Upgrades
6. Approve Authorizing Resolution between the State of CT and Town of Stafford for Elderly and Disabled demand-responsive transportation.
7. Old Business
  - Discussion regarding Car Washes at Town Hall
8. New Business
9. Adjournment

## Minutes of May 9, 2013

1. First Selectman Richard Shuck called the meeting to order at 7:00PM. Also present were Selectman Deidriene Knowlton and Selectman Neil Hoss. A quorum was established.
2. Selectman Knowlton noted that the minutes to be approved were actually the minutes of April 25<sup>th</sup> not April 15 as stated on the agenda. Upon motion of Selectman Knowlton and seconded by Selectman Hoss the board unanimously approved the minutes of April 25, 2013.
3. Public Comment: No one chose to speak at this time.
4. First Selectman Shuck discussed the Municipal Insurance for the Town, Board of Education and the Water Pollution Control Authority. He explained that the town put out an RFP for Insurance and promptly changed it to an RFQ. Three (3) Agencies returned RFQ's First Niagara, USI and Penny Hanley & Howley Insurance. Representatives from each department who deal with the insurance (Board of Education, Water Pollution Control and the Town) then met with each agency to discuss what they could offer the town should they be chosen as the agent of record for Stafford. Selectman Knowlton asked First Selectman Shuck what exactly the board would be voting on regarding the insurance. Selectman Knowlton stated that she would not be voting as she has a connection to Penny Hanley & Howley Insurance, pointing to her sister Kristen Guglielmo current owner and her father Tony Guglielmo former owner of Penny Hanley & Howley Insurance. Selectman Knowlton expressed her opinion regarding the letter from Chief Financial Officer, Lisa Baxter and WPCA Superintendent Kevin Leslie regarding their recommendation to award the insurance to First Niagara which was unanimously approved by the Board of Education and the Water Pollution Control Authority. Selectman Knowlton stated that she was offended by the letters (copies attached) and asked Mr. Leslie if he meant what he said in the letter and he replied "every word". Selectman Knowlton also questioned the letter from Board of Education Business Manager, Jerry Domanico. Board of Education Chairman Sandra Fowler spoke stating that she did not feel that the Board of Education knew what they were voting on.

There was then much heated discussion from members of the audience. Representative from First Niagara identified themselves and attempted to correct information that was being discussed that they felt the board should know they determined was incorrect. There continued to be more heated discussion directed at the representative from First Niagara from the representatives from Penny Hanley & Howley Insurance and Selectman Knowlton. Many members of the audience also commented. Selectman Hoss stated that he had received the information the day before and hadn't had time to completely read through it all. He felt that he should have been included to sit in on the interviews with the Agencies and was not prepared to make a decision. Based on Chairman Fowler's statement, the board of Selectman discussed having another

meeting with the Boards and Agency representatives regarding the choice for an agent of record. Selectman Hoss moved to table the action of hiring an agent of record for the Municipal Insurance until the Board of Education meeting on May 20, 2013. Selectman Knowlton seconded the motion which passed unanimously.

Selectman Knowlton moved to skip to item #7 regarding Car Washes at the Town Hall by private groups. At a meeting of the Board of Selectmen held on February 28, 2013 the Board of Selectmen voted to only allow car washes for School and Civic Groups. Ms. April Waugh was present to request that the board reconsider allowing her to hold a Memorial car wash for her daughter. She told the board that she donates the funds to the Stafford Citizens Scholarship foundation fund in memory of her daughter Katy Waugh and other charities like the American Cancer Society. The board discussed charging for private fundraisers groups as the Water Bill for the Town Hall is paid for by the taxpayers. Ms. Waugh felt that she should not have to pay because she pays for items out of her pocket such as bounce houses etc.... She stated that she makes a lot of money at the town hall, the spot brings enormous support. Selectman Knowlton moved to allow Ms. Waugh to have her car wash on June 9, 2013 and that the board will discuss in the future the fees that will be charged for private organizations. Selectman Hoss seconded the motion which passed unanimously.

5. Chairman of the Water Pollution Control Authority, Paul Burns, Superintendent of the WPCF Kevin Leslie, Ms. Jane LaMorte, WPCF Collector and Business Manager and Mr. Rick Hartenstein WPCF Chief Operator were present to discuss and request action of the board. Mr. Hartenstein discussed the bids that were received from CDM and Weston & Sampson regarding upgrades to the Orcuttville Road pump station and the Lakeshore Blvd pump station. At a prior meeting the Board of Finance had asked the WPCA to look at the numbers they had regarding the pump station upgrade for Orcuttville Road and any other projects that would be coming up. The estimated cost would be \$1,296,000.000 for the two (2) pump stations. Selectman Knowlton moved to send the request to the Board of Finance and Town Meeting for approval. Selectman Hoss seconded the motion which passed unanimously.

Ms. LaMorte discussed the phases of the I/I Analysis (Infiltration / Inflow) project. On March 13, 2013 the WPCA put out requests for qualifications, On April 11, 2013 the RFQ's were received and on May 6<sup>th</sup> a subcommittee was elected to perform interviews and establish criteria for questioning. Ms. LaMorte and First Selectman Shuck discussed the GIS mapping and suggested sending the information to CRCOG or see if IT Director Andrew Staves could manipulate the information for the map. Phase I will cost approximately \$300 to \$500 thousand dollars. Selectman Knowlton moved to send the request for \$300,000.00 to the Board of Finance for Phase I of the I/I analysis. Selectman Hoss seconded the motion which passed unanimously.

