

MINUTES OF THE POLICY AND PROCEDURES COMMITTEE

BOARD OF WATER COMMISSIONERS

Thursday, February 16, 2012

A Special Meeting of the Policy and Procedures Committee of the Board of Water Commissioners was held on Thursday, February 16, 2012 at the department offices, 605 West Queen Street, Southington, CT.

PRESENT: Angelina Santamaria, Chair; Michael Domian, Thomas Murphy; Frederick Rogers, Ann Marie Anop and Scott Burleigh, Partner - Budwitz & Meyerjack.

1. **CALL TO ORDER** The meeting was called to order by Angelina Santamaria at 3:04 P.M.
2. **REVIEW PROCEDURAL AUDIT** - A detailed discussion of the 31 procedural recommendations by Forensic Accounting Services, LLC took place including opinions and recommendations of Department Auditor, Budwitz & Meyerjack.

Action on most items is underway. It was agreed that no action would be taken on Item 31 – Acquisition of a High Speed Scanner. It is believed that there are other ways to preserve documentation electronically, and the process of manually scanning documents would be labor intensive.

The next meeting of the Policy and Procedure Committee will be March 12, 2012 at 3:00 PM.

3. **Adjourn** - The meeting was adjourned at 4:00 P.M.

Attest: _____
Angelina Santamaria, Chair