



# TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

## **Policy on Request for Legal Services for Municipal Boards, Committees and Departments**

**Policy:**

In order to control legal costs for the town, the Board of Selectmen has set a policy that any requests for legal services from municipal boards, committee and departments must be approved in advance by the Town Administrator. Such requests must be documented on the Request for Legal Services Form and submitted to the Office of the Board of Selectmen/Town Administrator for processing by the Town Administrator.

Should the Town Administrator grant permission for such services, he/she shall sign off on the form and fax it to Town Counsel. A copy of the request form will be forwarded to the committee or department requesting the services.

In the event a municipal committee or board requires the immediate guidance of town counsel and is unable to provide the proper paperwork to the Town Administrator for his review and approval, a verbal approval may be given by the Town Administrator, with the filing of the required paperwork after the fact.

The Office of the Board of Selectmen/Town Administrator is to be copied on all correspondence to and from town counsel.