



LORI L. SPIELMAN
First Selectman

STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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JAMES M. PRICHARD
Deputy First Selectman

MELINDA M. FERRY
SARAH D. COOK
DAVID E. STAVENS
RONALD F. STOMBERG
JOHN W. TURNER

BOARD OF SELECTMEN
TOWN POLICIES COMMITTEE
SPECIAL MEETING
Commission Room A
April 15, 2019

MINUTES

MEMBERS PRESENT: Sarah D. Cook, Ronald F. Stomberg, John W. Turner

OTHERS PRESENT: Felicia LaPlante, Acting Finance Officer

I. Call to Order: Mr. Turner, Chairman, called the Town Policies Committee (TPC) meeting to order at 6:15 p.m.

II. Citizens' Forum:

III. Approval of Minutes: March 11, 2019

MOVED (STOMBERG), SECONDED (TURNER) AND PASSED [AYE: STOMBERG/TURNER; ABSTAIN: COOK] TO APPROVE THE TOWN POLICIES COMMITTEE MEETING MINUTES OF MARCH 11, 2019.

IV. Review Policies:

Mr. Turner presented the proposed policy revisions and addition. The Town Policies Committee (TPC) members discussed each one.

1. Appointments to Boards, Commissions and Committees Policy – Revisions

MOVED (COOK), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO RECOMMEND TO THE BOARD OF SELECTMEN THE ADOPTION OF THE REVISIONS TO THE APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES POLICY. [ATTACHED]

2. Appointed Boards, Commissions and Committees Attendance Policy – Revisions

MOVED (STOMBERG), SECONDED (COOK) AND PASSED UNANIMOUSLY TO RECOMMEND TO THE BOARD OF SELECTMEN THE ADOPTION OF THE REVISIONS TO THE APPOINTED BOARDS, COMMISSIONS AND COMMITTEES ATTENDANCE POLICY. [ATTACHED]

3. State of Interest Application – Revisions

MOVED (STOMBERG), SECONDED (COOK) AND PASSED UNANIMOUSLY TO RECOMMEND TO THE BOARD OF SELECTMEN THE ADOPTION OF THE REVISIONS TO THE STATEMENT OF INTEREST APPLICATION, WITH THE REVISION TO CHANGE HIS TO HIS/HER WHERE IT APPEARS. [ATTACHED]

4. Purchasing Procedure/Financial Controls – Revision

Ms. LaPlante suggested adding the following: “and all vehicles regardless of their estimated value” to #5, last paragraph; the sentence now reads “A formal motion from the Board of Selectmen is required for equipment estimated over \$5,000 *and all vehicles regardless of their estimated value*”. The TPC members agreed to this change.

MOVED (COOK), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO RECOMMEND TO THE BOARD OF SELECTMEN THE ADOPTION OF THE PURCHASING PROCEDURE/FINANCIAL CONTROLS POLICY WITH THE REVISION TO INCLUDE “ALL VEHICLES REGARDLESS OF THEIR ESTIMATED VALUE” AS NOTED ABOVE. [ATTACHED]

5. Policy Regarding Canine Nuisance

MOVED (COOK), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO RECOMMEND TO THE BOARD OF SELECTMEN THE ADOPTION OF THE POLICY REGARDING CANINE NUISANCE. [ATTACHED]

Mr. Turner mentioned that progress is being made on the Regulations for Use of Town Meeting Facilities Policy between departments. He also noted that there are several Town Policies that need to be updated and he has asked the First Selectman’s Office to begin the process of reviewing the policies for updates.

V. Adjournment

MOVED (STOMBERG) SECONDED (COOK) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE TOWN POLICIES COMMITTEE AT 6:35 P.M.

