



## MEMORANDUM

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

**FROM:** BRIG SMITH, GENERAL COUNSEL

**DATE:** December 2, 2016

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

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**THE INSURANCE & CLAIMS COMMITTEE WILL HOLD ITS REGULAR MEETING  
ON TUESDAY, December 6, 2016 at 7:00pm in Room 208.**



## City of Middletown

OFFICE OF THE GENERAL COUNSEL

245 deKoven Drive

Middletown, CT 06457-1300

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

If You Require Special Accommodations, 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

Insurance and Claims Committee  
Municipal Building  
Room 208  
245 DeKoven Drive  
Middletown, CT 06457

AGENDA FOR REGULAR MEETING TO BE HELD  
DECEMBER 6, 2016 AT 7:00 P.M.

- A. Call to Order.
- B. Approval of the Minutes for the Meeting of October 2016 and November 2016
- C. Public Session.
- D. Report on Claims Closed within the General Counsel's Settlement Authority and City's Insurance Carrier, CIRMA:
  - 1. City of Middletown Tax Department
  - 2. Staron Enterprises vs City of Middletown
  - 3. Catherine Deane vs. City of Middletown Police Department
  - 4. Velvet Fucco vs. Middletown Board of Education
  - 5. Kathryn Casella vs. City of Middletown
  - 6. Middletown Auto Sales vs. City of Middletown
  - 7. Bruce Micah vs. City of Middletown
  - 8. City of Middletown vs. Craig Birdsey

F. Other Business:

1. Nancy Conaway-Raczka, Risk Manager, will present monthly accounting report for – All City Insurance Funds.
2. Matthew Bacon, Claims Administrator, will present auto and property damage claims for payment approval.

G. Adjournment.

\_\_\_\_\_/s/\_\_\_\_\_  
Grady Faulkner, Chairperson  
Insurance & Claims Committee

cc: Mayor Dan Drew  
Joe Samolis, Chief of Staff  
Councilwoman Linda Salafia  
Councilman Robert Blanchard  
Brig Smith, General Counsel  
Kori Wisneski, Deputy General Counsel  
Christopher Smedick, Assistant General Counsel  
Nancy Conaway-Raczka, Risk Manager