



Corporation Counsel BUDGET PRESENTATION

FY 2021-2022



➤ CORPORATION COUNSEL

SCOTT R. CHADWICK

- In 2006, Scott was appointed Corporation Counsel for the Town. He manages and oversees the Town's legal staff and outside counsel, and provides general legal advice to the Town's departments, boards, and commissions. Scott also handles the Town's auto and general liability defense work, administrative appeals, enforcement actions, and assessment appeals
- Scott graduated from East Hartford High School in 1980. He received his B.A., cum laude, from Western New England College and his J.D. from the University of Connecticut School of Law
- From 2011 to 2018, Scott served as a hearing officer for the Department of Motor Vehicles. In 2014, Scott was elected as the tenth Judge of Probate for the District of East Hartford
- Scott is currently a partner with the Hartford law firm of Ford & Paulekas, LLP. He represents individuals, small businesses, and major corporations in various civil proceedings and litigation, including arbitrations and trials. Scott also represents municipalities in various litigation matters, as well as the collective bargaining process



➤ ASSISTANT CORPORATION COUNSEL RICHARD P. GENTILE



- Prior to joining the Corporation Counsel's office Rich was legal counsel to Hartford Financial Products and Vice-President and Director of Government Affairs for Trumbull Services Company (part of The Hartford Financial Services Group, Inc.), a partner in the Hartford law firm of Danaher, Tedford, Lagnese & Neal, P.C. and an associate at Carter, Ledyard & Milburn in New York
- He has served the Town as Chairman of the Board of Selectmen (1989-1991), a member of the East Hartford Town Council (1991-1993), Town Council Chairman and Deputy Mayor (1993-1997), Chairman of the Town's Redevelopment Agency (2000-2005) and as a member of various boards and commissions. Rich is currently a Justice of the Peace, a member of the Board of Directors of the Connecticut Association of Municipal Attorneys, and the Town's Harbormaster
- Rich graduated from Columbia College (A.B., 1981) and The Fordham University School of Law (J.D. 1984). He is admitted to practice in New York, Connecticut, The Southern District of New York, The District of Connecticut and the United States Supreme Court

