

# **AN ORDINANCE ESTABLISHING AN INSURANCE COMMISSION IN THE TOWN OF PLAINVILLE**

## **SECTION 1. COMMISSION COMPOSITION.**

1.1 There shall be in the Town of Plainville an Insurance Commission of three resident electors appointed by the Town Council. Not more than two members of the Commission shall belong to the same political party. One member shall be appointed for the term of one year, one for two years and one for three years, and thereafter all appointments shall be for a term of three years, each member to hold office until his successor has been appointed and has qualified. The original Commission members shall commence their term on March 1, 1960. The Commission shall serve without compensation and its necessary expenses shall be paid by the Town. No member of the Commission shall participate either directly or indirectly with the commissions to be received from any contracts of insurance or bonds purchased by the Town of Plainville. The Commission members shall appoint their own chairman and secretary. The Council shall determine whether any Commission member is participating either directly or indirectly with the commissions to be received and their decision shall be final.

## **SECTION 2. COMMISSION DUTIES.**

2.1 It shall be the duty of the Insurance Commission to provide and procure on behalf of the Town of Plainville, its boards, commissions, officials and employees, such contracts of insurance and bonds as in its judgement are reasonably necessary to safeguard the interests of the Town against loss or damage, and to review the Town's pension or retirement programs, and make recommendations to the Town Council for its action with regard to pension or retirement programs.

## **SECTION 3. AWARDING OF INSURANCE AND BOND CONTRACTS.**

3.1 All contracts of insurance and bonds designating the Town of Plainville or any of its agencies as sole beneficiary or jointly with others, shall be awarded, renewed or cancelled only by the Insurance Commission.

## **SECTION 4. BOARDS, COMMISSIONS, OFFICIALS, AND EMPLOYEE REQUIREMENTS.**

4.1 All Town boards, commissions, officials and employees shall provide the Insurance Commission in writing with an inventory of property or other insurable risks within its jurisdiction or field of operation, any changes in the status of the same as may occur from time to time, together with such data relating to existing insurance coverage as the Commission may request.

**SECTION 5. COMMISSION FILING REQUIREMENTS.**

5.1 The Insurance Commission shall file each July with the Town Manager and Town Council a complete list of such insurance and bonds, containing data as to name of insurance or bonding company, policy number, effective date, expiration date and nature and amount of coverage, and shall maintain and keep current such a list properly filed and catalogued.

**SECTION 6. COOPERATIVE MISSION.**

6.1 The Insurance Commission shall work in cooperation with the Town Manager and shall keep him informed as to what insurance policies and bonds are in effect at all times.

**SECTION 7. DETERMINING BOND AMOUNTS.**

7.1 The Insurance Commission shall aid any Town agencies upon request in determining the amounts of bonds that should be required from any contractors, sub-contractors or developers or for any other reason whatsoever.

**SECTION 8. INSURANCE AGENT REQUIREMENTS.**

8.1 Any insurance agent desiring to participate in commissions derived from municipal contracts of insurance and bonds shall furnish the Insurance Commission for the purpose of clarification, eligibility and commission allocation such written data, with properly sworn affidavit, as may be required on a form provided by the Insurance Commission.

**SECTION 9. PROVIDING INFORMATION TO INSURERS.**

9.1 The Insurance Commission may, as occasion requires, provide each insurer an official list showing the accrued net commission distribution to participating insurance agents.

**SECTION 10. PREMIUM BILLING EXAMINATION.**

10.1 All bills for insurance and bond premiums shall be examined and approved by the Insurance Commission prior to payment thereof.

**SECTION 11. COMMISSION BUDGET REQUIREMENTS.**

11.1 The Insurance Commission shall prepare a budget setting forth estimated costs for insurance and bond contracts for the various Town agencies during the ensuing fiscal year and submit the same to the Town Manager in time for inclusion in the regular annual Town Budget in accordance with the Charter.

**SECTION 12. RATE AND COVERAGE CHANGES.**

12.1 The Insurance Commission shall recommend to any and all Town agencies and officials such changes which in its judgment will result in rate reductions or improved coverage.

**SECTION 13. SEVERABILITY.**

13.1 The provisions of this ordinance are declared to be severable, and the invalidity of any portion thereof shall not affect the validity of the remainder.

**SECTION 14. EFFECTIVE DATE.**

14.1 This ordinance shall take effect after passage and ten days after publication.

Adopted by Town Council February 22, 1960

Amended July 17, 1972.

Reviewed and Reformatted April 1, 2013