

TOWN OF ELLINGTON

Policies & Procedures

Boards / Commissions / Agencies:

- SECTION 1.....Appointment to Boards and Commissions Procedures
 - Statement of Interest
 - Attendance Policy
- SECTION 2.....Conflict of Interest Policy
- SECTION 3.....Quorum for Meetings
- SECTION 4.....Recording Secretary
- SECTION 5.....EVFD – Standard Operating Procedures Manual
- SECTION 6.....Crystal Lake Fire District By-Laws
- SECTION 7.....Ellington Volunteer Ambulance Corps. By-Laws
- SECTION 8.....Cultural Arts Commission By-Laws
 - Cultural Arts Teachers' Agreement
- SECTION 9.....Hall Memorial Library By-Laws
- SECTION 10.....Hall Memorial Library Personnel Manual & Operational Procedures
- SECTION 11.....Hall Memorial Library Internet Use Policy
- SECTION 12.....Housing Authority By-Laws
- SECTION 13.....Human Services Bylaws
- SECTION 14.....North Central District Health Department By-Laws
- SECTION 15.....Parks & Recreation Commission By-Laws
- SECTION 16.....Permanent Building Committee By-Laws
- SECTION 17.....Waterfront Operations Manual
- SECTION 18.... Public Safety Commission Duties
- SECTION 19.... Use of Town Engineer/Boards & Commissions
- SECTION 20.... Recording documents/Development Projects
- SECTION 21.... Board of Selectmen Citizen Forum
 - Include on Subcommittee Agenda
 - Time Limit
- SECTION 22.... Detention Basin Maintenance Policy
- SECTION 23.... Guidelines for Ad Hoc Committees with Associate Members/Student Reps
- SECTION 24.... Ethics Commission Membership
 - Not to appoint employees, elected or appointed officials
 - Amend with exception of Ad Hoc Committee members
- SECTION 25.... Submitting Recommendations to the Full Board by the BOS Committees

Employees:

- SECTION 1.....Drug Free Workplace Policy
- SECTION 2.....Town Engineer, Use of
- SECTION 3.....Employee Performance Evaluation Policy
 - Employee Performance Evaluation Form
- SECTION 4.....Conflict of Interest
- SECTION 5.....Electronic Messages Record Retention Policy
 - E-Mail Etiquette
 - E-Mail Policy for Volunteers
- SECTION 6Affirmative Action Plan/Statement of Policy
- SECTION 7Policy Statement on Safety
- SECTION 8 Use of Town & Personal Vehicles for Town Business
- SECTION 9 Return to Work Policy
- SECTION 10Standby Duty/Fire Marshal's Office
- SECTION 11.....Security Awareness Training and Testing Policy

Financial:

- SECTION 1.....Capital Improvements Policy
 - Capital Improvement Survey
 - Capital Improvement Program Form
- SECTION 2.....Purchasing Procedures
- SECTION 3.....Fee for Ambulance Service
- SECTION 4.....Budget Policy
- SECTION 5.....EDC Tax Abatement Policy
- SECTION 6.....Bonding Procedure Checklist
- SECTION 7.....Building Permit Fee (Waive for non-profit organizations)
- SECTION 8.....Abate taxes on property when Town takes ownership
- SECTION 9.....Length of Contracts awarded under a bid

First Selectman Authorizations

- SECTION 1.....Special Counsel
- SECTION 2.....Grant Applications
- SECTION 3.....Part Time & Temporary Employees
- SECTION 4.....Employee Resignation

Insurance:

- SECTION 1.....Insurance Advisory Board
- SECTION 2.....Use of Town Vehicles & Personal Vehicles for Town Business
- SECTION 3.....Emergency Action Plan for Employees/Incident Reporting Forms

Property/Roads:

- SECTION 1.....Purchasing Real Estate Procedures
- SECTION 2.....Accepting Donation of Real Estate Procedures
- SECTION 3.....Selling Town-owned Land – initiated by Town Procedure
- SECTION 4.....Selling Town-owned Land – initiated by Buyer Procedure
- SECTION 5.....Acceptance of Roads Procedure
- SECTION 6.....Special Requirements for Acceptance of Lake Association Roads

Use of Facilities:

- SECTION 1.....Ambulance Building Policy
- SECTION 2.....Arbor Park Policy
- SECTION 3.....Batz Property
- SECTION 4.....Library Policy
 - Hall Memorial Library Room Application
- SECTION 5.....School Facilities Policy
 - School Use Form
- SECTION 6.....Regulations for Use of Town Hall Facilities Policy
- SECTION 7.....Use of Town Hall Property Policy
 - Town Property Use Form
 - NCDHD Temporary Food Service Application
- SECTION 8..... Regulations for Use of Old Crystal Lake School House

Miscellaneous:

SECTION 1.....Lake and Pond Draw Down Policy

SECTION 2.....Crystal Lake Regulations

SECTION 3.....Outside Public Assembly Ordinance

- Notice of Proposed Outside Assembly Form
- Application for Bonfire
- Application for Special Event License

SECTION 4.....Use of Town Seal

SECTION 5.....Wall of Honor Policy

- Wall of Honor Application

SECTION 6.....Naming Town Buildings/Facilities

SECTION 7..... Reimbursement for Volunteer Emergency Services Personnel Subpoenaed to Court Policy

SECTION 8.... Traffic Control Requirements

SECTION 9 Prohibiting Pets and Animals, Except for Service Dogs, in Municipal Buildings

Appendix:

FORMS:

SECTION 1.....Job Applications

SECTION 2.....Minutes Format

SECTION 3.....Agenda Format