

TOWN SOLICITOR
(151-Legal Services)

Under the direction of the Town Solicitor, the law department provides legal counsel to the Mayor, all Town departments, boards and commissions and the Town Council. Practice areas include labor and employment, discrimination/harassment, contracts, zoning, land use, construction, environmental issues, civil rights, tort liability, Charter/Ordinance interpretation, municipal finance, and ethics/conflict of interest. The Town Solicitor serves as a member of the Town's negotiating team during collective bargaining, monitors all claims submitted by employees and members of the public, prosecutes and defends lawsuits for and on behalf of the Town, negotiates contracts on behalf of the Town, and various other legal responsibilities.

The Fiscal Year 2021 budget proposal includes reductions in several accounts and incorporates a reorganization from the current structure of the department.

The following is a summary of reductions to the existing accounts:

- 01-15101-5343 (Cell Phone)
 - Reduction of 3.84%
 - Based on monthly cell phone cost
- 01-15101-5345 (Postage)
 - Reduction of 50%
 - Based on prior years' spending
- 01-15101-5422 (Office Supplies)
 - Reduction of 33.33%
 - Based on prior years' spending
- 01-15101-5730 (Dues/Memberships)
 - Reduction of 20%
 - This will cover bar dues and at least one professional membership for the Town Solicitor and Assistant Solicitor
- 01-15101-5786 (Law Books/Research)
 - Reduction of 14.28%
 - Based on monthly legal research software (Westlaw) costs
- 01-15101-5787 (Claim Settlements)
 - Reduction of 50%
 - Based on prior years' spending

In addition, there will be a reorganization of the office to allow the Town Solicitor to serve in a dual capacity as the Town Solicitor and Chief of Staff. The current structure includes a part-time Town Solicitor and a part-time Legal Assistant. The Legal Assistant position has been vacant for approximately two (2) years with administrative tasks being handled by the Town Solicitor and Assistant Town Solicitor. The FY21 proposal eliminates the administrative position and increases the Assistant Town Solicitor salary to allow for the hiring of a full time attorney. Additionally, the Town Solicitor salary line has been reduced to 0 with the funding for the Chief of Staff/Town Solicitor included in the Mayor's Office budget. Administrative tasks, including payroll and accounts payable will continue to be handled by the Mayor's Office. Overall, this change has resulted in a cost savings of approximately \$96,000.00.