Submitted by 
John W. Turner, Chairman

TOWN OF ELLINGTON

Policies & Procedures

APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES

1. Persons wanting to serve on appointed boards, commissions or committees must fill out a Statement of Interest Form.
2. Completed forms must be submitted to the First Selectman's Office.
3. All completed Statements of Interest will be forwarded to the Board of Selectmen Personnel Committee for consideration and recommendation to the full Board of Selectmen.
4. The Board of Selectmen will act on recommended appointments.
5. The First Selectman's Office staff will notify the Town Clerk of all appointments.
6. The First Selectman will inform applicants of action taken by the Board of Selectmen either by mail or email. If appointment was approved, he/she will be instructed of the necessity of being sworn in by the Town Clerk, if applicable. The Chairman of the Board, Commission or Committee will be notified of appointments by copy of the correspondence to the newly appointed member along with the new member's contact information.

The newly appointed member will be sent a current meeting schedule, the contact information of the Chairman of the Board, Commission or Committee to which he/she was appointed and a copy of the Code of Ethics. The newly appointed member must return the Acknowledgement of Receipt of the Code of Ethics.

BOS Approved: 02/09/1987
BOS Revised: 04/15/2019

TOWN OF ELLINGTON

Policies & Procedures

Attendance Policy

Appointed Board, Commission and Committee Members

1. Any person appointed by the Board of Selectmen to a Town board, commission or committee having alternate members shall be expected to attend 75% of said board, commission or committee regular meetings; i.e., 9 out of 12 monthly meetings.
2. Any person appointed by the Board of Selectmen to a Town board commission or committee, not having alternate members, shall be expected to attend 80% of said board commission or committee meetings; i.e., 10 out of 12 monthly meetings.
3. Members not meeting these standards shall be subject to removal from the board, commission or committee by two-thirds vote of the Board of Selectmen.
4. Prior to removal, the member shall receive one letter of warning.
5. The removal process may be initiated by the board, commission or committee or by the Board of Selectmen.
6. Minutes of said board, commission, or committee shall be used to determine attendance.
7. This policy shall not apply to any person duly elected at any regular or special election.



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BOARD OF SELECTMEN

STATEMENT OF INTEREST

in serving on a Town Board, Commission, or Committee

NAME: _____

ADDRESS (HOME): _____

(BUSINESS): _____

(E-MAIL): _____

TELEPHONE: (HOME) _____ (BUSINESS) _____ (CELL) _____

Registered Voter¹: Democrat Republican Unaffiliated Other: _____

¹ Per Section 902 of the Town Charter, no person shall be eligible for appointment to any regular town board or commission, except the Building Code Board of Appeals or any Ad Hoc Committee, who is not, at the time of his/hers appointment, an elector of said town and any person ceasing to be an elector of said town shall thereupon forfeit his/hers membership on said board or commission.

Board/Commission/Committee of interest: _____

- Briefly explain your reasons for being interested in serving your town in this capacity:

- Note the qualifications you have which you think will be an asset to the town agency in which you are interested:

Please be advised that all town officials must comply with Section 1303 of the Town Charter-Conflict of Interest: "Any elected or appointed officer, any member of any board or commission, or any employee of the town who has a financial interest direct or indirect, in any contract, transaction or decision of any officer or agent of the town or any board or commission, shall disclose that interest to the Board of Selectmen for recording upon their official records and any such person shall be thereby disqualified from participation in the awarding, assignment or discussion of any contract, transaction, or decision. Violation of this provision shall be grounds for the removal of any such person." Should you be appointed to serve on a town board, commission or agency, you would be required to comply with these regulations.

By signing below I certify that I understand and accept Section 1303 of the Town of Ellington Charter, the Attendance Policy (printed on back) and the Code of Ethics and agree to abide by such.

Date: _____ Signature: _____

TOWN OF ELLINGTON

Policies & Procedures

PURCHASING AND FINANCIAL CONTROLS

1. All departments, boards and commissions shall be required to submit to the Finance office purchase order requests. Purchase order requests will be required for all purchases over five thousand (\$5,000) dollars.

Purchase order requests are then checked against stated account numbers/balances. If funds are available, the purchase order is prepared. If there are not sufficient funds or the account number is not appropriately indicated, the Finance Office shall return the request to the department, board or commission.

Each purchase order request shall be sent via email to the Finance Officer and Assistant Finance Officer with the following information:

- Quote if applicable
- Vendor Information (Name, Address, Phone Number)
- Dollar Amount
- Account Number

For those departments, boards and commissions that need to purchase emergency items on the weekend, the Finance Office must be contacted on the following Monday in order to prepare a purchase order.

