



STATE OF CONNECTICUT
OFFICE OF THE
PROBATE COURT ADMINISTRATOR

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Probate Court Administrator

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Probate Court Budget Committee

Meeting Agenda
Wednesday, March 4, 2020
4:00 PM

- I. Convene Meeting
- II. Public Comment and Correspondence
- III. Remarks by the Chair
- IV. Adopt FY 20-21 Office Budgets
- V. Compensation Plan Adjustments
- VI. Policy re: Progression from Assistant Clerk to Clerk
- VII. Other Business
- VIII. Adjournment

Connecticut Probate Courts

Annual Budget by Court - FY 21

		FY21 Budget
PD01	Hartford	2,875
PD02	West Hartford	1,300
PD03	Tobacco Valley	2,225
PD04	Greater Windsor	2,725
PD05	East Hartford	2,725
PD06	Glastonbury-Hebron	2,200
PD07	Newington	1,300
PD08	Berlin	2,475
PD09	Simsbury Regional	2,175
PD10	Farmington-Burlington	2,725
PD11	North Central Connecticut	1,725
PD12	Ellington	1,225
PD13	Greater Manchester	2,775
PD14	Region # 14	2,700
PD15	Middletown	2,775
PD16	Meriden	1,675
PD17	Wallingford	2,725
PD18	Cheshire-Southington	2,025
PD19	Region # 19	2,825
PD20	Waterbury	2,850
PD21	Naugatuck	2,725
PD22	Region # 22	2,775
PD23	Torrington Area	2,750
PD24	Litchfield Hills	2,150
PD25	Tolland-Mansfield	1,700
PD26	Northeast	1,725
PD27	Plainfield-Killingly Regional	1,700
PD28	Windham-Colchester	1,225
PD29	Norwich	2,250
PD30	Southeastern CT Regional	1,250
PD31	New London	4,425
PD32	Niantic Regional	1,450
PD33	Saybrook	2,800
PD34	Madison-Guilford	2,175
PD35	Branford-North Branford	3,100
PD36	East Haven-North Haven	1,725
PD37	Hamden-Bethany	2,025
PD38	New Haven	27,870

Connecticut Probate Courts

Annual Budget by Court - FY 21

		FY21 Budget
PD39	West Haven	1,900
PD40	Milford-Orange	2,750
PD41	Derby	2,725
PD42	Shelton	1,700
PD43	Danbury	2,750
PD44	Housatonic	2,725
PD45	Northern Fairfield County	2,725
PD46	Trumbull	1,825
PD47	Stratford	2,241
PD48	Bridgeport	2,425
PD49	Fairfield	2,775
PD50	Westport	2,725
PD51	Norwalk-Wilton	2,800
PD52	Darien-New Canaan	2,700
PD53	Stamford	2,397
PD54	Greenwich	1,250
	SUBTOTAL - DISTRICTS	150,258
PD55	New Haven RCPC	143,200
PD56	Central CT RCPC	83,525
PD57	New London RCPC	75,800
PD58	Waterbury RCPC	87,613
PD59	Northeast RCPC	39,225
PD60	Hartford RCPC	37,100
	SUBTOTAL - RCPC's	466,463
	TOTAL - ALL COURTS	616,721

Office Expense Budget
FY 2021 Budget Proposal
July 1, 2020 - June 30, 2021

District Nos.:

1 through 54

No. of Employees (Judge and Court Staff)

330

**

Description	FY 2020 Budget	FY 2021 Proposed	Budget Committee Assumptions
Educ/Seminars/Mtgs	32,800	32,800	\$600 per district
Dues	8,200	8,250	\$25 per person average (Excludes Probate Assembly, bar & NCPJ dues)
Subscriptions	54,172	54,088	Court proposal, subject to \$1,500 maximum
Other Expenses	55,120	55,120	\$500 per district
TOTAL EXPENSES	150,292	150,258	-0.02%

