

August 28, 2009

*listed 8/28/09
KAC*

To: John Ward-Town Administrator, Town of Vernon
From: George Louis Males-Chairman, Risk Management Advisory Committee 
Re: Agenda: September 8th 2009 Risk Management Advisory Committee Meeting

John:

Please have the following topics entered into the agenda for the September meeting:

- Status of prior committee meeting minutes.
- Review of the Risk Management Advisory Committee section of the town's charter.
- Review the list of outstanding items and set dates for accomplishments:
 - Department Head meeting with CIRMA to exhibit need to control losses
 - Annual reports to be given to responsible committee members
 - E-Mail addresses to be established for committee members per recommendation of town ethics seminar of 5-27-09 presented by town attorney.
 - Presentation of the town's new property and casualty insurance program effective 7-1-09 to the committee.
 - Copies of the alternative programs submitted to the town for the property & casualty program for the 7-1-09/10 term.
- Submission of committee members up-to-date resumes per the Executive Assistant Diane Wheelock memo of 17 June 2009 memo.

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Glm:tj