



# Town of Carlisle

MASSACHUSETTS 01741

Office of

BOARD OF SELECTMEN

October 18, 1973

The Board of Selectmen voted on October 17, 1973 to reaffirm its policy with respect to the services of Town Counsel.

The services of Town Counsel are engaged for the service of the town-at-large only as required by the Board of Selectmen, and, at the Board's direction and discretion, by the chairmen of other town boards and committees when required in the administration of, and planning for, essential town business and activities. No individual town resident may call upon Town Counsel for advice and counsel about town-related affairs without the express direction of the Board of Selectmen.

Nancy P. Penhune  
Daniel B. Bickford  
Alford S. Peckham

Board of Selectmen



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MASSACHUSETTS 01741

*Office of*

*BOARD OF SELECTMEN*

Tel. (508) 369 - 6136

## TOWN COUNSEL REQUEST POLICY

The following policy is to be adhered to for all Town Counsel requests.

1. All Town Counsel Requests must be submitted in writing to the Executive Secretary for approval.
2. If approved, a notice will be sent to the submitter which must accompany the request to Town Counsel.
3. It is the submitter's responsibility to send the request to Town Counsel. All subsequent related communications will be made between the submitter and Town Counsel. The Executive Secretary is to receive copies of all the subsequent related communications.
4. All requests will be kept on file at the Selectmen's Office.

Adopted by the Board of Selectmen on June 19, 1990.