



Town of Monterey Memorandum

TO: All Departments, Boards and Committees

FROM: Select Board

DATE: 5/17/17

SUBJ: Contacting Town Counsel

Whereas, the Town of Monterey through its Select Board directs and supervises the use of Town Counsel;

Whereas, The Select Board intends to identify appropriate use of Town Counsel's time with an appropriate protocol;

The Select Board hereby adopts the following policy:

1. Only department heads and board chairpersons may contact Town Counsel. Regarding questions from public boards, a majority of the board shall approve the question to be asked of Town Counsel.
2. If there is a legal question that affects another board, then the department head or board chairperson will notify that board prior to forwarding any request for a legal opinion.
3. Employees of the town may request legal opinions, but must do so through the Select Board, who may forward a request to Town Counsel. The Board in its discretion determines that an opinion is warranted.
4. In cases where a Committee or Board determines after speaking with Town Counsel that outside counsel may be necessary, permission to do so must be sought from the Select Board.

Please feel free to contact us should you have any questions regarding this policy.

Sincerely,

Steve Weisz, Chair
Monterey Select Board

Carol Edelman

Kenn Basler