



**Incorporated 1787**

**Legal Review Committee  
MINUTES  
January 15, 2013  
7:00 PM  
Town Hall Commission Room**

**Committee Members Present:** Kevin Korsh (Chair), Maryanne Bolella, Jeff Eglash, Teresa Rodriguez. **Absent:** Howard Aibel

Meeting called to order at 5:40 PM.

**1) Review and Approval of Minutes of Legal Review Committee (hereafter, “LRC” or “The Committee”) Meeting of September 12, 2012**

The Committee reviewed the minutes of the meeting of September 12, 2012. Minor edits and corrections to the minutes were suggested by Ms. Bolella and adopted. Ms. Rodriguez moved to approve the minutes and modified. The motion was seconded by Ms. Bolella and the motion to approve the minutes was unanimously approved.

**2) Review Activities Performed to Date**

Members of the Committee reviewed the Committee’s previous activities and discussed the interviews of various witnesses that had been conducted to date.

**3) Discuss LRC Work Plan Going Forward**

The Committee discussed how to proceed. Various proposals were considered and discussed. It was agreed that the Committee would focus its work on four areas. The first would be to review the town charter, the history of the legal function for the Town, and to review the 2008 Committee Report and discuss the status of implementation of its recommendations. This component would be led by Mr. Eglash with additional support from Ms. Bolella. The second would be a detailed case review of select closed legal cases, with an emphasis on the quality of legal representation, the level of engagement by

the Town as client, whether there was budgeting and early case assessment, and whether there were corrective actions or other follow-on actions where appropriate. This will be led by Ms. Rodriguez with support from Mr. Korsh. The third component will be detailed benchmarking with other towns, including staffing and per capita spend. Mr. Korsh will lead this portion. The fourth component involves a review of the Town's retainer agreements, requests for proposal (RFPs), standard agreements and a sample of contracts. This portion will be led by Ms. Bolella. It was further agreed that Mr. Korsh will prepare a chart with these assignments. It was agreed that the LRC members would come to the next meeting, scheduled for January 29, 2013, prepared to discuss a timetable for completion of their respective assignments.

#### **4) Other Business**

No other business came before the Committee.

Ms. Rodriguez moved to adjourn; all voted in favor. The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Jeff Eglash, Secretary