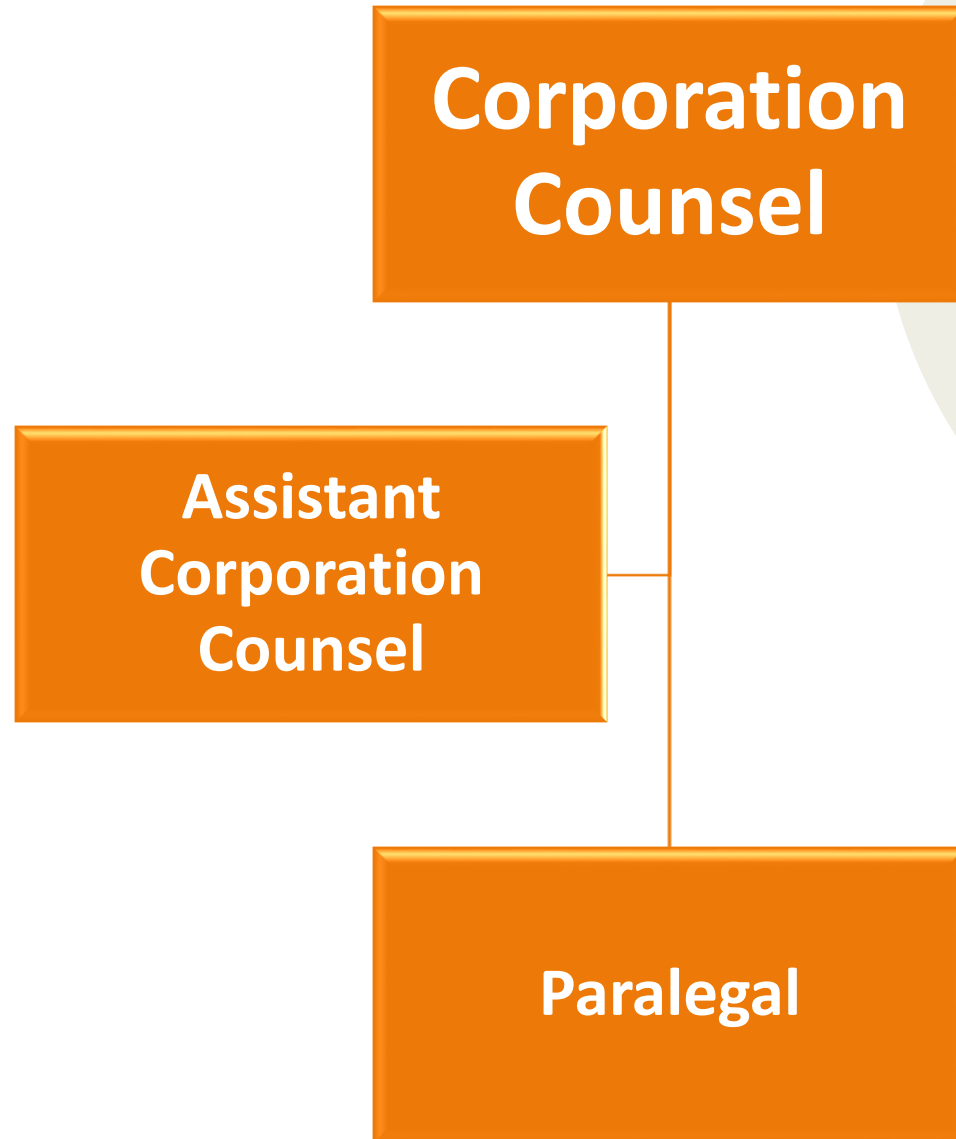


➤ PARALEGAL MICHAEL T. RYAN

- Prior to working as a paralegal, Michael started his employment history as a Lifeguard for the East Hartford Parks & Recreation where he worked for 10 years as both a Lifeguard and Head Guard for the Town's indoor and outdoor pools. He interned at the Corporation Counsel's office for the summer's of 2015 and 2016. thereafter, Michael worked for the State of Connecticut as an Intern for the CT Public Defender's Office in 2017. At UCONN Law, Michael worked as a Certified Legal Intern at the University's Criminal Law Trial Defense Clinic where he represented clients in the various G.A. courthouses. Upon graduation in late 2018, Michael worked as a Temporary Assistant Clerk for the New Haven Superior Courthouse
- Michael graduated from East Hartford High School in 2009. He received his B.A. in History from the University of Connecticut in 2014, his J.D. from the University of Connecticut School of Law and was admitted to practice law in Connecticut in 2019



➤ STAFFING



➤ DEPARTMENT DESCRIPTION & SERVICES



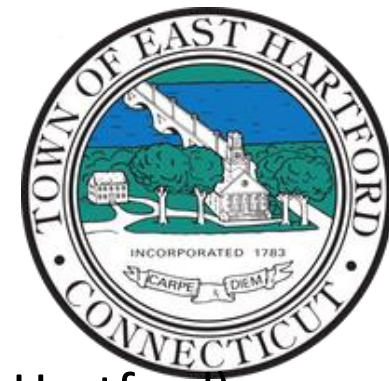
The Corporation Counsel's office serves as the Town's legal advisor. The office works closely with all departments of Town government in providing legal representation with respect to the rights and responsibilities of Town departments, the Town Council, the Board of Education and appointed Boards and Commissions.

➤ DEPARTMENT DESCRIPTION & SERVICES



- The Corporation Counsel's office acts as the legal advocate for the Town in all actions, suits, or proceedings brought by or against it or any of its department, officers, agencies, boards or commissions.
- The Corporation Counsel's office drafts or reviews all third party contracts, comments on new or revised Town Ordinances, routinely advises boards and commissions including Planning and Zoning, the Zoning Board of Appeals and the Inland-Wetlands Agency and is responsible for legal work associated with the conveyance or acquisition of real estate.

