

**MINUTES OF THE POLICY AND PROCEDURES COMMITTEE**  
**BOARD OF WATER COMMISSIONERS**  
**Wednesday, November 5, 2014**

A Special Meeting of the Policy and Procedures Committee of the Board of Water Commissioners was held on Wednesday, November 5, 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 8:08 A.M.
2. Commissioner Domian motioned to accept the Minutes of the Meeting October 7, 2014. Superintendent Rogers 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 review of billing adjustments was discussed. A draft of the policy will be written by the Office Supervisor for the next meeting.
  - b. #13 Water Billing: The Chair asked that the billing clerk’s procedures be sent to the committee by email for their review.
  - c. Superintendent Rogers will present a draft of the internet and cell phone policy at the next Committee meeting.
  - d. Office Supervisor will revise the draft policy for review at the next Committee meeting.
4. The next meeting of the Policy and Procedures Committee was not set.

**Adjourn** – Superintendent Rogers motioned to adjourn the meeting at 9:10 AM. The motion was seconded by Commissioner Domian.

Attest: \_\_\_\_\_  
Angelina Santa Maria, Chair