

MINUTES OF THE POLICY AND PROCEDURES COMMITTEE
BOARD OF WATER COMMISSIONERS
Monday, March 12, 2012

A Special Meeting of the Policy and Procedures Committee of the Board of Water Commissioners was held on Monday, March 12, 2012 at the department offices, 605 West Queen Street, Southington, CT.

PRESENT: Angelina Santa Maria, Chair; Michael Domian, Commissioner; Thomas Murphy, Commissioner; Frederick Rogers, Acting Superintendent; Ann Marie Anop, Office Superintendent; and Scott Burleigh, Partner - Budwitz & Meyerjack.

1. **CALL TO ORDER** The meeting was called to order by Angelina Santa Maria at 3:05 P.M.
2. **REVIEW PROCEDURAL AUDIT** – The following policies were reviewed and approved, subject to changes, for final review and approval by the full Board of Water Commissioners:
 - a. FAS-5: Bank Statement Review – Commissioner Domian made the motion to accept the policy with changes. Commissioner Murphy seconded the motion. The motion passed.
 - b. FAS-6: Time Card and Time Ticket - Commissioner Domian made the motion to accept the policy with changes. Commissioner Murphy seconded the motion. The motion passed.
 - c. FAS-10: Vault Cabinet - Commissioner Murphy made the motion to accept the policy with changes. Commissioner Domian seconded the motion. The motion passed.
 - d. FAS-11: Use of Department Vehicle. This item has been tabled pending review by the full Board.
 - e. FAS-15 & 16: Cash Receipts Processing. This item has been tabled. Procedures will be reviewed by Scott Burleigh and reviewed again by the committee at the next meeting.
 - f. FAS-23: Scrap Metal - Commissioner Domian made the motion to accept the policy with changes. Commissioner Murphy seconded the motion. The motion passed.
 - g. FAS-24: Accounts Payable Processing: This has been tabled until the next meeting. Commissioner Santa Maria wishes to review the process in person.
3. The next meeting of the Policy and Procedure Committee will be April 2, 2012 at 3:00 PM.
4. **Adjourn** – Commissioner Domian motioned to adjourn the meeting at 4:00 P.M. The motion was seconded by Commissioner Murphy.

Attest: _____
Angelina Santa Maria, Chair