

**Town of Monterey  
Policy Statement**

**REQUEST TO USE LEGAL COUNSEL – FORM**

Prior to completing this form, please check this box to confirm that you are familiar with the Town's policy for Contacting Town Counsel: <input checked="" type="checkbox"/> XX
Name: Melissa Noe
Department/multimember group: Town Administrator/CPO
If multimember group, was this request approved by group at a meeting? N/A
Date submitted: 11/15/22
Requesting contact with: <input checked="" type="checkbox"/> Town Counsel <input type="checkbox"/> Special Counsel
Form of questions: <input checked="" type="checkbox"/> Written questions via email <input type="checkbox"/> Phone conversation <input type="checkbox"/> Other:
Description of legal services needed/issue faced (attach written questions if applicable and/or explanatory documentation):  I would like to ask counsel if she has a sample RFP for playground equipment. I did receive one from my TA group but there are parts I don't like and if she has one already approved for format I would like to start with that.
Is this matter time sensitive? If so, please explain:  Yes in the fact that the Parks would like to move on this as soon as possible.
Is this matter confidential/subject to attorney-client privilege? If so, please explain: no

REQUEST:     Approved     Denied

11/16/22 Date	 _____ Select Board, Chair
11/16/22 Date	 _____ Select Board
11/16/22 Date	 _____ Select Board

For use by Select Board Chair (or alternate Counsel Liaison) if request is reviewed by less than a majority of the Select Board. I deem this matter to be:     Time sensitive     Confidential