** Represents number of individuals (not FTE)

**Office Expense Budget
FY 2021 Budget Proposal
July 1, 2020 - June 30, 2021
RCPC:**

ALL RCPCs

55-60

District No.:

No. of Employees (AJ and Court Staff) ******

46

Description	FY 2020 Budget	FY 2021 Proposed	Budget Committee Assumptions
Rent and Taxes	249,868	254,968	Court proposal
Utilities	25,050	25,600	Court proposal
Office Supplies	38,500	40,500	Court proposal
Office Cleaning	32,220	31,920	Court proposal
Leased Office Equipment	24,000	22,900	Court proposal
Postage Equip/Fees(incl leased equip)	43,400	41,600	Court proposal
Legal Notices and Ads	30,200	26,400	Court proposal
Liability Insurance	9,950	9,700	Court proposal
Education/Seminars/Meetings	6,600	6,800	\$600 per RCPC, plus \$200 per PCO
Dues	1,075	1,000	\$25 per person average (Excludes Probate Assembly, bar & NCPJ dues)
Subscriptions	3,125	1,375	Court proposal, subject to \$1,500 maximum
Other Expenses	4,000	3,700	\$500 per district
TOTAL EXPENSES	467,988	466,463	-0.33%

** Represents number of individuals (not FTE)

Educ/Seminars/Mtg

Budget Committee Meeting - March 04, 2020

No.	District Name	FY21 Budget	Budget Committee Guidelines	Variance over (under) guideline
1	Hartford	600	600	-
2	West Hartford	600	600	-
3	Tobacco Valley	600	600	-
4	Greater Windsor	600	600	-
5	East Hartford	600	600	-
6	Glastonbury-Hebron	600	600	-
7	Newington	600	600	-
8	Berlin	600	600	-
9	Simsbury Regional	600	600	-
10	Farmington-Burlington	600	600	-
11	North Central Connecticut	600	600	-
12	Ellington	600	600	-
13	Greater Manchester	600	600	-
14	Region # 14	600	600	-
15	Middletown	600	600	-
16	Meriden	600	600	-
17	Wallingford	600	600	-
18	Cheshire-Southington	600	600	-
19	Region # 19	600	600	-
20	Waterbury	600	600	-
21	Naugatuck	600	600	-
22	Region # 22	600	600	-
23	Torrington Area	600	600	-
24	Litchfield Hills	600	600	-
25	Tolland-Mansfield	600	600	-
26	Northeast	600	600	-
27	Plainfield-Killingly Regional	600	600	-
28	Windham-Colchester	600	600	-
29	Norwich	600	600	-
30	Southeastern CT Regional	600	600	-
31	New London	600	600	-
32	Niantic Regional	600	600	-
33	Saybrook	600	600	-
34	Madison-Guilford	600	600	-
35	Branford-North Branford	1,000	600	400
36	East Haven-North Haven	600	600	-
37	Hamden-Bethany	600	600	-
38	New Haven	600	600	-
39	West Haven	600	600	-
40	Milford-Orange	600	600	-
41	Derby	600	600	-
42	Shelton	600	600	-
43	Danbury	600	600	-
44	Housatonic	600	600	-
45	Northern Fairfield County	600	600	-
46	Trumbull	600	600	-
47	Stratford	600	600	-
48	Bridgeport	600	600	-
49	Fairfield	600	600	-
50	Westport	600	600	-
51	Norwalk-Wilton	600	600	-
52	Darien-New Canaan	600	600	-
53	Stamford	600	600	-
54	Greenwich	600	600	-
SUBTOTAL		32,800	32,400	400
55	New Haven Regional Children's	1,400	1,200	200
56	Central CT Regional Children's	1,000	1,000	-
57	New London Regional Children's	1,000	1,000	-
58	Waterbury Regional Children's	1,000	1,000	-
59	Northeast Regional Children's	1,000	1,000	-
60	Hartford Regional Children's	1,400	1,200	200
SUBTOTAL		6,800	6,400	400
TOTAL		39,600	38,800	800

