



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
March 11, 2019

MINUTES

MEMBERS PRESENT: Ronald F. Stomberg, John W. Turner

MEMBERS ABSENT: Sarah D. Cook

OTHERS PRESENT: Felicia LaPlante, Acting Finance Officer

- I. Call to Order: Mr. Turner, Chairman, called the Town Policies Committee (TPC) meeting to order at 6:31 p.m.
- II. Citizens' Forum: No one came forward.
- III. Approval of Minutes: February 19, 2019

MOVED (STOMBERG), SECONDED (TURNER) AND PASSED UNANIMOUSLY TO APPROVE THE TOWN POLICIES COMMITTEE MEETING MINUTES OF FEBRUARY 19, 2019.

IV. Finance Office Policy

Mr. Turner presented the proposed changes to the Finance Office Policy. He suggested that the policy be approved, pending the review of the new Finance Officer/Treasurer.

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO RECOMMEND TO THE BOARD OF SELECTMEN THE ADOPTION OF THE FINANCE OFFICE POLICY, PENDING REVIEW BY THE NEW FINANCE OFFICER/TREASURER.
[ATTACHED]

V. Naming Town Buildings/Facilities – Application Review:

The application for Naming Town Buildings/Facilities was reviewed. The following suggested additions were made: add a line for the applicant's address; add a line stating "additional information may be requested."

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO RECOMMEND TO THE BOARD OF SELECTMEN THE ADOPTION OF THE APPLICATION FOR THE POLICY NAMING TOWN BUILDINGS/FACILITIES. [ATTACHED]

VI. Regulations for Use of Town Meeting Facilities Policy:

Mr. Turner suggested that this agenda item be table to the next Town Policies Committee meeting.

VII. Policy Regarding Barking dogs:

Mr. Turner suggested that this agenda item be table to the next Town Policies Committee meeting.

VIII. Adjournment

MOVED (TURNER) SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE TOWN POLICIES COMMITTEE AT 6:43 P.M.

Submitted by 
John W. Turner, Chairman

TOWN OF ELLINGTON

Policies & Procedures

draft

Purchasing Procedure/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. 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.
 6. Payroll is to be approved and submitted by Department Supervisors on Monday no later than noon of each payroll week.
 7. 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: _____

Application for Naming Town Buildings/Facilities

To: First Selectman's Office
55 Main Street, P.O. Box 187
Ellington, CT 06029

Date of Application _____

Naming or Renaming

- Town-owned property: _____
- Existing Name: _____
- Proposed Rename if applicable: _____

Commemorative Designation

- Town owned property: _____
- Existing Name: _____
- Proposed Commemoration Rename: _____

A plaque or marker may be used on a building or facility to honor persons or individuals, even though the facility is not named after them.

Biographical Information of Honoree: If more space is required, please attach additional sheet(s).

Reasons for Nomination (Narrative): If more space is required, please attach additional sheet(s). Please see "Policy for Naming Town Buildings/Facilities".

Under special circumstances, the Board of Selectmen may deem it appropriate to recognize and honor an outstanding individual/citizen by naming a town-owned building, park, athletic field or any other facility, whole or part, after an individual/citizen who died an untimely, heroic or tragic death, if doing so would contribute to the general good and healing for the loss of the individual/citizen felt by the community.

Additional Information may be requested.

Application should include:

- a) A description and significance of the proposed naming or renaming.
- b) All terms and conditions of proposed naming or renaming, including all financial and other relevant terms, must be disclosed. (Please attach)

Application Submitted by: _____ Phone: _____

Street Address _____ Town _____ State _____ Zip Code _____

This information is needed for notification purposes. Anonymous nominations will not be considered.

BOS Approved: _____