

MINUTES OF THE POLICY AND PROCEDURES COMMITTEE
BOARD OF WATER COMMISSIONERS

Thursday, October 24, 2013

A Special Meeting of the Policy and Procedures Committee of the Board of Water Commissioners was held on Thursday, October 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 8:10 A.M.
2. Commissioner Murphy motioned to accept the Minutes of the Meeting September 24, 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. Property Damage: The Committee discussed the draft as written. An additional bullet point stating “At the discretion of the Board, balances over \$5,000 can be referred to the Department Attorney”. The amended policy will be presented at the November Board meeting.
 - b. The Policy Status List was reviewed.
4. The next meeting of the Policy and Procedures Committee will be postponed until after the completion of the FY2013 Audit.

Adjourn – Commissioner Domian motioned to adjourn the meeting at 8:25 AM. The motion was seconded by Commissioner Murphy.

Attest: _____
Angelina Santa Maria, Chair

Administrative Approval:



Frederick W. Rogers, Superintendent