

MINUTES OF THE POLICY AND PROCEDURES COMMITTEE
BOARD OF WATER COMMISSIONERS

Tuesday, April 2, 2013

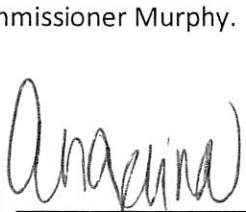
A Special Meeting of the Policy and Procedures Committee of the Board of Water Commissioners was held on Tuesday, April 2, 2013 at the department offices, 605 West Queen Street, Southington, CT.

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 Murphy motioned to accept the Minutes of the Meeting March 5, 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-30: The package of 19 financial policies that were submitted to the EPA last year were reviewed. This package includes FAS-24. All others were policies requested by the EPA. Commissioner Murphy motioned to accept the policies. The motion was seconded by Commissioner Domian. The package will be sent to the full Board for review and approval at the May Board Meeting.
 - b. FAS-29: The policy for Budget Preparation and Tracking will be tabled until the current budget process has been completed.
 - c. Ms. Anop will attempt to have FAS-19 and FAS-21 prepared for the June meeting.
4. The next meeting of the Policy and Procedures Committee will be scheduled at the May 2, 2013 Board Meeting for some time in June 2013.

Adjourn – Commissioner Domian motioned to adjourn the meeting at 9:26 AM. The motion was seconded by Commissioner Murphy.

Attest:

Angelina Santa Maria, Chair