

MINUTES OF THE POLICY AND PROCEDURES COMMITTEE
BOARD OF WATER COMMISSIONERS
Tuesday, September 24, 2013

A Special Meeting of the Policy and Procedures Committee of the Board of Water Commissioners was held on Tuesday, September 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, Auditor (Budwitz & Meyerjack).

1. **CALL TO ORDER** The meeting was called to order by Angelina Santa Maria at 8:07 A.M.
2. Commissioner Murphy motioned to accept the Minutes of the Meeting August 27, 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-21 Fire Access: Commissioner Santa Maria questioned the language used in describing the pricing procedure. Superintendent Rogers will revise the language. Commissioner Murphy motioned to accept the policy as revised. The policy will be presented at the October Board meeting.
 - b. Property Damage: This first draft of this policy was reviewed and discussed. Office Supervisor Anop will modify and revise for the next Policy & Procedure Committee meeting.
 - c. The Policy Status List was reviewed.
 - i. FAS-24 Accounts Payable policy needs to be modified to address the inconsistency in Purchase Order approvals and Invoice approvals. Superintendent Rogers will draft these changes.
 - ii. FAS-13 Water Billing – Office Supervisor Anop felt that this is the next policy to be addressed. However, given the complexity of the procedures and the timing of the Annual Audit, she will not have a completed policy and procedure for the next meeting.
4. The next meeting of the Policy and Procedures Committee will be Thursday, October 24, 2013 at 8:00 AM.

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

Attest: _____
Angelina Santa Maria, Chair