



# TOWN OF TRURO

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## POLICY MEMORANDUM #10

Date: May 5, 1993, Revised: March 18, 1996, December 2, 2008, July 14, 2015,  
December 1, 2015, September 13, 2022

\*This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.

Subject: **ACCESS TO TOWN COUNSEL**

In an effort to control the Town's legal counsel costs and avoid making duplicate requests for legal services, the Select Board has established this policy.

Requests for the services of Town Counsel by all town officials, department heads, committees, boards, commissions must be made in writing and submitted to the Town Manager for approval and submission to Town's Legal Counsel. Requests made by individual members of committees, boards and commissions must be made through the Chair of the requesting body in a motion approved by a majority of the membership of the committee, board or commission. Existing opinions from Town Counsel relevant to the request may be on file and should be reviewed before requesting access. All inquiries must pertain to municipal issues currently before the town.

Denial of a request for the services of Town Counsel by Town committee, board or an elected or appointed official by the Town Manager may be appealed to the Select Board and overturned by a majority vote of the Select Board.

A request for the services of Town Counsel on an issue that involves the Town Manager should be submitted to the Chair of the Select Board for approval and referral. Denial of said request may be appealed to the Select Board and overturned by a majority vote of the Select Board.

Kristen Reed, Chair

Robert Weinstein-Vice Chair

John Dundas, Clerk

Susan Areson

Stephanie Rein  
Select Board-Town of Truro