

**MINUTES OF THE POLICY AND PROCEDURES COMMITTEE**  
**BOARD OF WATER COMMISSIONERS**  
Tuesday, January 22, 2013

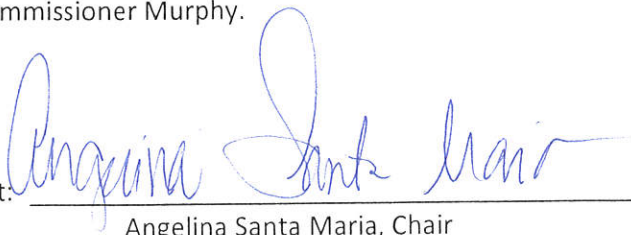
A Special Meeting of the Policy and Procedures Committee of the Board of Water Commissioners was held on Tuesday, January 22, 2013 at the department offices, 605 West Queen Street, Southington, CT.

PRESENT: Angelina Santa Maria, Chair; Thomas Murphy, Commissioner; Michael Domian, Commissioner; Frederick Rogers, Superintendent; William Casarella, Assistant Superintendent; and Ann Marie Anop, Office Supervisor.

1. **CALL TO ORDER** The meeting was called to order by Angelina Santa Maria at 8:10 A.M.
2. Commissioner Domian motioned to accept the Minutes of the Meeting December 19, 2012. Commissioner Murphy seconded the motion. The motion passed on a voice vote.
3. **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-8: Payroll – Discussion took place regarding the review of Payroll Reports prior to the posting of Payroll and issuing checks/direct deposits. The review of these reports prior to posting will require that the Pay Date be pushed back one day to the second day following the close of the Pay Period. In addition, it is recommended that the office staff complete Time Tickets (blue) to better monitor their time and document any work performed outside of current job class. The policy draft will be updated and ready for presentation to the full Board at the February Board Meeting.
  - b. FAS-12: Inventory – A discussion of the current inventory method took place. Mr. Rogers, Mr. Casarella and Ms. Anop will meet to evaluate the current method used and how this may be improved. An update will be presented at the next committee meeting. Ms. Anop will provide copies of the current Inventory Checklists to the committee members.
  - c. FAS-11: Vehicle – Mr. Rogers will present a draft of this policy at the next committee meeting.
4. Commissioner Murphy requested that the Policy Status checklist be updated for the next meeting.
5. The next meeting of the Policy and Procedures Committee will be February 6, 2013 at 8:00 AM.

**Adjourn** – Commissioner Domian motioned to adjourn the meeting at 9:23 AM. The motion was seconded by Commissioner Murphy.

Attest: \_\_\_\_\_

  
Angelina Santa Maria, Chair