



TOWN OF NORTON
SELECT BOARD
MUNICIPAL CENTER
70 EAST MAIN STREET
NORTON, MA 02766

Telephone (508) 285-0210; Facsimile (508) 285-0297

RECEIVED
NORTON TOWN CLERK
2023 APR 12 AM 10:51

Town Legal Counsel Request
Policy

It is the intent of this policy to set forth general guidelines and expectations on the accessibility of Town Counsel to Town boards, commissions and committees, Town Moderator and employees, consistent with the Town of Norton general bylaws, the Town charter and state law. It is not the intent of this policy to explicitly or implicitly deny anyone access to Town Counsel but rather to control and monitor accessibility to Town Counsel, thereby understanding and controlling the cost of legal services.

A. Town Manager

1. The Town Manager shall have direct access to Town Counsel at all times in relation to her/his duties as Town Manager.

B. The Select Board

1. The chair of the Select Board shall have direct access to Town Counsel to obtain legal advice, including a request for a written opinion, or to request Town Counsel to attend a meeting of the board. Any member of the Select Board shall have direct access to Town Counsel to obtain legal advice or request a written opinion. Such requests shall be submitted in writing using Request For Legal Services Form to Town Counsel with a copy to the Town Manager and the chair of the Select Board for notification purposes. The chair of the Board shall ensure that other Board members are informed of such requests and legal opinions.
2. All members of the Select Board requesting Ethics Opinions (Conflict of Interest Law) shall have direct access to Town Counsel. They do not need to request access from the Town Manager on such inquiries.

C. Boards, commissions, and committees of the Town of Norton.

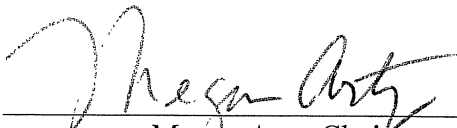
1. Chairs of all boards, commissions, or committees, other than the Select Board, shall request access to Town Counsel from the Town Manager to obtain legal advice, including a request for a written opinion, or to request Town Counsel to attend a meeting of such board, committee or commission through the Request For Legal Services Form. Any member of a board, commission or committee may request a written opinion from Town Counsel, provided that said member obtains a majority vote of said board, committee or commission at a public meeting authorizing the request of such opinion. Said request shall be submitted to the Town Manager for approval.

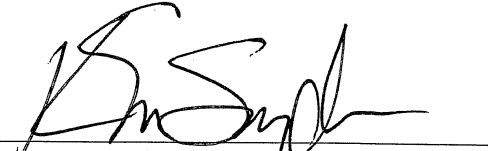
2. The Town Manager will refer all requests for opinions received from individual members of boards, commissions or committee to the chair of said committee, who will schedule the request for a vote of the board, commission or committee on the matter of approving such a request at the next meeting of said committee, when feasible.
3. Boards, commissions or committees may vote to authorize one member of the board, commission or committee to communicate directly with Town Counsel on a specific matter they have explicitly voted for that member to have responsibility for. For example, if a board appoints one member of the board to work on a policy item to be considered by the board, the board may include in their designation that this includes the ability to seek an opinion from Town Counsel as part of the work to be undertaken by that board member. Such vote of the board, commission, or committee must clearly reflect an authorization for the Town Counsel to speak directly with less than a quorum of the board, commission, or committee on the specific matter. Such access to Town Counsel must be approved by the Town Manager.

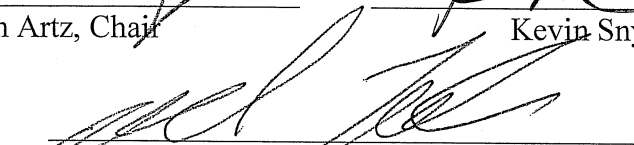
D. Other Town Counsel Requests

1. All other requests of Town Counsel not mentioned in this policy should be submitted to the Town Manager and the Select Board Chair Using the Request for Legal Services Form.

NORTON SELECT BOARD:


Megan Artz, Chair


Kevin Snyder, Clerk


Michael Toole


Steven Hornsby


Alec Rich, III

REQUEST FOR LEGAL SERVICES

TOWN OF NORTON

Date:

Name:

Title:

Committee or Department:

Have you tried to identify the answer to your question independently through examination of MA General Law, bylaws, regulations or by contacting a State agency or your counterpart in another community? ☐ Yes ☐ No

Description of Request

(Include such information as "Request for Legal Opinion" or "Relates to pending litigation". Is this request from a Committee, or is it an individual Committee member's concern? Is the request of high or low priority, and why? Please attach all relevant documentation.)

Time Frame

By what date is a response needed? Please explain. _____

Submit completed request form to the Town Manager for processing.

The above request for legal services was:

☐ Forwarded to Town Counsel on Date: _____

☐ Returned on Date: _____

Reason:

Michael D. Yunits
Town Manager