



Office of the
BOARD OF SELECTMEN
272 Main Street Townsend, Massachusetts 01469

Sue Lisio, Chairman

Cindy King, Vice-Chairman

Wayne Miller, Clerk

James M. Kreidler, Jr.,
Town Administrator

Office (978) 597-1701
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POLICY #1-2019

REPLACE POLICY: #4-2018

BOARD OF SELECTMEN

Purpose: The Board of Selectmen and Town Administrator agree to establish a consistent process for use of Legal Counsel.

Policy: USE OF LEGAL COUNSEL

General Legal Services: In an effort to provide broader access to legal services, general Town Counsel services, with the exception of labor and litigation matters, are covered under a monthly retainer. This retainer covers telephone and email communication with counsel, monthly office hours held in the Town Hall and occasional attendance at Board or Commission meetings. This access is available to all town department heads, employees with prior approval of their supervisor and individual members of Boards and Commissions.

For a formal written legal opinion, Boards and Commissions, other than the Board of Selectmen, must have a vote authorizing the request before authorization will be provided.

A request for legal services form must be filled out and returned to the Selectmen's office before legal counsel can be accessed on any general Town Counsel matter.

This process for general Town Counsel access is not an approval but is necessary in order to track usage and for budgeting purposes.

This form must be submitted to the Board of Selectmen's office and authorization must be obtained from the Town Administrator and/or their designee.

Labor and Litigation Legal Services: A request for legal services form must be filled out and returned to the Selectmen's office before legal counsel can be accessed on any labor or litigation Town Counsel matter.

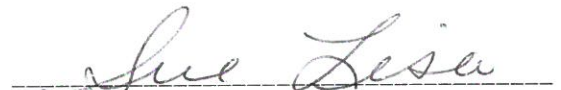
This process for labor or litigation Town Counsel access is an approval and is necessary in order to track usage and for budgeting purposes.

This form must be submitted to the Board of Selectmen's office and authorization must be obtained from the Town Administrator and/or their designee.


The sole exceptions to this policy are for the Board of Selectmen and are as follow:

1. The Chair of the Board of Selectmen, or the Board of Selectmen through a majority vote, shall have direct access to request Town Counsel to attend a meeting of the Board.
2. Any member seeking legal advice on a matter shall have direct access to Town Counsel.
3. All members of the Board of Selectmen requesting Ethics Opinions (Conflict of Interest Law) shall have direct access to Town Counsel. They do not need to copy the Chair of the Board of Selectmen on such inquires and Town Counsel shall respond to the member directly without copies to other members of the Board.
4. Members of the Board shall notify the Town Administrator of each contact for budget purposes, however are not required to explain content.

ADOPTED BY THE BOARD OF SELECTMEN ON 2/26, 2019.


Sue Lisio, Chairman

Cindy King, Vice-Chair


Wayne Miller, Clerk

REQUEST FOR LEGAL SERVICES TOWN OF TOWNSEND

Name: _____ Title: _____ Date: _____

Committee or Department: _____

☐ Emergency/Same Day ☐ Urgent/24 Hours ☐ Important ☐ Routine

GENERAL LEGAL SERVICES REQUEST

- ☐ General Legal Services: Call or email to town counsel for discussion
re: _____
- ☐ General Legal Services: Office hours¹ with town counsel for discussion
re: _____
- ☐ General Legal Services: Formal written opinion department head or authorized employee
re: _____
- ☐ General Legal Services: Written opinion for a Board or Commission with authorizing vote
re: _____
- ☐ General Legal Services: Attendance at Board or Commission meeting with authorizing vote
re: _____ meeting date: _____

Request for general legal services was received. You may contact counsel.

James Kreidler, Town Administrator

LABOR OR LITIGATION LEGAL SERVICES REQUEST

- ☐ Labor /Litigation Legal Services: Call or email to town counsel for discussion
re: _____
- ☐ Labor/Litigation Legal Services: Office hours² with town counsel for discussion
re: _____
- ☐ Labor/Litigation Legal Services: Formal written opinion dept. head/authorized employee
re: _____
- ☐ Labor/Litigation Legal Services: Written opinion for Board or Commission w/authorizing vote
re: _____
- ☐ Labor/Litigation Legal Services: Attend a Board or Commission meeting with authorizing vote
re: _____ meeting date: _____

Request for labor/litigation legal services was/was not approved. You may contact counsel.

James Kreidler, Town Administrator

¹ Schedule for office hours kept in Selectmen's office.

² Schedule for office hours kept in Selectmen's office.