Purchase orders shall be encumbered in the accounting system to assure authorized appropriations are not exceeded.

2. All vendors will be required to send statements and invoices to the Finance Office unless a Department is given written permission by the Finance Officer to have statements and invoices sent directly to the individual department's attention.
3. Utility invoices shall be sent to the Finance Office for payment as soon as boards, commissions and departments receive them.
4. For any purchase estimated at twenty-five thousand dollars (\$25,000) or more, the Finance Officer shall invite sealed bids unless the Board of Selectmen shall decide it to be against the best interest of the Town (Sections 1111 of the Town Charter). Should the bidding procedure be waived, all quotations or proposals submitted should be recorded. The reason for waiving the bidding procedure and the awarding of a contract or purchase to a vendor shall be recorded in the minutes of the Board of Selectmen. (Note: \$25,000 threshold does not match the Town Charter Section 1111, however it does match the Town Code Section 28-1 and it is

the threshold set by the State of CT State Statute 7-148v and therefore, is applicable to this policy).

For Contracts/Purchases that Fall Under the RFP/Bid Process:

1. The Department Head shall provide the Finance Office with RFP specifications, deadlines, and name of Project Coordinator for review.
2. The Finance Office shall prepare a legal notice and final RFP documents.
3. The Project Coordinator shall hold the mandatory pre-bid meeting.
 - a. All changes shall be made in the form of addendums.
4. The Finance Office shall receive bids/proposals and shall hold until the public bid opening.
5. The Finance Office shall prepare a bid tabulation and will work with the Department Head/Project Coordinator to determine the recommendation to be submitted by the Finance Officer to the First Selectman; the First Selectman will add the item to the Board of Selectmen agenda for review/approval.
6. The Board of Selectmen shall act upon the information provided and award the contract or approve the purchase.
7. The Finance Officer will prepare the contract for the First Selectman's signature.
8. Copies of the fully executed contract will be provided to the vendor, the Department Head, the First Selectman's Office and the Finance Office.

5. Disposal of Surplus or Obsolete Property:

This procedure is for the disposition of property, other than real estate, which is surplus to the needs of the Town. Employees, former employees or related organizations shall not receive any preferential treatment in the disposal or Sale of Town surplus materials.

The Finance Officer is responsible for the administration of this procedure. The Finance Officer shall coordinate the disposition of surplus property, and shall aid the Board of Selectmen in determining the best method of disposal. The Finance Officer shall dispose of the property in the manner specified and shall ensure that the proper fund is credited with any resulting proceeds.

Surplus is defined as any tangible personal property owned by the Town, which is not needed at present, or for the foreseeable future, or that is no

longer of value or use to the Town. Items included are those found, purchased or received as gifts.

The head of any using department may declare supplies or equipment held by such department to be surplus. Such declaration shall be in writing and the written declaration shall be delivered to the Finance Officer, who shall maintain a written inventory for circulation to, and review by each using Town department. If any using department has use of such property, the using department may request reassignment of such property from the Finance Officer. The Finance Officer shall have the authority to assign the property to the using department best able to make use of such property, after the inventory has been circulated once, the property shall be deemed surplus.

The Finance Officer will recommend to the Board of Selectmen the means to dispose of the surplus. A formal motion from the Board of Selectmen is required for equipment estimated over \$5,000 and all vehicles regardless of their estimated value. The Finance Officer shall have the authority to exchange, trade, sell, or recycle any items estimated under \$5,000 without Board of Selectmen approval.

