

Policy concerning: Requests of Legal Inquiries or Opinions from Town Counsel

1. The Town Administrator, on behalf of any committee, board or department, shall establish first inquiry or introduction of any case. The Town administrator shall determine whether a contact should be made through the LGC (Local Government Center) Legal Assistance or, if involving any claim of property liability, the LGC Insurance Trust.
2. Upon introduction of legal question or topic by any of the above, the chairman of the committee or board, with approval of the Town Administrator, shall have the authority to continue the dialogue directly with Town Counsel until such time as issue is resolved. Town Counsel shall copy the Town Administrator on all correspondence to each committee and board, in which the Town Administrator shall keep the Board of Selectmen apprised of all information pertaining to any case.
3. Department Heads and Advisory Committees shall direct questions to the Town Administrator unless other arrangements are made in specific cases. No member of the Board of Selectmen shall direct to seek an opinion from Town Counsel without the permission from the Chair and/or the majority of the Board.
4. The Board of Selectmen authorizes the Town Administrator to utilize the services of Town Counsel at any time as deemed justifiable and necessary in communicating questions or inquiries on behalf of the Board.

First Reading, June 4, 2012

Second Reading and Public Hearing, June 18, 2012