

TOWN OF ENFIELD
ANNUAL BUDGET

FUNCTION: General Fund	DEPT/AGENCY: Judicial	ACTIVITY: Town Attorney	CODE: 1300
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	2002-03	2003-04		2004-05	
PROGRAM SUMMARY	ACTUAL	BUDGET	REVISED	PROPOSED	ADOPTED
0100 Personal Services - Salaries	229,502	234,420	236,365	248,881	248,881
0300 Purchased Prof. & Technical	33,570	25,000	25,000	25,000	25,000
0400 Purchased Property Services	62	1,250	1,250	1,250	1,250
0500 Other Purchased Services	4,030	3,300	3,300	3,300	3,300
0600 Supplies/Materials	5,616	7,025	7,025	6,725	6,725
0800 Other Objects	3,844	7,500	7,500	7,800	7,800
PROGRAM TOTAL	276,624	278,495	280,440	292,956	292,956

PROGRAM INFORMATION & DATA:

The Town Attorney acts as the legal advisor to the Town Council, the Town Manager, department and division heads, in all matters relating to their official duties. The Town Attorney advises as to the legal implications of contemplated policy and administrative decisions, and represents the Town in legal proceedings in which it may have an interest.

DEPARTMENT GOALS:

To continue to provide preventative and proactive counsel to the Town Council, the Planning and Zoning Commission, the Zoning Board of Appeals, the Inland Wetlands and Watercourses Agency and other municipal agencies, boards and commissions as well as to the Town Manager and town staff.

Strive to protect and preserve the Town's legal interests through various means, among them:

- a. research and write legal opinions; review and draft ordinances, contracts, agreements and other documents;
- b. vigorously represent and defend the Town's interests in litigation, arbitration and similar proceedings;
- c. represent the Town in the collection of delinquent tax accounts, including assignments of tax liens and tax lien foreclosures;
- d. oversee and facilitate Town's acquisition, and sale of property, including the acquisition of easements for the Roads 2000 project and the proposed Roads 2005 project;
- e. assist other departments in the enforcement of ordinances, including the zoning ordinance, the property maintenance ordinance and the unsightly materials ordinance;
- f. advise and assist the Town Council in the implementation of its EMS policy; and
- g. work with the Risk Manager to safeguard and limit the Town's liability.