Special event, Judge Executive Committee

PCOs

PCOs

Dues

Budget Committee Meeting - March 04, 2020

No.	District Name	# of Court Staff	FY21 Budget	Budget Committee Guidelines	Variance over (under) guideline
1	Hartford	11	275	275	0
2	West Hartford	8	200	200	0
3	Tobacco Valley	5	125	125	0
4	Greater Windsor	5	125	125	0
5	East Hartford	5	125	125	0
6	Glastonbury-Hebron	4	100	100	0
7	Newington	8	200	200	0
8	Berlin	7	175	175	0
9	Simsbury Regional	7	175	175	0
10	Farmington-Burlington	5	125	125	0
11	North Central Connecticut	5	125	125	0
12	Ellington	5	125	125	0
13	Greater Manchester	7	175	175	0
14	Region # 14	4	100	100	0
15	Middletown	7	175	175	0
16	Meriden	3	75	75	0
17	Wallingford	5	125	125	0
18	Cheshire-Southington	5	125	125	0
19	Region # 19	9	225	225	0
20	Waterbury	10	250	250	0
21	Naugatuck	5	125	125	0
22	Region # 22	7	175	175	0
23	Torrington Area	6	150	150	0
24	Litchfield Hills	6	150	150	0
25	Tolland-Mansfield	4	100	100	0
26	Northeast	5	125	125	0
27	Plainfield-Killingly Regional	4	100	100	0
28	Windham-Colchester	5	125	125	0
29	Norwich	6	150	150	0
30	Southeastern CT Regional	6	150	150	0
31	New London	5	125	125	0
32	Niantic Regional	5	125	125	0
33	Saybrook	8	200	200	0
34	Madison-Guilford	5	125	125	0
35	Branford-North Branford	4	100	100	0
36	East Haven-North Haven	5	125	125	0
37	Hamden-Bethany	5	125	125	0
38	New Haven	14	350	350	0
39	West Haven	8	200	200	0
40	Milford-Orange	6	150	150	0
41	Derby	5	125	125	0
42	Shelton	4	100	100	0
43	Danbury	6	150	150	0
44	Housatonic	5	125	125	0
45	Northern Fairfield County	5	125	125	0
46	Trumbull	5	125	125	0
47	Stratford	5	125	125	0
48	Bridgeport	13	325	325	0
49	Fairfield	7	175	175	0
50	Westport	5	125	125	0
51	Norwalk-Wilton	8	200	200	0
52	Darien-New Canaan	4	100	100	0
53	Stamford	8	200	200	0
54	Greenwich	6	150	150	0
SUBTOTAL		330	8,250	8,250	-
55	New Haven Regional Children's	12	300	300	0
56	Central CT Regional Children's	5	100	125	-25
57	New London Regional Children's	5	100	125	-25
58	Waterbury Regional Children's	7	175	175	0
59	Northeast Regional Children's	6	125	150	-25
60	Hartford Regional Children's	11	200	275	-75
SUBTOTAL		46	1,000	1,150	(150)
TOTAL		376	9,250	9,400	(150)

