

**BEACON FALLS RISK ASSESSMENT COMMITTEE  
REGULAR MEETING  
JUNE 28, 2016**

**CALL TO ORDER**

The meeting was called to order at 7:00 pm.

MEMBERS PRESENT: T. Broesler, W Rodorigo, T. Pratt

**MINUTES**

1. The committee discussed Town insurance coverage, who holds copies of the policies.
2. A brief discussion of Policies and Procedures was held.
3. After discussion it was decided that the best approach would be for each member of the Committee to interview a portion of the Town Departments and report their findings at the next meeting.
  - a. Wendy will interview the Tax Collector, IT and Human Resources;
  - b. Tom P will interview Public Works, Beacon Hose and Public Safety;
  - c. Tom B will interview the Town Clerk, Assessor and Finance Department.
4. T. Broesler will arrange for a representative from CIRMA to meet with the Committee.
5. Issues with Town emails was discussed. An inquiry will be made about upgrading our version of Outlook.

**ADJOURNMENT**

**There being no further business, T. Pratt made a motion to adjourn the meeting at 8:30 PM. W. Rodorigo seconded the motion. All ayes.**

Respectfully submitted,  
Thomas G. Broesler