

TOWN OF ELLINGTON

Policies & Procedures

Boards / Commissions / Agencies:

| | |
|------------|--|
| SECTION 1 | Appointment to Boards and Commissions Procedures <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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 |
| SECTION 25 | Submitting Recommendations to the Full Board by the BOS Committees |

Employees/Personnel Policies:

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

Policies & Procedures Index

-2-

| | |
|------------|--|
| SECTION 12 | Coronavirus – COVID-19 Policies |
| | 1. FMLA Leave Expansion and Emergency Paid Sick Leave Policy |
| | 2. Temporary Telecommuting Policy |
| | 3. Infectious Disease Policy |

Financial:

| | |
|------------|--|
| SECTION 1 | Capital Improvements Policy |
| SECTION 2 | Purchasing Procedures (Obsolete: See Section 10) |
| 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 |
| SECTION 10 | Purchasing and Financial Controls |
| SECTION 11 | Fee Schedule for Penalties/Fines Associated with Town Ordinances |
| SECTION 12 | Fund Balance Policy |

First Selectman Authorizations

| | |
|-----------|---------------------------------|
| SECTION 1 | Special Counsel |
| SECTION 2 | Grant Applications |
| SECTION 3 | Part Time & Temporary Employees |
| SECTION 4 | Employee Resignation |
| SECTION 5 | Social Media Management Policy |

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 | Procedure for Acquiring Real Estate |
| SECTION 2 | Procedure for Selling Town-owned Land |
| SECTION 3 | Acceptance of Roads Procedure |
| SECTION 4 | 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 | Hall Memorial Library Policy |
| SECTION 5 | Ellington Public School Facilities Policy |
| SECTION 6 | Regulations for Use of Town Hall Facilities Policy |

SECTION 7 Use of Town Hall Property Policy
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
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
SECTION 10 Canine Nuisance
SECTION 11 Community Calendar Policy (website)

Appendix:

FORMS:

SECTION 1.....Job Applications
SECTION 2.....Minutes Format
SECTION 3.....Agenda Format