

# **MINUTES OF THE CONSERVATOR GUIDELINES COMMITTEE MEETING**

The meeting of the Conservator Guidelines Committee (the "Committee") was held on Friday, October 23, 2015, commencing at 10:00 a.m. at the Central Connecticut Regional Children's Probate Court, 1501 East Main St., S203, Meriden, Connecticut.

The following Committee Members attended this meeting:

Edward Barron  
Michael Darby  
Mark DeGennaro  
Sydney Elkin  
Cathryn-Jean Fleming  
Tracey Hammer  
Paul Knierim  
Keeley Phipps  
Patricia Saviano  
Beverly Streit-Kefalas

## **ITEM I – Introduction**

The Committee's Chair, Judge DeGennaro welcomed all Committee members.

The minutes of our meeting held on August 28, 2015 were approved with one minor revision to the attendance list as Tracy Hammer was included as an attendee when she actually not in attendance.

## **ITEM II – Review of Proposed Guidelines as incorporated in Regulation 16**

This Committee carefully reviewed and discussed each provision of the draft proposal of Regulation 16. Concerns and recommendations were discussed. A revision of the draft will be presented at our next meeting for review and discussion.

## **ITEM III – Comments/Suggestions/Concerns from Committee Members**

This Committee has made excellent progress recognizing and addressing the fiscal issues regarding the Probate Administration budget crisis and concerns in connection with Conservator CO-17 fees and billing practices. To rectify this situation is complicated but certainly billing practices have to be addressed. For example, if a Conservator is using support staff for tasks, then that individual should be identified. Support staff and the conservator should not bill for essentially the same tasks. Thus far, fees have not yet been decided. While some committee members feel a blended fee is best, others feel as though work done by support staff should be billed at a lower rate. A blended fee will help with judicial economy in terms of the time it is taking the Courts to review the CO-17s. Some Committee members are in favor of increasing fees. Probate Administration is looking to implement Regulation 16 once revised and approved

and educate both the Courts and Conservators on the proper and appropriate billing practices prior to increasing fees. No final decisions have been made and these matters will be reviewed carefully at our next meeting.

**ITEM IV – Next Meeting**

Friday, November 20, 2015, at 10:00 a.m. in the library at Probate Court Administration, 186 Newington Road, West Hartford, CT (*directions attached*).

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Cathryn-Jean Fleming', written over a horizontal line. The signature is stylized with a large initial 'C' and a long horizontal stroke.

Cathryn-Jean Fleming

**DIRECTIONS**  
**Probate Court Administration**  
186 Newington Road  
West Hartford, CT 06110  
(860) 231-2442

**FROM THE SOUTH:**

Take I-91 North to Route 9 North. When Route 9 divides with Route 72, stay on Route 9 headed to West Hartford and Newington. Take the next exit to Route 175. There is a traffic light at the end of the exit. Proceed across Route 175 onto Fenn Road and continue for four more traffic lights. At the fourth traffic light, turn right onto West Hill Road and go two more traffic lights (a very short distance). Turn left onto Willard Avenue, which becomes Newington Road as soon as you cross the West Hartford line. The office is the brick building on the right, corner of Newington Road and Jacob Road (before the main entrance and traffic light to the Stop and Shop plaza).

**FROM I-84 WEST (*heading towards Waterbury*):**

Take Exit 42 (Trout Brook Road). At the end of the exit, take a right onto Trout Brook Road to South Quaker Lane (Trout Brook ends at this intersection). Take a right on South Quaker Lane towards Elmwood Center. Take a left at the traffic light and then an immediate right onto Newington Road (Route 173, CVS is on the corner). The office is the brick building approximately 1/2 mile on the left on the corner of Newington Road and Jacob Road (after the main entrance and traffic light to the Stop and Shop plaza).

**FROM THE NORTH:**

Take I-91 South to I-84 West and follow the instructions above from I-84 West.

**FROM THE WEST (*heading towards Hartford*):**

Take I-84 East. Take exit 41 (South Main Street). Proceed right onto South Main Street. Proceed through the intersection of New Britain Avenue until you come to the third traffic light. Take a left onto Elmfield Street. Follow Elmfield to the end. Take a right onto Newington Road and the office is the brick building on the left, corner of Newington Road and Jacob Road (past the main entrance and traffic light to the Stop and Shop plaza).