

MINUTES OF THE POLICY AND PROCEDURES COMMITTEE
BOARD OF WATER COMMISSIONERS
Tuesday, March 5, 2013

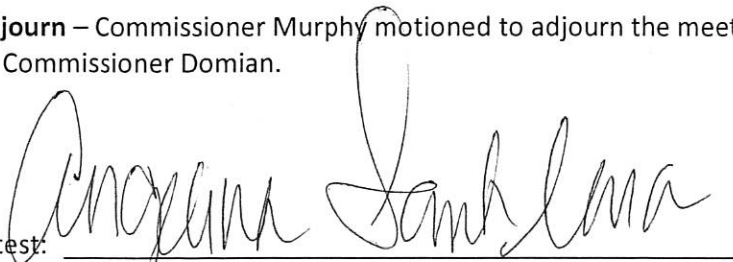
A Special Meeting of the Policy and Procedures Committee of the Board of Water Commissioners was held on Tuesday, March 5, 2013 at the department offices, 605 West Queen Street, Southington, CT.

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

1. **CALL TO ORDER** The meeting was called to order by Angelina Santa Maria at 8:09 A.M.
2. Commissioner Murphy motioned to accept the Minutes of the Meeting February 6, 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 was reviewed and discussed. A motion was made by Commissioner Domian to approve the policy. The motion was seconded by Commissioner Murphy. The policy will be presented to the full Board on March 14, 2013.
 - b. FAS-12: Inventory – A draft of this policy was reviewed and discussed. A motion was made by Commissioner Murphy to approve the policy. The motion was seconded by Commissioner Domian. The policy will be presented to the full Board on March 14, 2013.
 - c. FAS-20: Cash Management – A draft of this policy was reviewed and discussed. A motion was made by Commissioner Domian to approve the policy. The motion was seconded by Commissioner Murphy. The policy will be presented to the full Board on March 14, 2013.
4. Chairwoman Santa Maria asked that the Financial Policies submitted to the EPA last year be reviewed at the next meeting.
5. The next meeting of the Policy and Procedures Committee will be Tuesday, April 2, 2013 at 8:00 AM.

Adjourn – Commissioner Murphy motioned to adjourn the meeting at 9:00 AM. The motion was seconded by Commissioner Domian.

Attest:



Angelina Santa Maria, Chair