➤ ACHIEVEMENTS & ACCOMPLISHMENTS



General Accomplishments

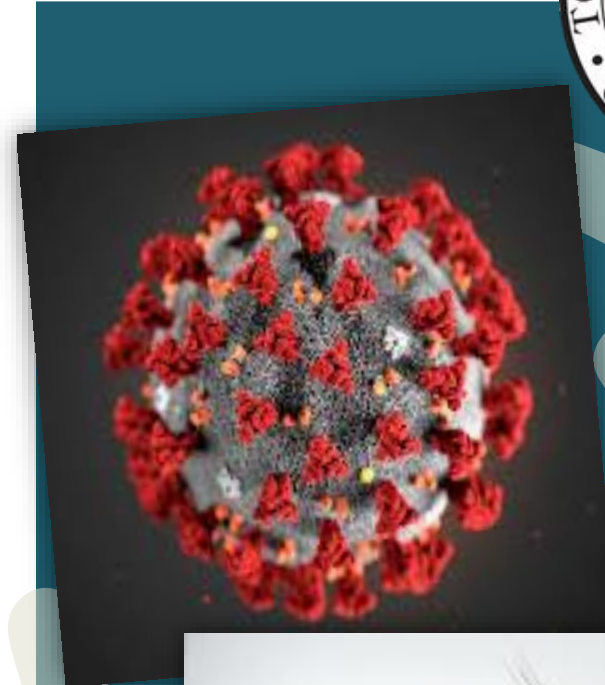
- Negotiated the sale of Second North School. (leading to relocation of Solidus to East Hartford).
- Closed transaction with Greater Hartford Transit District, including Roberts Street Boundary Line Agreement.
- Resolved Tax Claims against Old Burnside Brewing Company allowing for sale of business assets and establishment of new business in East Hartford.
- Reviewed and negotiated agreement to place solar panels on roof of new Senior Center.
- Negotiated services agreement with Ambulance Service of Manchester regarding Town's emergency medical services.
- Negotiated series of contracts with equipment providers and utility companies allowing placement of security cameras on utility poles in town.
- Completed Tax Lien sales for 2020.
- Negotiated mattress recycling contract for Public Works Department.

➤ ACHIEVEMENTS & ACCOMPLISHMENTS



Work Related to the Pandemic

- Reviewed and provided advice concerning numerous Executive Orders regarding governmental operations during the pandemic, including:
- Prepared memorandum regarding ability to conduct virtual board and commission meetings and required steps to comply with Executive Order 7B.
- Provided advice regarding conducting assessment appeals during suspension of in-person requirements.
- Provided advice regarding Executive Order 7MM and Department of Economic Development Rules concerning initial stage of re-opening Connecticut via outdoor dining and outdoor retail sales, including permit process and self-certification regarding state requirements.
- Reviewed requirements of Executive Order requiring municipal tax relief, drafted motions regarding adoption of tax deferment program for both 7/1/2020 and 1/1/2021 tax bills, and addressed questions regarding implementation of same.

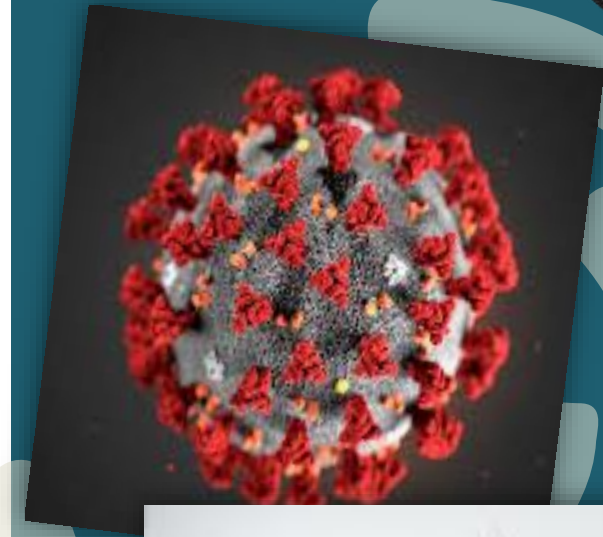


➤ ACHIEVEMENTS & ACCOMPLISHMENTS



Work Related to the Pandemic (Continued)

- Negotiated contracts regarding use of Two Rivers Magnet School and overflow parking areas for vaccine clinic site.
- Reviewed and approved reimbursement forms regarding Covid Response Funding available from CDC through the State Department of Public Health.
- Reviewed and approved contracts for EHFD, including Jackson Labs Covid testing, and sanitation of K-95 masks.
- Reviewed and revised MOU for Police and Fire Department concerning use of vacation time in light of Covid staffing pressures.
- Drafted agreement outlining obligations of employee volunteers at Covid Clinics
- Revised Outdoor Amusement/Permit regarding size of assembly and mask requirement.



