

MINUTES OF THE POLICY AND PROCEDURES COMMITTEE
BOARD OF WATER COMMISSIONERS
Monday, June 11, 2012

A Special Meeting of the Policy and Procedures Committee of the Board of Water Commissioners was held on Monday, June 11, 2012 at the department offices, 605 West Queen Street, Southington, CT.

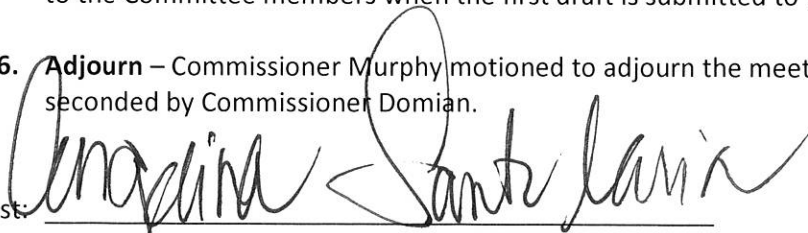
PRESENT: Angelina Santa Maria, Chair; Thomas Murphy, Commissioner; Michael Domian, Commissioner; Frederick Rogers, Acting Superintendent; Ann Marie Anop, Office Superintendent; and Scott Burleigh, Partner - Budwitz & Meyerjack.

1. **CALL TO ORDER** The meeting was called to order by Angelina Santa Maria at 3:07 P.M.
2. Commissioner Murphy motioned to accept the Minutes of the Meeting May 1, 2012. Commissioner Domian seconded the motion. The motion passed on a voice vote.
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-27: Leases – Discussion took place with regard to establishing monthly billing for rental payments in the accounting system versus monitoring late payments on a supplemental spreadsheet in Excel. Commissioner Domain made the motion to accept the policy as written. Commissioner Murphy seconded the motion. The motion passed on a voice vote.
 - b. FAS-18: Financial Statements – The policy without the procedures was reviewed. Commissioner Domain made the motion to accept the policy as written. Commissioner Murphy seconded the motion. The motion passed on a voice vote. The procedures will be added prior to presentation to the full Board.

The following item was tabled:

- a. FAS-21: Tracking Fire Protection – This policy is on hold pending establishment of detailed procedures.
4. Ms. Anop presented a Capitalization Policy for the Department, outside of the procedural audit. This policy has been reviewed by the Department Auditors. Commissioner Murphy made the motion to accept the policy. Commissioner Domian seconded the motion. The motion passed on a voice vote.
 5. The next meeting of the Policy and Procedure Committee is on hold until the EPA Policies and Procedures are complete and submitted to the EPA by July 31, 2012. Ms. Anop will forward copies to the Committee members when the first draft is submitted to Ms. Valerie Marshall at the EPA.
 6. **Adjourn** – Commissioner Murphy motioned to adjourn the meeting at 4:10 PM. The motion was seconded by Commissioner Domian.

Attest:



Angelina Santa Maria, Chair