

**MINUTES OF THE VLCT PROPERTY AND CASUALTY INTERMUNICIPAL FUND,  
INC. BOARD OF DIRECTORS MEETING  
VLCT OFFICE, MONTPELIER, VT and VIA ZOOM  
FRIDAY, DECEMBER 5, 2025**

Directors Present: Aaron Frank, Bryan Young, Todd Odit (remote), Erik Wells, Karen Barber, Charles Safford, Rob Gaiotti, Bruce Urie and Nicolas Storrellicastro

Staff Present: Phil Latvis, Seth Abbene, Kelly Knotek, Jill George (remote), Ted Brady, Phil Woodward and Kelley Avery

President Frank called the meeting to order at 10:03 a.m. Before starting the meeting, President Frank thanked Kelly Murphy for her service to the Board over the last two years both as a member and as the Nominating Committee Chair. President Frank noted his sadness in losing Ms. Murphy from municipal management but he noted the state and municipalities will be well served by someone with a kind, common sense background who understands complex financial issues in a leadership role in the Department of Education.

President Frank asked for a motion to approve the agenda.

**Upon motion (Storrellicastro/Gaiotti), duly adopted, the board voted unanimously to approve the meeting agenda as presented.**

President Frank asked for a motion to approve the consent agenda.

**Upon motion (Urie/Storrellicastro), duly adopted, the board voted unanimously to approve the consent agenda.**

President Frank asked that an oral review of the staff reports be waived. The reports were provided to the board in writing both in the packet and prior to the meeting. President Frank asked if there were any questions from the board members for staff regarding the reports. There were no questions from the board.

**President Frank moved that the Board enter into executive session to discuss potential negotiating or securing of a real estate purchase or lease options, and additionally moved that premature general public knowledge of contract negotiations between PACIF and VLCT regarding the administrative services contract would clearly place PACIF at a substantial disadvantage. President Frank further moved that the PACIF Board go into executive session to discuss contractual negotiations between VLCT and PACIF. The motion was seconded by Nicolas Storrellicastro, all approved and the Board entered into Executive session (10:05 a.m.).**

All staff left the meeting, and the meeting recording was paused.

Board member Karen Barber left the meeting at 10:08 a.m.

PACIF General Counsel Phil Woodward was invited to join the Executive Session at 10:50 a.m.

Staff members Ted Brady and Phil Latvis and board member Karen Barber were invited to join the Executive Session at 11:23 a.m.

Remaining staff were asked to rejoin the meeting and the Board returned to General Session at 11:45 a.m. The recording resumed.

**Director Storellicastro moved to accept the 2026 PACIF Addendum to the Administrative Support Services Agreement as amended for a period of January 1, 2026 to June 30, 2026 for half the proposed amounts as detailed in the second paragraph of the Addendum, during which time an updated Addendum shall be negotiated. The motion was seconded by Director Wells. All approved with the exception of Director Barber who abstained from the vote.**

Phil Latvis briefly reviewed the 2026 Proposed Budget which has resulted in a lower than originally expected increase. Total Operational Expenses are up \$152,468 or 1.0% versus the original estimate from October. A positive development that contributed to the improvement was continued negotiations with reinsurers. This resulted in total reinsurance premiums decreasing by \$43,712 or 0.6% versus original estimates. Other significant factors on budget costs include ongoing Origami claims implementation and annual service costs, the restaffing of a Deputy Director position, funds for consulting for program benchmarking and special flood hazard area coverage and pricing options and allocation for a new Human Resources consulting position. There were also modest increases to VLCT administrative costs related to salary and benefits.

The board members expressed their gratitude to staff for keeping budget costs down and also in including flood consulting allocations for next year to ensure PACIF remains competitive.

**Upon motion (Safford/Barber) duly adopted, the board voted unanimously to approved the 2026 Proposed PACIF Budget as presented.**

In other business, President Frank noted the next tentatively scheduled meeting was for January 9<sup>th</sup> and asked board members if this would work with their schedules. The schedule of meetings for the year will be presented in January. The board members agreed that date should work.

**Upon motion (Safford/Gaiotti) duly adopted, the board voted unanimously to adjourn the meeting (12:02 p.m.).**

Respectfully submitted,

Kelley Avery,  
Assistant Secretary

**Link to Meeting Recording:**

[https://us06web.zoom.us/rec/share/m2sGtyG0ejKBKOybXASA6YIie9BQ7Ju7GVd9UrqEUVe4Raa8SGTM\\_pVVpQeY-ZmM.Vq62SQcKI6q4WlCh?startTime=1764946794000](https://us06web.zoom.us/rec/share/m2sGtyG0ejKBKOybXASA6YIie9BQ7Ju7GVd9UrqEUVe4Raa8SGTM_pVVpQeY-ZmM.Vq62SQcKI6q4WlCh?startTime=1764946794000)