



TOWN OF GROTON

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Board of Selectmen

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Joshua A. Degen, *Member*
Stuart M. Schulman, *Member*

Town Manager
Mark W. Haddad

To: *All Departments, Boards, Committees and Commissions*

From: *Mark W. Haddad – Town Manager*

Subject: *Access to Town Counsel*

Date: *January 7, 2010*

The purpose of this memorandum is to clarify how to access the services of Town Counsel. The challenge is to achieve a balance between the needs for legal representation with the availability of funds to pay for those services. We are issuing this clarification because there has been a substantial increase in our legal budget in FY 2010.

To that end, effective immediately we ask that you adhere to the following:

1. Notify the Town Manager's Office either by memorandum or email when Town Counsel's services are needed.
2. Please do not contact Town Counsel without first getting permission from either the Chairman of the Board of Selectmen or the Town Manager.
3. All correspondence with Town Counsel should be copied to the Town Manager.
4. Periodic updates should be provided to the Board of Selectmen/Town Manager outlining where a particular case stands and what are the outstanding issues.
5. When scheduling a meeting with Town Counsel, please inform the Town Manager.

Please note that these procedures are not issued to prevent use of Counsel. The Board of Selectmen understands the need for Town Counsel, however, we need to balance this with a stressed budget.

Thank you for your attention to this matter. Please feel free to contact me with any questions or concerns with regard to this matter.

MWH/rjb

cc: Board of Selectmen
Town Counsel