

Town of Plymouth Policy on the Use of Legal Counsel	
Effective Date	May 31, 2011
Expiration Date	None
Last Date Revised	May 31, 2011
Town Manager	Approved June 7, 2011
Selectmen Vote	June 28, 2011

INTENT

The intent of this Policy is to establish a proper procedure for any contact with Counsel that will result in financial charges to the Town of Plymouth. If public funds are to be used in paying for legal advise, than this policy must be followed. This applies to any Board member(s), Committee member(s), Staff member(s) that will be using town/public funds to pay the legal charges.

POLICY GUIDELINES

No department head or committee/board member shall seek the advice of Town Counsel (or any other Counsel) on any town matter unless s/he receives prior permission from the Town Manager. Town Counsel must be appointed by the Board of Selectmen in accordance with the Town Charter; only Selectmen appointed Counsel should be consulted on Town matters.

The department head is not required to receive approval from the Town Manager each time s/he/they consult with Town Counsel on a particular matter provided original approval was granted by the Town Manager on the subject.

*The Community Preservation Committee may consult Selectmen approved Counsel on all related Community Preservation Committee matters without reoccurring authorization.

ENFORCEMENT

If an employee or committee/board member receives legal advice without following this Policy, than s/he will be personally responsible to pay any associated fees/costs.