

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
SECTION 13	Body-Worn Cameras 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

Policies & Procedures Index

-3-

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 <ul style="list-style-type: none">• 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)
SECTION 12	Whistleblower Policy

Appendix:

FORMS:

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