

MINUTES OF THE POLICY AND PROCEDURES COMMITTEE

BOARD OF WATER COMMISSIONERS

Tuesday, October 7, 2014

A Special Meeting of the Policy and Procedures Committee of the Board of Water Commissioners was held on Tuesday, October 7, 2014 at the department offices, 605 West Queen Street, Southington, CT.

PRESENT: Angelina Santa Maria, Chair; Michael Domian, Thomas Murphy, Commissioners; 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 8:07 A.M.
2. Commissioner Domian motioned to accept the Minutes of the Meeting April 10, 2014. Commissioner Murphy seconded the motion. The motion passed on a voice vote.
3. **REVIEW PROCEDURAL AUDIT** – The status of the following policies was reviewed and discussed:
 - a. #2 Billing Adjustments: A discussion of the inability to reconcile accounts receivable balances with billing, cash receipts and adjustments was discussed. The Chairman would like to view a sample report and obtain a price estimate from Harris to create a modified report.
 - b. #13 Water Billing: The Billing Clerk's instructions will be reviewed at the next meeting.
 - c. #29 Budget Preparation: This policy has been tabled.
 - 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.
 - e. Office Supervisor Anop will draft a revised Shut Off Policy eliminating telephone calls to past due customers on the shut off list.
4. The next meeting of the Policy and Procedures Committee will be November 5, 2014 at 8:00 AM at the department offices.

Adjourn – Commissioner Domian motioned to adjourn the meeting at 8:27 AM. The motion was seconded by Commissioner Murphy.

Attest:



Angelina Santa Maria, Chair