



**Town Counsel Search Committee
Town of Sudbury**

Voted to establish September 3, 2013 by the Sudbury Board of Selectmen

Mission Statement

The Board of Selectmen are creating this committee in order to have a group comprised of Selectmen, other elected officials, and Town staff develop a statement of the specific needs of the Town for Town Counsel services; draft materials for advertising for Town Counsel services; review applications received; conduct initial ranking of applications received; and recommend to the full Board of Selectmen which finalists should be interviewed by the Board/Town Manager.

Membership

Note: The membership of this committee is drawn from the entities and individuals who rely on Town Counsel services the most in connection with their responsibilities.

Two members of the Board of Selectmen – John Drobinski and Len Simon

One member of the Board of Assessors – Liam Vesely

Town Moderator – Myron Fox

Assistant Town Manager – Maryanne Bilodeau

Facilities Director – Jim Kelly

Planning and Community Development Director – Jody Kablack

Police Chief – Scott Nix

Town Finance Director – Andrea Terkelsen

All appointments shall expire on May 31, 2014, but may be extended by the Board of Selectmen.

The Committee shall elect a Chair, Vice-Chair, and a Clerk from among its members. The Chair will run meetings, be the designated communications link with the Town Manager or other Town staff, and schedule committee meetings. The Clerk shall insure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted to the Committee for approval, filing with the Town Clerk, and posting to the Town's website.

Staffing Assistance

The appointed staff members of the committee shall be available to assist in carrying out the work of the committee.

Tasks

The committee will develop a statement of the specific needs of the Town for Town Counsel services; draft materials for advertising for Town Counsel services; review applications received; conduct initial ranking of applications received; and recommend to the full Board of Selectmen which finalists should be interviewed by the Board/Town Manager.

Compliance with State and Local Laws and Town Policies

The ***Town Counsel Search Committee*** is responsible for conducting its activities in a manner which is in compliance with all relevant state and local laws and regulations including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, as well as all Town policies which affect committee membership. In particular, all appointments are subject to the following:

The Code of Conduct for Selectmen Appointed Committee. A resident or employee who accepts appointment to a Town committee by the Board of Selectmen agrees that he/she will follow this code of conduct.

The Town's Email Communication for Committee Members Policy. Anyone appointed to serve on a Town committee by the Board of Selectmen agrees that he/she will use email communication in strict compliance with the Town of Sudbury's email policy, and further understands that any use of email communication outside of this policy can be considered grounds for removal from the committee by the Selectmen.

Use of the Town's Web site. The Committee will keep minutes of all meetings and post them on the Town's web site. The committee will post notice of meetings on the Town's website as well as at the Town Clerk's Office.