

**MINUTES OF THE POLICY AND PROCEDURES COMMITTEE**  
**BOARD OF WATER COMMISSIONERS**  
**Tuesday, May 1, 2012**

A Special Meeting of the Policy and Procedures Committee of the Board of Water Commissioners was held on Tuesday, May 1, 2012 at the department offices, 605 West Queen Street, Southington, CT.

PRESENT: Angelina Santa Maria, Chair; Thomas Murphy, Commissioner; Michael Domian, Commissioner; Greg Klimaszewski, 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 3:10 P.M.
2. Commissioner Klimaszewski moved to transfer Chairmanship of the Committee to Michael Domian. Commissioner Murphy seconded the motion which was passed on a voice vote.
3. Commissioner Murphy motioned to accept the Minutes of the Meeting April 2, 2012. Commissioner Santa Maria seconded the motion; Commissioner Klimaszewski abstained. The motion passed on a voice vote.
4. Commissioner Murphy moved to transfer Chairmanship of the Committee back to Commissioner Santa Maria. Commissioner Klimaszewski seconded the motion which was passed on a voice vote.
5. **REVIEW PROCEDURAL AUDIT** – The following policy was reviewed and approved, subject to changes, for final review and approval by the full Board of Water Commissioners:
  - a. FAS-4: Credit Cards – The policy will be modified to include language stating that any additional credit card accounts may be opened only with the Board’s approval prior to application.

The following item was tabled pending further research:

- a. FAS-27: Leases – Ms. Anop will research the possibility of setting up recurring invoices for rent payments within the accounting program so that these payments may be tracked through Accounts Receivable.
6. The next meeting of the Policy and Procedure Committee will be Monday, June 11, 2012 at 3:00 PM.
7. **Adjourn** – Commissioner Murphy motioned to adjourn the meeting at 4:03 PM. The motion was seconded by Commissioner Klimaszewski.

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