

# INDEX

All references to masculine pronouns shall be construed to be gender neutral.

1. **Procedure to Introduce a New Ordinance or Revise an Existing Ordinance**
2. **Ordinance Providing for Biennial Elections**
3. **Ordinance to Conform to the Composition of Various Boards within the Town of Beacon Falls, to the Requirements of CT General Statutes, Section 9-167a.**
4. **Ordinance relating to Justices of the Peace.**
5. **Ordinance Constituting a Quorum at Town Meetings.**
6. **Ordinance Creating a Board and Code of Ethics.**
7. **Ordinance Concerning Membership on Town Boards and Commissions by Municipal Employees.**
8. **Ordinance Creating a Board of Finance – revision. 11/9/06.**
9. **Tax Collector.**
  - a. Ordinance Concerning the Tax Collector of the Town of Beacon Falls.
  - b. Ordinance Relating to Taxes/Issuance of Permits
10. **Assessor.**
  - a. Ordinance Concerning Assessment Lists and Assessment of Property.
  - b. Ordinance Establishing Training and Hourly Requirements for Elected Members of the Board of Assessors.
  - c. An Ordinance Concerning Local Option Tax Relief for Elderly and Disabled Homeowners.
  - d. An Ordinance Concerning Local Option Tax Relief for Volunteer Firefighters.
  - e. Ordinance for a Tax Exemption for Ambulance-type Vehicles.
11. **Planning and Zoning**
  - a. Ordinance Relating to Combined Planning & Zoning Commission.
  - b. Ordinance Establishing Citation Procedures and Fines for Zoning Regulations.
  - c. Road Ordinance.
  - d. Ordinance Establishing Fees for Processing Land-use Applications.
  - e. Heavy Truck Traffic and Processing of Materials Ordinance.
12. **Ordinance Relating to the Zoning Board of Appeals.**
13. **Inland Wetlands and Water Courses Commission**
  - a. An Ordinance Establishing an Inland Wetlands Commission.
  - b. Ordinance Expanding the Duties of the Inland Wetlands Commission

- c. Ordinance Designating Inland Wetlands Commission as the Aquifer Protection Agency.
- d. Illicit Discharge and Connection Stormwater Ordinance.
- e. Stormwater Management Ordinance.
- f. Ordinance Establishing Citation Procedures and Fines for Violations of the Inland Wetlands and Watercourses Regulations of the Town of Beacon Falls. (New 5/2013)

**14. Conservation Commission.**

- a. Ordinance Establishing a Conservation Commission.
- b. Ordinance Establishing a Land Use Committee.
- c. Open Space Preservation Fund Ordinance.

**15. Water Pollution Control Authority (W.P.C. A.)**

- a. An Ordinance Creating the Sewer Authority.
- b. W.P.C.A. Ordinance

**16. An Ordinance Relating to the Water Commission.**

**17. Environment**

- a. Anti-Blight Ordinance
- b. Ordinance on Littering and Illegal Dumping
- c. Noise Ordinance
- d. Ordinance Pertaining to Odors, Fumes, Dust and Smoke.
- e. Ordinance Relating to Recycling.

**18. Park and Recreation Commission.**

- a. Ordinance Creating a Park and Recreation Commission
- b. Ordinance Amending Membership Requirements of the Park & Recreation Commission.

**19. Economic Development Commission.**

- a. Ordinance Establishing an Economic Development Commission
- b. Ordinance – Inter-Municipal Agreement for the Valley Enterprise Zone.
- c. Ordinance Establishing Membership in Central Naugatuck Valley Regional Planning Agency.

**20. Ordinance Relating to a Free Public Library.**

**21. Appointment of a Municipal Historian.**

**22. Preservation of a Historic Building or Structure.**

**23. Execution of Documents by the First Selectman.**

**24. Ordinance Relative to Waiver of Permit Fees.**

**25. Public Safety / Police**

- a. Alarm System Ordinance.
- b. An Ordinance Relating to the Appointment of Constables.

- c. An Ordinance Relating to a Black-out.
- d. An Ordinance Relating to Hawkers, Peddlers and Vendors.
- e. Motor Vehicle and Traffic Ordinance.
- f. Ordinance Pertaining to Roaming Dogs
- g. Ordinance Prohibiting Consumption of Alcoholic Beverages on Streets, Sidewalks, School Grounds and Other Public Places.
- h. Ordinance Relating to Removal of Ice and Snow.
- i. Ordinance Pertaining to Vehicular Parking During Winter Months
- j. Ordinance Concerning Police Protection at Places of Public Amusement or Exhibition.
- k. Ordinance Providing Police Protection at all Construction Projects
- l. Ordinance Regarding the Removal or Immobilization of Motor Vehicles Bearing Outstanding Tickets.

**26. Public Safety / Fire Department**

- a. Ordinance Relating to Knox Box.
- b. Ordinance Establishing a Service Award Plan for Beacon Hose Company No. 1.
- c. Open Burning
- d. Ordinance Relating to Numbering of Buildings within the Town of Beacon Falls
- e. Ordinance Relating to Egress from Workshops and Manufactures.
- f. An Ordinance Establishing Fire Lanes in the Town of Beacon Falls.
- g. An Ordinance Concerning Fire Protection at Places of Amusement or Exhibition.

**27. Public Safety – Emergency Disaster**

- a. An Ordinance Regarding Declaration of Local Disaster Emergency.

**28. Energy**

- a. Ordinance - Town of Beacon Falls Energy Improvement District and Energy Improvement Board.

**ELIMINATED ORDINANCES**

**ELIMINATED RESOLUTIONS**

# PROCEDURE

## INTRODUCE A NEW ORDINANCE OR REVISE AN EXISTING ORDINANCE

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### NAME OF ORDINANCE

1. Commission, Board or a Town Resident, who is a Registered Voter, presents Ordinance proposal to Board of Selectmen for review.
2. Board of Selectmen reviews Ordinance, then submits to Town Counsel for review and proper verbiage.
3. Board of Selectmen posts Notice of Public Hearing on Ordinance.
4. Board of Selectmen posts notice of Town Meeting to vote on whether or not to adopt the Ordinance.
5. Town Clerk publishes approved Ordinance in the most widely circulated newspaper.
6. Ordinance goes into effect, fifteen (15) days after publication.

### PROCEDURE TO FOLLOW

(Date and Sign Check-off List as Procedure is Followed)

Date _____	Signature _____	Ordinance presented to BOS for review. (1 <sup>st</sup> Selectman or designee)
Date _____	Signature _____	BOS reviews ordinance, submits to Town Counsel for Review (1 <sup>st</sup> Selectman or designee)
Date _____	Signature _____	Town Counsel reviews. Prepares proper verbiage. (Town Counsel)
Date _____	Signature _____	Public Hearing (Moderator)
Date _____	Signature _____	Town Meeting (Moderator)
Date _____	Signature _____	Town Clerk publishes Ordinance (Town Clerk)
Date _____	Signature _____	Effective Date of Ordinance (Town Clerk)