

Probate Court Budget Committee

Meeting Minutes
Wednesday, March 15, 2017
5:00 p.m.

Library at the Office of the Probate Court Administrator
186 Newington Road, West Hartford, CT

The meeting was convened at 5:03 p.m.

In attendance: Judge Paul Knierim, Probate Court Administrator and Chair, with Judges Joseph Marino and Fred Anthony participating by phone.

Public Comment and Correspondence

None

Adopt Fiscal Year 2017-2018 Office Budgets

Andrea King explained the proposed office budgets for fiscal year 2017-18. The criteria and total budget are unchanged from fiscal year 2016-17.

Judge Marino made a motion to approve the office budgets for fiscal year 2017-18. Judge Anthony seconded the motion. Judge Knierim called for a vote and the motion passed unanimously.

Staffing Level Adjustments

The Torrington Area Probate Court requested a position change that does not increase overall benchmark staffing. The request is to reallocate the hours for a court assistant to an assistant clerk. Judge Knierim recommended the adjustment, noting that it the committee has approved similar requests at other smaller courts so that all staff members are sworn as clerks and thus able to sign court documents.

Judge Anthony made a motion to approve the staffing level adjustment. Judge Marino seconded the motion. Judge Knierim called for a vote and the motion passed unanimously.

Other Business

None

Next Meeting

The next meeting will be held on June 14, 2017 at 5:00 p.m., location to be determined.

Adjournment

The meeting adjourned at 5:15 p.m.