

**MINUTES OF THE POLICY AND PROCEDURES COMMITTEE**  
**BOARD OF WATER COMMISSIONERS**  
**Monday, April 2, 2012**

A Special Meeting of the Policy and Procedures Committee of the Board of Water Commissioners was held on Monday, April 2, 2012 at the department offices, 605 West Queen Street, Southington, CT.

PRESENT: Angelina Santa Maria, Chair; 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 3:09 P.M.
2. **Approval of Minutes of March 12, 2012 Meeting.**
3. **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-1: Line Protection Account Set Up – The policy was reviewed with no additional changes.
  - b. FAS-15-16: Cash Receipts Processing – Chairwoman Santa Maria questioned the balancing of the payment postings with the bank deposit. A discussion followed. The policy was amended to add the filing of the copies of the bank deposit slips with the final posting reports by month.
  - c. FAS-24: Accounts Payable Processing – This has been amended to include the hierarchy of approval levels.

The following items were tabled pending further discussion:

- a. FAS-19: Mid-Month Check Signing and Financial Review Policy – Office Supervisor Anop noted some problems with the billing software reports to comply with FAS recommendations. Ms. Anop will contact the software provider. Mr. Burleigh offered to assist. This item has been tabled.
4. Chairwoman Santa Maria requested the development of a policy for limiting access to the internet. Acting Superintendent Rogers will review and update the existing policy.
5. The next meeting of the Policy and Procedure Committee will be Tuesday, May 1, 2012 at 3:00 PM.
6. **Adjourn** – Commissioner Murphy motioned to adjourn the meeting at 4:27 P.M.

Attest: \_\_\_\_\_  
Angelina Santa Maria, Chair