➤ BY THE NUMBERS



**Closed Tax Lien Sales
\$350,000 in revenue**



**Drafted or reviewed,
negotiated and approved, in
excess of 75 contracts per year**



**Resolved multiple auto,
general liability, and property
damage claims**



**Settled numerous (tax)
assessment appeals**



**Provided advice regarding
numerous pandemic related
Executive Orders**

➤ NEW INITIATIVES

Begin creating database of new files, including contracts, title work, and mapping



➤ DEPARTMENT CHALLENGES



“We continue to do more with less,” handling a significant amount of legal work with minimal staffing

Similarly Situated Town	Staff of Corporation Counsel
Middletown	1 General Counsel, 1 Deputy Counsel, 1 Assistant General Counsel, 1 Paralegal
Danbury	2 Full-Time Attorneys, 1 Part-Time Attorney, 1 Legal Secretary, 1 Clerical Person, 1 Office Manager
West Hartford	2 Full-Time Attorneys, Corporation Counsel, 1 Part-Time Administrative Assistant
Wallingford	1 Full-Time Corporation Counsel, 1 Part-Time Attorney, 1 Part-Time Assistant Town Attorney, 1 Full-Time Legal Secretary, 1 Part-Time Legal Secretary
Manchester	1 Full-Time Town Attorney, 1 Part-Time Town Attorney, 1 Part-Time Assistant Town Attorney, 1 Full-Time Legal Secretary

➤ BUDGET CHANGES

ORG	OBJECT	DESCRIPTION	REASON	\$ CHANGE
G2200	60110	Permanent Services	In previous years the position of Legal Secretary was shared 50/50 with HR. The entire salary is being transferred to Corporation Counsel.	\$8,493



THANK YOU!



