Town of East Hartford

FY 2018 – 2019

Corporation Counsel

Office Structure

Corporation Counsel
Scott R. Chadwick

Assistant Corporation Counsel
Richard P. Gentile

Secretary
Ann Killian
(Shared position with HR)
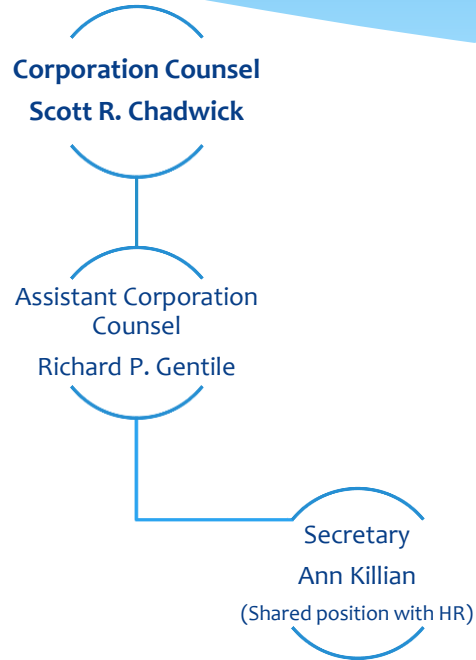
Corporation Counsel Core Functions

- 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 2017 Successes

* Complete 2017 tax lien sales.
* Complete 2017 subsequent tax lien sales.
* Prepared a comprehensive memorandum and forms outlining the Town's responsibilities under the Freedom of Information Act and appropriate response to Freedom of Information document requests.
* Negotiated the sale of Woodlawn Circle property to the YMCA and prepared documentation with respect to the sale of the same.
* Negotiated and prepared documentation with respect to the conveyance of 146 Prospect Street to the Town.
* Negotiated the Purchase Agreement for Blessed Sacrament Church.
* Initiated due diligence with respect to the potential acquisition of 1238 Silver Lane (the Yanner Property).
* Assisted the Department of Inspections and Permits and the Department of Social services with respect to the placement of liens on numerous properties including 1252 Main Street and Bell Court.
* Negotiated a cell tower lease with AT & T anticipated to bring in excess of $600,000 in revenue over its term.
* Worked closely with the Police Department to prepare forms concerning registration and reporting for Bingo and Raffles held in the Town.
* Worked closely with the Town Council Ordinance Committee to revise ordinances concerning Boards and Commissions and parking regulations

FY 2017 Successes (continued)

* Levee System – completed all necessary Easements, License Agreements and Acquisition Agreements with respect to Phase I of the levee project.

* Addressed numerous FOI requests.

* Negotiated various vendor contracts

* 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 2018 Initiatives

* Review Standard Instructions for RFP's and Town's Purchasing Ordinances
* Reintegrate the Town's litigation files into office operations for handling

Corporation Counsel Budget in Brief FY 19

Increases

    Permanent Services   +$2,209   +1.1%

**Total Net Increase** $2,209   +0.5%

Questions?

East Hartford Probate Court

2018-2019

Budget Presentation

Probate Court

Judge

Chief Clerk

Clerk

Assistant Clerk

Part Time
Assistant Clerk
2 *days/week*
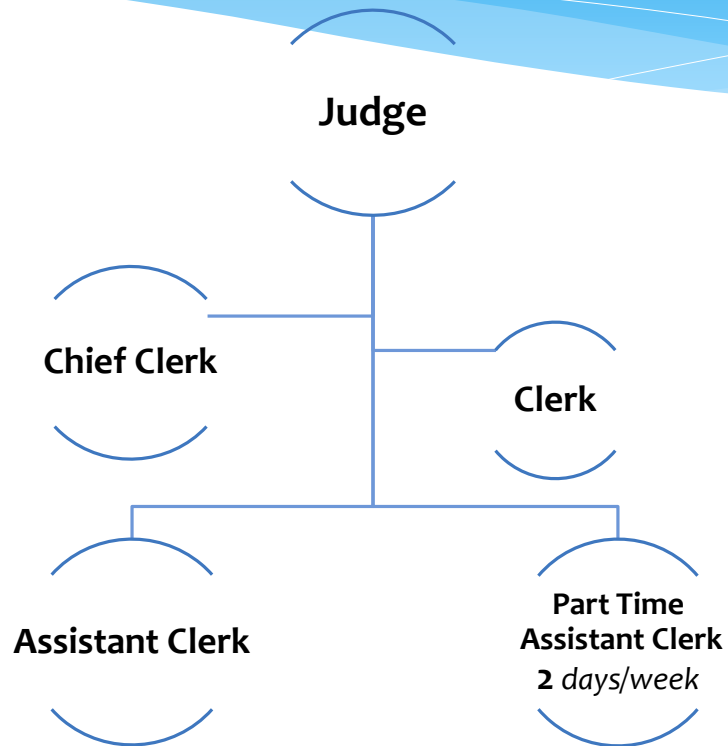
Probate Court's Duties

- Decedent Estates

- Conservatorships

- Guardianships (Minors or Estates)

- Trusts

- Children's Matters

- Adoptions

- Name Changes

- Commitments

- Guardianships (Intellectually Disabled)

Probate Court
FY 19 Budget in Brief

Increases

None

Decreases

None

Total   **$23,100   – 0%**

Probate Court's Successes

2017 Court Visit Recommendations

The Probate Court has undergone a complete overhaul with respect to the workspace and reception/waiting area.

In addition to the changes to the Court space, the staff has created a warm and welcoming atmosphere.

The staff is knowledgeable, professional, and dedicated.

While the vault has long been non-compliant with the requirements of the Public Records Administrator, all of the Court records are now kept in fireproof cabinets to provide appropriate protection.

The vault is also neat and very well organized.

Quotes

"The efforts by the Probate Judge and new Chief Clerk to create a better environment for staff and the public are commendable. They have set realistic goals to improve service by the Court as they move forward."

Questions?