

**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