Subscriptions

Budget Committee Meeting - March 04, 2020

No.	District Name	FY21 Budget
1	Hartford	1,500
2	West Hartford	-
3	Tobacco Valley	1,000
4	Greater Windsor	1,500
5	East Hartford	1,500
6	Glastonbury-Hebron	1,000
7	Newington	-
8	Berlin	1,200
9	Simsbury Regional	900
10	Farmington-Burlington	1,500
11	North Central Connecticut	500
12	Ellington	-
13	Greater Manchester	1,500
14	Region # 14	1,500
15	Middletown	1,500
16	Meriden	500
17	Wallingford	1,500
18	Cheshire-Southington	800
19	Region # 19	1,500
20	Waterbury	1,500
21	Naugatuck	1,500
22	Region # 22	1,500
23	Torrington Area	1,500
24	Litchfield Hills	900
25	Tolland-Mansfield	500
26	Northeast	500
27	Plainfield-Killingly Regional	500
28	Windham-Colchester	-
29	Norwich	1,000
30	Southeastern CT Regional	-
31	New London	-
32	Niantic Regional	225
33	Saybrook	1,500
34	Madison-Guilford	950
35	Branford-North Branford	1,500
36	East Haven-North Haven	500
37	Hamden-Bethany	800
38	New Haven	1,500
39	West Haven	600
40	Milford-Orange	1,500
41	Derby	1,500
42	Shelton	500
43	Danbury	1,500
44	Housatonic	1,500
45	Northern Fairfield County	1,500
46	Trumbull	600
47	Stratford	1,016
48	Bridgeport	1,000
49	Fairfield	1,500
50	Westport	1,500
51	Norwalk-Wilton	1,500
52	Darien-New Canaan	1,500
53	Stamford	1,097
54	Greenwich	-
SUBTOTAL		54,088
55	New Haven Regional Children's	-
56	Central CT Regional Children's	325
57	New London Regional Children's	-
58	Waterbury Regional Children's	750
59	Northeast Regional Children's	-
60	Hartford Regional Children's	300
SUBTOTAL		1,375
TOTAL		55,463

Other Expenses

Budget Committee Meeting - March 04, 2020

		FY21 Budget	Budget Committee Guidelines	Variance over (under) guideline	
1	Hartford	500	500	0	
2	West Hartford	500	500	0	
3	Tobacco Valley	500	500	0	
4	Greater Windsor	500	500	0	
5	East Hartford	500	500	0	
6	Glastonbury-Hebron	500	500	0	
7	Newington	500	500	0	
8	Berlin	500	500	0	
9	Simsbury Regional	500	500	0	
10	Farmington-Burlington	500	500	0	
11	North Central Connecticut	500	500	0	
12	Ellington	500	500	0	
13	Greater Manchester	500	500	0	
14	Region # 14	500	500	0	
15	Middletown	500	500	0	
16	Meriden	500	500	0	
17	Wallingford	500	500	0	
18	Cheshire-Southington	500	500	0	
19	Region # 19	500	500	0	
20	Waterbury	500	500	0	
21	Naugatuck	500	500	0	
22	Region # 22	500	500	0	
23	Torrington Area	500	500	0	
24	Litchfield Hills	500	500	0	
25	Tolland-Mansfield	500	500	0	
26	Northeast	500	500	0	
27	Plainfield-Killingly Regional	500	500	0	
28	Windham-Colchester	500	500	0	
29	Norwich	500	500	0	
30	Southeastern CT Regional	500	500	0	
31	New London	3,700	500	3,200	Parking
32	Niantic Regional	500	500	0	
33	Saybrook	500	500	0	
34	Madison-Guilford	500	500	0	
35	Branford-North Branford	500	500	0	
36	East Haven-North Haven	500	500	0	
37	Hamden-Bethany	500	500	0	
38	New Haven	25,420	500	24,920	Parking
39	West Haven	500	500	0	
40	Milford-Orange	500	500	0	
41	Derby	500	500	0	
42	Shelton	500	500	0	
43	Danbury	500	500	0	
44	Housatonic	500	500	0	
45	Northern Fairfield County	500	500	0	
46	Trumbull	500	500	0	
47	Stratford	500	500	0	
48	Bridgeport	500	500	0	
49	Fairfield	500	500	0	
50	Westport	500	500	0	
51	Norwalk-Wilton	500	500	0	
52	Darien-New Canaan	500	500	0	
53	Stamford	500	500	0	
54	Greenwich	500	500	0	
SUBTOTAL		55,120	27,000	28,120	
55	New Haven Regional Children's	500	500	0	
56	Central CT Regional Children's	500	500	0	
57	New London Regional Children's	500	500	0	
58	Waterbury Regional Children's	500	500	0	
59	Northeast Regional Children's	500	500	0	
60	Hartford Regional Children's	1,200	500	700	Validation stamps for Judges who visit court
SUBTOTAL		3,700	3,000	700	
TOTAL		58,820	30,000	28,820	