



Naomi L. Bolton
Town Administrator

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Town of Weare

Board of Selectmen
15 Flanders Memorial Road
Weare, NH 03281
603-529-7535

www.weare.nh.gov

Board of Selectmen

Frederick W. Hippler, Chairman
Benjamin D. Knapp, Vice Chairman
Sherry M. Burdick
Kevin J. Cahill
Salim R. Blume

Email: boardmembers@wearenh.gov

POLICY REGARDING LEGAL OPINIONS

The Board of Selectmen recognizes the need for precise answers to specific questions involving legal issues faced by the Town of Weare. In order to promote the best and most thorough legal opinions on any particular issue, as well as the appropriate sharing of first-hand responses from the Town's attorney(s), the Board adopts the following as Policy regarding seeking legal opinions from any of the Town's attorneys:

In most circumstances, any question to be put to any attorney retained by or representing the Town in any capacity (hereinafter "such attorney(s)"), shall be in writing. Any questions pertaining to a Committee and/or Board shall be voted by a majority of said Committee and/or Board to authorize the Chair to reach out to the attorney. The attorney will be directed to respond to the Chair of the requesting Board or Committee as well as the Board of Selectmen and the Town Administrator or designee (by mail, or e-mail), repeating the question as it was related to said attorney and providing an answer, rationale, and history or statutory authority, if applicable.

In circumstances where an opinion is required before the town can take action and action is required before the next Board of Selectmen meeting, so-called "Exigent Circumstances", the Town Administrator or designee must first discuss the matter with the Chairman. The Chairman will give instruction as to the content of any such question to be put to any attorney and the Town Administrator or designee shall forward such question in writing by mail or e-mail (with copies to the entire Board of Selectmen) to said attorney. In the event that the Chairman is not available, the same procedure is to be conducted with the Vice Chairman or if the Vice Chairman cannot be reached, any member of the Board of Selectmen then available.

Written questions and answers posed to and received from any such attorney shall in all circumstances be copied to each member of the Board of Selectmen within 24 hours of sending and as soon as possible after receiving (this may be accomplished via e-mail whenever possible).

No employee of the town shall be permitted to solicit legal advice of any such attorney by telephone unless the Chairman (first preference) or other member(s) of the Board of Selectmen authorizes the call.

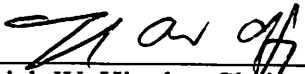
If a member of the Board of Selectmen or the Town Administrator or designee has a legal question, it is acceptable for the Selectman and/or Town Administrator or designee to seek input from NH Municipal Association counsel and share the result(s) with the Board. Should it be determined that Town counsel assistance and/or input remains in order, the Town Administrator or designee shall contact the Selectman Chairman for authorization to speak with or correspond with Town Counsel.

The Town Administrator or designee, Chairman of any Board or Committee as well as Department Heads shall be permitted to make inquiries to the NH Municipal Association without consulting with or receiving authorization from any member of the Board of Selectmen.

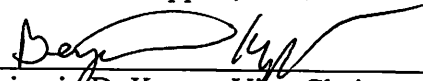
Accepted By: The Town of Weare Board of Selectmen

Dated: October 16, 2023

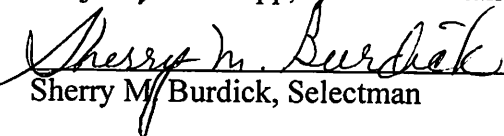
Signed By:



Frederick W. Hippler, Chairman




Benjamin D. Knapp, Vice-Chairman



Sherry M. Burdick, Selectman

Kevin J. Cahill, Selectman



Salim R. Blume, Selectman

Adopted this 16th day of October 2023

Certified seal of the Town Clerk