Probate Court BUDGET PRESENTATION FY 2021-2022

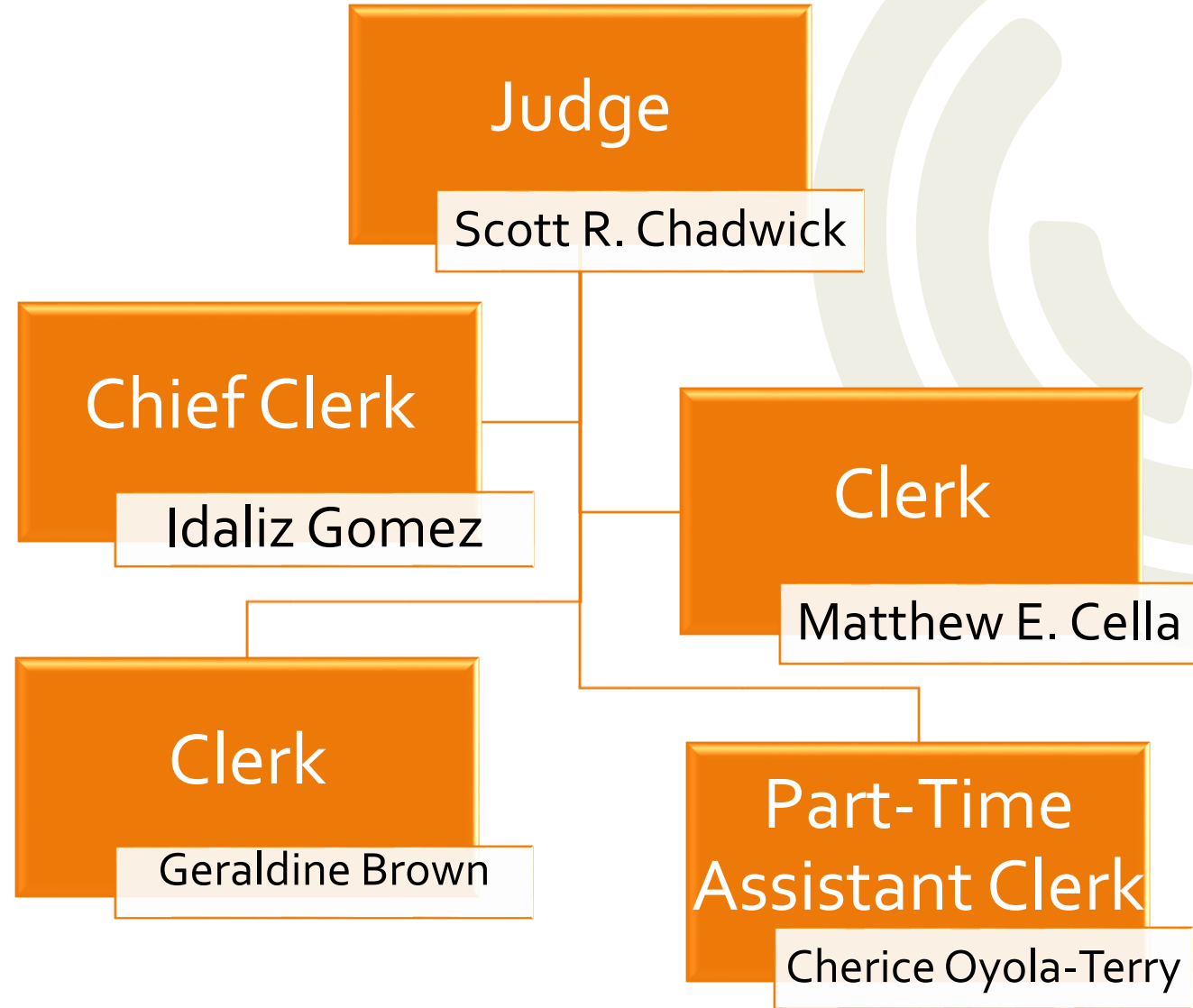


➤ JUDGE SCOTT R. CHADWICK

- Hon. Scott R. Chadwick was sworn in as the tenth Judge of Probate for the District of East Hartford on November 19, 2014
- Judge Chadwick graduated from East Hartford High School and received his B.A., cum laude, from Western New England College and his J.D. from the University of Connecticut School of Law
- He is admitted to practice law in the State of CT and the U.S. District Court for the District of CT



STAFFING



➤ STAFFING

- The Probate Court is as statutory Court and all authority vested in the Judge of Probate is set forth in Section 45a of the Connecticut General Statutes
- The Probate Judge presides over all matters pending before the Court. The Probate Judge holds formal hearings on various petitions filed with the Court and issues written decisions pursuant to C.G.S. Section 45a
- Hearings are held in Conference Room B of the Town Hall, but may be held anywhere in the State if a petitioner or respondent cannot attend due to physical impairment



➤ STAFFING

- The Chief Clerk Directs the staff and operations of the Probate Court formulates office goals and objectives; directs case management; establishes office policies and procedures; reviews, monitors compliance with pertinent laws, statutes and rules of practice; assists judge with research materials; acts as liaison with other state and governmental agencies; oversees records management; provides staff training and assistance; manages Court funds and maintains financial records, ensures the proper receipt and deposit of all court funds; assists the public and attorneys with Court forms and procedures
- Clerks/Assistant Clerks assist the public and attorneys, process probate petitions, process payments, and manage and monitor Court files



➤ DEPARTMENT DESCRIPTION & SERVICES



The Probate Court's statutory duties and authorities are delineated in Section 45a of the Connecticut General Statutes, which empowers the Court to oversee a variety of matters involving children, families, protected individuals and property rights

- Clerks provide general and case-specific assistance to attorneys and parties regarding forms and petitions as well as procedural matters
- Clerks review, evaluate and process a variety of files, schedule hearings, provide notice of hearing to parties in accordance with statutory requirements
- The Probate Judge holds hearings on petitions before the Court and issues written decisions
- Clerks monitor and manage the Court's files and records and comply with statutory requirements review requirements

➤ DEPARTMENT DESCRIPTION & SERVICES



The Judge of Probate oversees a variety of essential matters including:

- Probate of wills and administration of decedent's estates - the Court oversees the transfer of real and personal property
- Testamentary and intervivos trusts
- Fiduciary accountings, including audits of fiduciaries
- Voluntary and involuntary appointment of conservators of person and estate
- Appointment of guardians for individuals with intellectual disability
- Commitment of individuals with psychiatric disabilities
- Removal and appointment of guardians of minors
- Appointment of guardians of the estate of minors
- Issuance of special immigrant juvenile status for minors and young adults
- Termination of parental rights and adoptions of minors and adults
- Certification of foreign adoptions
- Paternity claims
- Confirmation of gender changes for residents born out of state
- Legal name changes of minors and adults

➤ ACHIEVEMENTS & ACCOMPLISHMENTS



- The East Hartford Probate Court’s primary objective continues to be providing optimal customer service to the users of the Court
- The Probate Court, which provides essential services, remained open and continued to process and conduct hearings on essential matters through teleconference hearings. Eventually, the Court began using Webex Video/Audio Conference and resumed conducting hearings on all matters. As such, the matters which the Court is responsible for overseeing were timely processed and East Hartford residents were not in any way disadvantaged or put at risk as a result of the pandemic
- Since 2017, the Court’s weighted workload has consistently increased; however due to COVID-19, the Court experienced a significant decrease in its weighted workload during the fiscal year 2020-2021. However, the very nature of the pandemic has resulted in a major increase in the amount of petitions being filed with the Court

➤ BUDGET CHANGES

There are no budget changes





THANK YOU!