

**BEACON FALLS RISK ASSESSMENT COMMITTEE
REGULAR MEETING
October 6, 2016**

CALL TO ORDER

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

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

ALSO PRESENT: J. Chadderton, M. Holloway, L. Greene

MINUTES

1. Minutes of the meetings of September 8 & 22, 2016 were presented. T. Pratt made a motion to approve the minutes, seconded by T. Broesler, all ayes, the motion was approved.
2. The committee reviewed the Tax Department questionnaire.
3. The members and guests discussed issues that affect the three administrative departments:
 - a. Security:
 - i. personal safety of employees, to be taken into consideration with the remodeling of the Assessor/Tax Collector office;
 - ii. for assets of the Town, in particular for tax collections;
 - iii. cameras, for the Assessor & Tax offices and the Town Clerk's vault;
 - b. Back-up system for servers;
 - c. Safety Committee should meet at least quarterly, CIRMA requirement;
 - d. There is water infiltrating into the Town Clerk vault;
 - e. Uniform Policy, Procedures and Guidelines manual;
4. The committee drafted a report to the Board of Finance, copy attached;
5. The next meetings will be held on October 20 and November 10, 2016.

ADJOURNMENT

There being no further business, T. Broesler made a motion to adjourn the meeting at 8:55PM, seconded by T. Pratt, all ayes, the motion was approved.

Respectfully submitted,

Thomas G. Broesler