

MINUTES OF THE POLICY AND PROCEDURES COMMITTEE
BOARD OF WATER COMMISSIONERS
Wednesday, July 24, 2013

A Special Meeting of the Policy and Procedures Committee of the Board of Water Commissioners was held on Wednesday, July 24, 2013 at the department offices, 605 West Queen Street, Southington, CT.

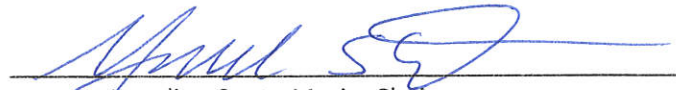
PRESENT: Angelina Santa Maria, Chair; Thomas Murphy, Commissioner; Michael Domian, Commissioner; Frederick Rogers, Superintendent; William Casarella, Assistant Superintendent; Ann Marie Anop, Office Supervisor; and Scott Burleigh, Department Auditor.

1. **CALL TO ORDER** The meeting was called to order by Angelina Santa Maria at 8:07 A.M.
2. Commissioner Santa Maria transferred moderation of the meeting to Superintendent Rogers. Commissioner Murphy motioned to accept the Minutes of the Meeting June 19, 2013. Commissioner Santa Maria seconded the motion. The motion passed on a voice vote.
3. **REVIEW PROCEDURAL AUDIT** – The following policies were reviewed and discussed:
 - a. Security Policy: This policy which was included in the package of 19 financial policies was revised to keep the computer back-up tapes off-site with the Information Technology Department at the Town Hall instead of at an employee's home. Commissioner Murphy motioned to accept the policy as modified. Commissioner Santa Maria seconded the motion. The policy will be presented to the full Board at the August meeting.
 - b. FAS-20 Cash Management: Commissioner Murphy motioned to accept the policy as previously written. Commissioner Santa Maria seconded the motion. The policy will be presented to the full Board at the August meeting.
 - c. FAS-21 Fire Access: The partial policy was reviewed and discussed. Superintendent Rogers and Assistant Superintendent Casarella will prepare the remaining procedures for Public and Private Hydrants for review at the next meeting.

Superintendent Rogers transferred moderation of the meeting back to Commissioner Santa Maria. Commissioner Michael Domian joined the meeting at 8:40 AM.

- d. The Policy Status List was reviewed.
 - i. FAS-7 Compensated Absences will be discussed during the August Board of Water Commissioners meeting.
 - ii. FAS-9 On-Line Access to Bank Accounts will be completed by Superintendent Rogers and Assistant Superintendent Casarella prior to the next Policy & Procedure meeting.
 - iii. FAS-25 Back up for A/P and Cash Disbursements will be prepared by Office Supervisor Anop for review at the next Policy & Procedure meeting.
 - iv. FAS-26 Review of Payroll Tax Returns will be prepared by Office Supervisor Anop for review at the next Policy & Procedure meeting.
4. The next meeting of the Policy and Procedures Committee will August 21, 2013 at 8:00 AM.

Adjourn – Commissioner Domian motioned to adjourn the meeting at 9:18 AM. The motion was seconded by Commissioner Murphy.

Attest: 
Angelina Santa Maria, Chair

MICHAEL S DOMIAN - ACTING CHAIR