

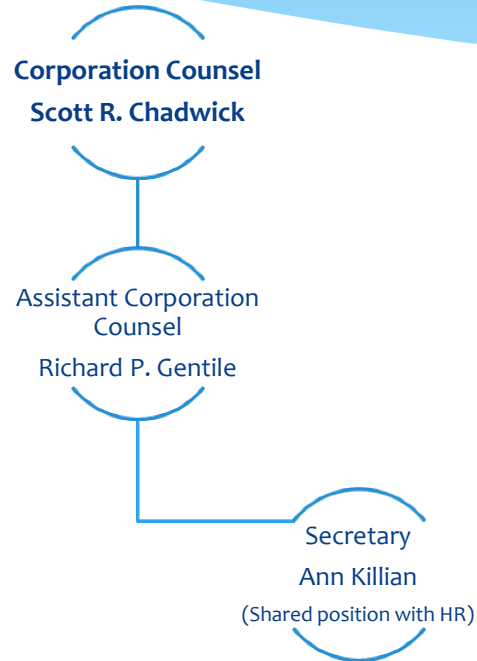


# Town of East Hartford

## 2017 – 2018

### Corporation Counsel

# Office Structure



# Corporation Counsel Core Functions

- 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.
- The Corporation Counsel 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.

# FY 2016 Successes

- Review and approve 2016 Road Program Contracts.
- Review 2016 Bonding package and approve form of Town Council resolutions (including Senior/Community Centers City & Town Development Act.)
- Negotiate “Invoice Cloud” contract allowing for interface between Tax office and various banks in connection with Citizen Credit Card payments.
- Complete 2016 tax lien sales.
- Complete 2016 subsequent tax lien sales.
- Review St. Francis EMS Sponsor contract, allowing East Hartford Paramedics training opportunities at St. Francis Hospital.
- Obtain court judgement of \$30,000 in connection with fines assessed against Bell Court Condominium Association concerning Building/Housing violations.
- Negotiate contract with Teleserv Contract to provide for maintenance for Town phone systems.

# FY 2016 Successes (Cont.)

- Negotiated and finalized terms of QSend “311” contract, which will allow for better tracking of citizen complaints/issues.
- Assisted in drafting of Planning and Zoning Regulations concerning places of assembly.
- Review program parameters for Commercial Façade Program.
- Drafted and negotiated Purchase Agreement regarding 1718 Main Street.
- Close Billboard Swap Agreement between Lamar, Goodwin College and Town.
- Levy System – Review and edit proposed Easement, License Agreement and Acquisition Agreements along levy (south of the Bulkley Bridge.)

# FY 2016 Successes (Cont.)

- Addressed numerous FOI requests.
- Worked with Fire Department to provide opinion letter in connection with the Town's FAA application to operate an unmanned aircraft in connection with fire suppression/investigation services.
- Vigorously defended all claims against the Town, including all general and automobile liability claims.
- Resolved numerous assessment (tax) appeals brought against the Town.
- Reviewed or resolved numerous property damage and personal injury claims within prescribed authority.

# FY 2017 Initiatives

- Draft Freedom of Information Act response policy.

# Corporation Counsel Budget in Brief

## Increases

Permanent Services	+\$2,176.00	+1%
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## Decreases

Dues & Subscriptions	-\$6,400.00	-34.6%
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<b>Total Net Decrease</b>	<b>-\$4,224.00</b>	
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# Targeted Expense Reductions Related to FY 2017

The Corporation Counsel's office achieved modest savings during FY 2017 through the elimination of its Westlaw subscription as of March, 2017 (the contract expiration date).

Also, rather than utilize outside hearing officers, the Corporation Counsel will serve as the hearing officer for parking ticket appeals at no additional cost to the Town.



Questions?