

MINUTES OF THE POLICY AND PROCEDURES COMMITTEE
BOARD OF WATER COMMISSIONERS
Wednesday, June 19, 2013

A Special Meeting of the Policy and Procedures Committee of the Board of Water Commissioners was held on Wednesday, June 19, 2013 at the department offices, 605 West Queen Street, Southington, CT.

PRESENT: Angelina Santa Maria, Chair; Thomas Murphy, Commissioner; Michael Domian, Commissioner; Gregory Klimaszewski, Commissioner; Frederick Rogers, Superintendent; Ann Marie Anop, Office Supervisor; and Scott Burleigh, Department Auditor.

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 April 2, 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 was reviewed. Commissioner Klimaszewski recommended that we change the back-up procedure currently in place whereby an employee takes the most recent set of back-up tapes offsite. An alternative approach will be reviewed and recommended for the July 2013 Board of Water Commissioners meeting. The policy will be tabled until that time.
 - b. FAS-19 Monthly Document Review: Commissioner Klimaszewski recommended the removal of the phrase “light blue” from the binder description. Commissioner Murphy motioned to accept the policy as modified. Commissioner Domian seconded the motion. The policy will be presented to the full Board at the July meeting.
 - c. FAS-21 Fire Access: The partial policy was reviewed and discussed. The remaining procedures for Public Hydrants will be developed for review at the next meeting.
 - d. The Policy Status List was reviewed.
 - i. FAS-20 Cash Management will be discussed at the next Policy & Procedure meeting.
 - ii. FAS-7 Compensated Absences will be discussed during the next Board of Water Commissioners meeting.
4. The next meeting of the Policy and Procedures Committee will July 24, 2013 at 8:00 AM.

Adjourn – Commissioner Klimaszewski motioned to adjourn the meeting at 9:25 AM. The motion was seconded by Commissioner Domian.

Attest:



Angelina Santa Maria, Chair