6. First Selectman Shuck discussed a grant that was applied for the help with costs associated with the Elderly Transportation and the Medical Car services for the Social

Services Department. The Grant will allow for additional times for these services with less cost to the taxpayer. Upon motion of Selectman Knowlton and seconded by Selectman Hoss the board unanimously approved the following authorizing resolution.

***Resolved that Richard Shuck, First Selectman is authorized to sign and execute an Agreements and Contracts, along with all necessary Agreements/Contractual instruments, on behalf of the Town of Stafford with the Department of Transportation of the State of Connecticut.***

7. Continued – Selectman Knowlton asked about a former request to have the Library and Recreation representative come before the board. It was discussed that the Library Director and Library Board Chairman should attend a future meeting of the Board of Selectmen. First Selectman Shuck stated he needs to have a discussion with the town attorney regarding the Summer Recreation program and who is really in charge of it, the records that are kept, the hiring of the staff and who is running the program.
8. New Business: None
9. Selectman Knowlton moved to adjourn. The meeting adjourned at 9:06P.M.

Respectfully Submitted:



Beth A. DaDalt  
Recording Secretary



**Town of Stafford  
Water Pollution Control Authority**

P.O. Box 101 50 River Road  
Stafford Springs, CT 06076  
Phone: (860) 684-3642 Fax: (860) 684-1181  
Email: [wpc@staffordct.org](mailto:wpc@staffordct.org)

May 7, 2013

Mr. Richard Shuck  
First Selectman, Town of Stafford  
1 Main Street  
Stafford Springs, CT 06076

**Re: Insurance Agents**

Dear Rich,

Last evening the Water Pollution Control Authority discussed the possibility of the town changing insurance brokers. As you know in the past few years we have had two major sewer backups.

The WPCA feels that little or no concern or support was shown by the current brokers during these backups, even after repeated efforts on our part to ask for reconsideration.

I explained my observations from the interviews of the three companies. Both First Niagara and USI appeared to be far more professional in their approach and would probably offer more support and service to the town as well as greater billing accuracy.

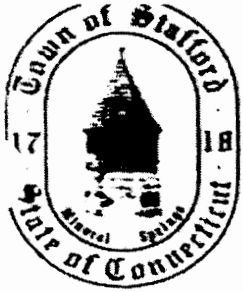
The WPCA voted to support the Board of Selectman should they decide to change insurance brokers.

Our recommendation of broker would be in this order:

1. First Niagara
2. USI
3. Penny-Hanley & Howley Co Inc.

Sincerely,

Kevin Leslie



# Stafford Public Schools

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**BUSINESS OFFICE**  
263 EAST STREET  
STAFFORD SPRINGS, CT 06076  
TEL. 860-684-4211 \* FAX 860-684-4260  
E-MAIL [domanicoj@staffordk12.ct.us](mailto:domanicoj@staffordk12.ct.us)

**Jerry Domanico**  
*Business Manager*

## Memorandum

Date: May 7, 2013  
To: Board of Selectmen, Town of Stafford  
From: Jerry Domanico, Business Manager  
RE: Selection of Agent of Record

At its regular meeting on Monday, May 6<sup>th</sup>, 2013, the Board of Education approved the selection of First Niagara Risk Management as its agent of record.

Please call me if you have questions or need further information.

Sincerely,

Jerry Domanico  
Business Manager

*Town of Stafford*  
Connecticut

OFFICE OF THE TREASURER  
DONNA HOSEY, TREASURER  
LISA G. BAXTER, CFO



TELEPHONE (860)684-1772  
FAX: (860)684-1785  
1 MAIN STREET  
STAFFORD SPRINGS, CT 06076

May 7, 2013

Board of Selectmen  
1 Main Street  
Stafford Springs, CT 06076

RE: Agent of Record for Insurance

Dear Board:

After careful consideration we had put out an RFP/RFQ for an Insurance Broker. We reviewed the responses received on April 3, 2013.

We received responses from:

Penny, Hanley, & Howley Co., Inc.  
USI  
First Niagara

Our key factors were claim issues, risk assessment services and loss control services. It came to our attention that we have a limited market of options where Insurance for Autos, Workers Compensation, Buildings and General Liability are concerned, so the Insurance cost was not a consideration for my decision.

We had an interview on Monday April 22, 2013 with Penny Hanley & Howley Co., Inc. They reviewed some of the claim issues we had and addressed our concerns for Risk Assessment and Loss Control as follows:

1. Risk Assessment, they felt were "common sense" and that we do not want the Insurance company coming in and addressing risk assessment.
2. Loss Control Services could be provided by an outside consultant at an extra cost to the Town of Stafford.

We interviewed the other two parties on Wednesday April 24, 2013. Both groups have extensive Risk Assessment and Loss Control Services, which are included with the commission they receive from the Insurance Carrier. Both parties offer web based knowledge hubs for assistance with labor issues and claims assistance, risk assessment and loss control services included but not limited to training seminars and posters for work spaces.

"This institution is an equal opportunity provider, and employer"

Based on the above information both the WPCA Board and Board of Education have chosen First Niagara, as their choice of Agent of Record for Insurance.

I concur with the above board's choice for First Niagara.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa G. Baxter". The signature is fluid and cursive, with the first name "Lisa" and last name "Baxter" clearly distinguishable.

Lisa G. Baxter  
Chief Financial Officer, Town of Stafford