

MINUTES OF THE POLICY AND PROCEDURES COMMITTEE
BOARD OF WATER COMMISSIONERS
Wednesday, February 6, 2013

A Special Meeting of the Policy and Procedures Committee of the Board of Water Commissioners was held on Wednesday, February 6, 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 8:11 A.M.
2. Commissioner Murphy motioned to accept the Minutes of the Meeting January 22, 2013. Commissioner Domian seconded the motion. The motion passed on a voice vote.
3. **REVIEW PROCEDURAL AUDIT** – The following policies were reviewed and discussed:
 - a. FAS-11: Vehicle – A draft of this policy will be presented at the next committee meeting.
 - b. FAS-12: Inventory – A discussion of the proposed inventory method took place. A draft of the new policy will be prepared for the next meeting.
 - c. FAS-20: Cash Management – A discussion of this policy took place. Chairwoman Santa Maria requested a summary of average monthly expenses be prepared to determine a reasonable cash balance to maintain in the Operating Account. Transferring account balances was discussed along with laddering of CD balances. A draft of this policy and a summary of current CD Rates will be prepared for the next meeting.
4. Chairwoman Santa Maria questioned whether a reserve fund should be established for the expenses related to the Department's Line Protection Programs. This topic will be researched for the next meeting.
5. The next meeting of the Policy and Procedures Committee will be Tuesday March 5, 2013 at 8:00 AM.

Adjourn – Commissioner Domian motioned to adjourn the meeting at 9:28 AM. The motion was seconded by Commissioner Murphy.

Attest:



Angelina Santa Maria, Chair