

**MINUTES OF THE POLICY AND PROCEDURES COMMITTEE**  
**BOARD OF WATER COMMISSIONERS**

Tuesday, August 27, 2013

A Special Meeting of the Policy and Procedures Committee of the Board of Water Commissioners was held on Tuesday, August 27, 2013 at the department offices, 605 West Queen Street, Southington, CT.

PRESENT: Michael Domian, Acting Chair; Thomas Murphy, 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 Michael Domian at 8:12 A.M.
2. Commissioner Domian motioned to accept the Minutes of the Meeting July 24, 2013. Commissioner Murphy seconded the motion. The motion passed on a voice vote.
3. **REVIEW PROCEDURAL AUDIT** – The following policies were reviewed and discussed:
  - a. FAS-7 Comp Time: This policy will be discussed again at the September Board Meeting.
  - b. FAS-21 Fire Access: Superintendent Rogers and Assistant Superintendent Casarella will prepare the remaining procedures for review at the next meeting.
  - c. FAS-25 Back Up for A/P & Cash Disbursements: Commissioner Murphy motioned to accept the policy as written. Commissioner Domian seconded the motion. The policy will be presented to the full Board at the September Board Meeting.
  - d. FAS-26 Payroll Tax Returns: Commissioner Murphy motioned to accept the policy as written. Commissioner Domian seconded the motion. The policy will be presented to the full Board at the September Board Meeting.
  - e. Deposits/Cash Receipts Integration to Dynamics GP: The individual to provide back up for this procedure was discussed. The policy will be amended to state that the Superintendent or his designee will perform this task in the absence of the Office Supervisor. Commissioner Domian motioned to accept the policy as amended. Commissioner Murphy seconded the motion. The amended policy will be presented to the full Board at the September Board Meeting.
  - f. The Policy Status List was reviewed.
    - i. FAS-9 On-Line Access to Bank Accounts has been completed. Both Superintendent Rogers and Assistant Superintendent Casarella have on-line access to bank accounts.
    - ii. FAS-24 Accounts Payable policy will be modified to address the inconsistency in Purchase Order approvals and Invoice approvals. Superintendent will draft these changes.
    - iii. A policy for Billing for Property Damage (i.e. hydrant damage by uninsured drivers) will be drafted by the Office Supervisor for review at the next Committee meeting.
4. The next meeting of the Policy and Procedures Committee will be Tuesday, September 24, 2013 at 8:00 AM.

**Adjourn** – Commissioner Domian motioned to adjourn the meeting at 9:07 AM. The motion was seconded by Commissioner Murphy.

Attest:

  
Michael Domian, Acting Chair