



Town Administrator

7 MAIN STREET, Unit #3
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To: Board of Selectmen
All Boards, Committees and Departments

From: Ryan M. McLane
Town Administrator

Date: April 23, 2018

Subject: Town Counsel Access

In an effort to control legal costs and assist with all legal matters pertaining to the town, access to town counsel in any manner requires approval of the Town Administrator or the Board of Selectmen. In instances where direct communication with counsel will benefit a department, such communication will be authorized by the Town Administrator or the Board of Selectmen. Please note the purpose of the policy is not to limit access to counsel, but to coordinate legal efforts and maintain adherence to appropriated funds.

All requests for town counsel must be made in writing to the Town Administrator or the Board of Selectmen. All subsequent contacts with counsel must be carbon copied to the Town Administrator in order to ensure continuity and cost-control measures. Sensitive matters or matters where confidentiality is necessary will be taken on a case by case basis. Requests for access to town counsel will include the following:

- 1.) Reason for contacting counsel
- 2.) Timeframe required for answer
- 3.) Expected outcome (benefit to the town)
- 4.) Efforts taken to answer questions without the use of counsel

Ryan M. McLane
Town Administrator