6. Deposits shall be submitted to the Finance Office on the Thursday of each payroll week. These deposits shall be confirmed by the Accounting Specialist or Administrative Assistant and the Assistant Finance Officer. The armored service contracted by the Town of Ellington shall transport said deposit to the Town's bank and the Assistant Finance Officer shall send each department the bank confirmation of said deposit.
7. Payroll is to be approved and submitted by Department Supervisors on Monday no later than noon of each payroll week.
8. Accounts Payable items must be submitted by Tuesday at noon of the non-payroll week for bi-weekly accounts payable check runs. Accounts Payable items must include original invoice if applicable, appropriate charge code and Department Supervisor signature. Reimbursements must include all applicable documentation for the reimbursement. Mileage Reimbursements must be submitted at least monthly and include Mileage Reimbursement Request Form, MapQuest with mileage, along with up to date insurance/license documentation. The Town will not reimburse for purchased gift cards. The purchase of gift cards on a Town account is prohibited.
9. Should the Finance Officer observe any departure from Purchasing Procedure/Financial Controls described above, he/she shall report said departure to the Board of Selectmen Auditing Committee for disposition.

BOS Approved: 08/22/94
BOS Revised: 02/10/03
BOS Revised: 12/16/13
BOS Revised: 04/15/19

TOWN OF ELLINGTON

Policies & Procedures

POLICY REGARDING CANINE NUISANCE

PURPOSE: The Town of Ellington hereby adopts a policy, pursuant to Connecticut General Statutes Sec. 22-363, generally prohibiting residents from owning or harboring a dog or dogs which is or are a nuisance.

GENERAL INFORMATION: Section 22-363 of the Connecticut General Statutes states that no person shall own or harbor a dog or dogs which is or are a nuisance by reason of vicious disposition or excessive barking or other disturbance, or, by such barking or other disturbance, is or are a source of annoyance to any sick person residing in the immediate vicinity. Violation of any provision of this section shall be an infraction for the first offense and such person shall be fined not more than one hundred dollars or imprisoned not more than thirty days or both for each subsequent offense and the court or judge may make such order concerning the restraint or disposal of such dog or dogs as may be deemed necessary.

The Board of Selectmen ("BOS") reserves the right to change in whole or in part this policy, or repeal in its entirety, at any time without a public hearing.

STEPS TO REPORT A NUISANCE CANINE (DOG): Often times, many pet owners are unaware that their dog(s) are causing an inconvenience to others. Once aware, they may voluntarily correct the problem. We ask that neighbors consider arriving at an amicable conclusion prior to Animal Control's involvement.

Step 1

If a neighborly attempt to address the problem fails, the Ellington Animal Control Officer (ACO) or Assistant ACO will issue a courtesy verbal warning to the dog owner, as well as provide suggestions on how the owner may be able to modify the dog(s) behavior.

Once this courtesy verbal warning has been issued, 48 hours are allowed for the dog(s) owner to receive the information and correct the problem before the next step is taken.

If Animal Control is not contacted after the verbal warning is issued, it will be assumed that the problem has been solved and no further action will be taken.

Policy Regarding Canine Nuisance

Step 2

If the canine nuisance problem is not corrected after 48 hours, a formal complaint may be filed, at which time the ACO or Assistant ACO will issue a written warning to the dog(s) owner.

If Animal Control is not contacted after the written warning is issued, it will be assumed that the problem has been solved and no further action will be taken.

Step 3

If the canine nuisance problem is not corrected after the written warning has been issued, the ACO or Assistant ACO will request a Canine Nuisance Log be initiated. The log should reflect substantial continuous nuisance behavior and be kept for 7-10 days within a 30 day period.

A completed log is required in order to proceed to Step 4.

Once completed, a copy of the Canine Nuisance Log must be provided to the ACO or Assistant ACO. After submission of this log, a second written warning will be issued to the dog owner.

Step 4

If the nuisance behavior continues after the second written warning, the ACO or Assistant ACO will then issue a citation of \$75 to the dog(s) owner.

The dog owner may choose to pay the infraction or contest it in a court of law, at which time the reporting party will need to appear in court, willing to testify, with the Canine Nuisance Log and a statement.

Step 5

If the nuisance behavior continues, the reporting party will need to provide additional evidence of continuing nuisance violations. With sufficient evidence of a **new** violation, the ACO or Assistant ACO will issue a misdemeanor summons.

The courts will decide the amount of any fines and any progressive consequences to remedy the canine nuisance.

As in Step 4, the reporting party will also need to appear in court, willing to testify, with the Canine Nuisance Log and a statement.

BOS ADOPTED: 04/15/2019