

**Town of Monterey
Policy Statement**

Policy Name:	Insurance Claims Procedure	Approval Authority:	Board of Selectmen
Adopted:	10/16/19	Applies to:	All Departments
		Revised:	10/30/19
		Reviewed:	--

If a department has a vehicle or property insurance claim please follow this procedure.

1. Paperwork and filing information can be obtained from the Administrative Assistant. All department heads have the authority to file, supervise and direct vehicle and property claims made through the town's insurance.
2. Copies of all claims should be provided to the Select Board through the Administrative Assistant.
3. All negotiations or decisions on the settlement of a claim are subject to prior Select Board approval and in the case of the Monterey Library the Select Board and the Board of Trustees.

All other types of insurance claims must go through the Administrative Assistant and Select Board.