

Town of Benton

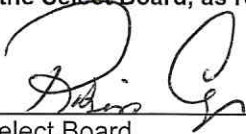
Policies and Operational Procedures Index

Adopted by Town Select Board, September 1, 2022

Policy is only valid if approved by 2/3 of the Select Board, as reflected below with signatures.




Select Board



Select Board

Select Board



Town Clerk (attested official copy)

Town of Benton

Policies and Operational Procedures Index

PURPOSE

This document provides the index for the adopted Town of Benton Policies and Operational Procedures.

The Town Clerk shall keep in her/his office a copy of this policy as a chapter in the Town of Benton's Office Policy and Procedure Manual.

POLICIES AND OPERATIONAL PROCEDURES ORGANIZATION

POLICIES

Policy 01 - Town Organization, Officials, Committees, and Boards Overview (*Reserved, to be adopted*)

Policy 02 - Board Bylaws (*Reserved, to be adopted*)

- Town of Benton, Select Board Bylaws
- Town of Benton, Economic Development Committee Bylaws
- Town of Benton, Planning Board Bylaws
- Town of Benton, Appeal Board Bylaws

Policy 03 - Personnel Policy (existing policy)

Policy 04 - Contract / Annual Appointed Town Officials

Policy 05 - Training Requirements – page 561 MMA

Policy 06 - Confidentiality and FOAA Policy - page 561 MMA

Policy 07 - Harassment Avoidance Policy

Policy 08 - Local Ordinance Creation or Modification (existing policy)

Policy 09 - General Assistance Policy (existing policy, requires adoption of new MMA version)

Policy 10 – Conflict of Interest

Policy 11 – Remote Participation Policy

Policy 12 – Policy on Treasurer's Disbursement Warrants for State Fees

Policy 13 – Municipal Officers' Policy on Disbursement of Municipal Education Costs

Policy 14 – Policy on Treasurers' Disbursement Warrants for Employee Wages and Benefits

Policy 15 – Acceptable Use Policy

OPERATIONAL PROCEDURES

Town of Benton

Policies and Operational Procedures Index

REVISION HISTORY

Date	Authorized By	Section	Change Description
April 10, 2020	Select Board		Original Adoption Date
August 25, 2020	Select Board	Policy 10 – Conflict of Interest	Addition of Policy 10 – Conflict of Interest, adopted by the Select Board on August 25, 2020
August 9, 2021	Select Board	Policy 11 Remote Participation Policy	Addition of Policy 11 – Remote Participation Policy, adopted by the Select Board on August 9, 2021
October 11, 2021	Select Board	Policy 08 Local Ordinance Creation or Modification	Revised and Adopted of Policy 08 – Local Ordinance Creation or Modification, adopted by the Select Board on September 21, 2021
September 1, 2022	Select Board	Policy 12 Policy on Treasurer’s Disbursement Warrants for State Fees	Addition of Policy 12
September 1, 2022	Select Board	Policy 13 Municipal Officers’ Policy on Disbursement of Municipal Education Costs	Addition of Policy 13
September 1, 2022	Select Board	Policy 14 Policy on Treasurers’ Disbursement Warrants for Employee Wages and Benefits	Addition of Policy 14
September 1, 2022	Select Board	Policy 15 Acceptable Use Policy	Addition of Policy 15

Town of Benton
Policies and Operational Procedures Index
