

# Memorandum

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**To:** All Departments

**CC:** Board of Selectmen

**From:** Janice C. Conlin, Town Administrator

**Date:**

**Re:** Requests for Opinion of Town Counsel

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## Reminder:

Under the Code of the Town of Southborough, Part I, Administrative Legislation, Section 27-7:

"No Town officer, Board or committee shall request an opinion of the Town Counsel, except in cases not admitting of delay, without first obtaining the consent of the Board of Selectmen; nor shall any such officer, board or commission employ any other counsel without like consent."

[s\policies\use of town counsel]