

**MINUTES OF THE POLICY AND PROCEDURES COMMITTEE**  
**BOARD OF WATER COMMISSIONERS**  
**Thursday, April 10, 2014**

A Special Meeting of the Policy and Procedures Committee of the Board of Water Commissioners was held on Thursday, April 10, 2014 at the department offices, 605 West Queen Street, Southington, CT.

PRESENT: Angelina Santa Maria, Chair; Michael Domian, 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 Angelina Santa Maria at 8:02 A.M.
2. Commissioner Domian motioned to accept the Minutes of the Meeting October 24, 2013. Superintendent Rogers seconded the motion. The motion passed on a voice vote. The approved minutes from September 24, 2013 were signed by the Committee Chair.
3. **REVIEW PROCEDURAL AUDIT** – The status of the following policies was reviewed and discussed:
  - a. #2 Billing Adjustments: An adjustment report from the billing system will be presented at the next Committee meeting.
  - b. #14 Review of Jobbing Billing: A sample work order and invoice will be presented at the next Committee meeting.
  - c. #29 Budget Preparation: A draft of this policy is targeted for the end of the summer.
  - d. Superintendent Rogers will present a draft of the internet and cell phone policy currently in force at the Town Hall at the next Committee meeting.
4. The next date for the next meeting of the Policy and Procedures Committee will be scheduled at the Board Meeting this evening.

**Adjourn** – Commissioner Domian motioned to adjourn the meeting at 8:21 AM. The motion was seconded by Superintendent Rogers.

Attest:



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Angelina Santa Maria, Chair